
FEHB Program Carrier Letter

All Carriers

U.S. Office of Personnel Management
Office of Insurance Programs

Letter No. 2002-04

Date: January 30, 2002

Fee-for-service [4] Experience-rated HMO [4] Community-rated HMO [4]

SUBJECT: Department of Defense enrollment transfers

The Department of Defense (DoD) is preparing to transfer several thousand employees among its active payroll offices as part of a reorganization. The transfers are scheduled to begin on January 27, 2002, and end on July 14, 2002.

Each gaining DoD payroll office will send you a mass transfer-in SF 2810 listing each of your enrollees involved in the transfer. When you receive the mass transfer-in SF 2810s, please process them immediately and move your enrollees to the new payroll office numbers. Please make sure that you do not inadvertently drop any enrollees.

Processing the transfer-in SF 2810s promptly keeps your enrollment records up-to-date and accurate. This is especially important because the FEHB Enrollment Reconciliation Clearinghouse (known as CLER) is operational on June 1, 2002. If you do not process the transfer-in SF 2810s your records and the agency records will not match according to the Clearinghouse.

We hope this notice will help you manage your workload. If you have any questions about this letter, please contact Jay Fritz or Eric Figg. Jay can be reached at 202-606-0004 or through email at jdfriz@opm.gov. Eric can be reached at 202-606-4083 or through email at edfigg@opm.gov.

Sincerely,



Abby L. Block
Assistant Director
for Insurance Programs