

United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

March 2, 1990

PERSONNEL MANAGEMENT LETTER NO. 90-2 (890)

SUBJECT: Temporary Continuation of Coverage Under
Federal Employees Health Benefits Program (FEHB)

The Department of the Interior (DOI) has entered into a Memorandum of Understanding with the Department of Agriculture's National Finance Center (NFC) to provide through the Direct Premium Remittance System (DPRS) a centralized billing, collection and reporting service which will assist us in implementing both Public Laws 100-654 and 98-615.

Public Law 100-654 is effective January 1, 1990, and provides the temporary continuation of coverage for (1) employees who lose their health benefits coverage because they separate from Federal service on or after January 1, 1990, and for (2) family members who lose their coverage because they lose their status as family members on or later than January 1, 1990. FPM Letter 890-40 dated December 27, 1990, provides the Office of Personnel Management (OPM) general guidelines for implementing this new law. Public Law 98-615 provides for certain former spouses of current, retired, or separated Federal employees to enroll in the health benefits program.

A Billings and Collections Manual on the Direct Premium Remittance System has been provided by NFC directly to the health benefits officer in each submitting office. A listing of those health benefits officers is attached.

An outline of the functions of DOI personnel offices and the National Finance Center are as follows:

DOI Personnel Offices (Submitting Offices) will:

- (1) Inform separating employees of their eligibility and that of former spouses and children under the expanded FEHB coverage.
- (2) Inform the separating employees of the eligibility time restraints imposed under the expanded FEHB coverage.
- (3) Determine the eligibility of separated employees, former spouses and children of current employees for the expanded FEHB coverage.

INQUIRIES: Ann Meroney, Division of Employee Relations,
Room 5223 MIB, Telephone 343-5284, MS 5230

(4) Receive the initial SF-2809 forms from the enrollees and assure that the information is accurate and complete and signed by both enrollee and an agency official.

(5) Complete the agency portion of the SF-2809 forms, identify the Public Law covering enrollee (P.L. 98-615 - SPOUSE EQUITY ACT, or P. L. 100-654 - TEMPORARY CONTINUATION), their personnel office identifier (submitting office number), date of qualifying event, and additional information regarding the original employee.

(6) Return the enrollee's Copy of the SF-2809 and/or SF-2810 to the enrollee, and send the rest of the form to NFC for processing.

(7) Prepare SF-2810 and attach the initial SF-2809 with the additional enrollment information required for the "transfer in" of Spouse Equity enrollees to NFC.

(8) Forward SF-2809 and SF-2810 to NFC.

(9) Respond to inquiries from NFC personnel relating to the initial SF-2809 and data submitted for new enrollees.

(10) Review monthly report to ensure that all SF-2809 forms submitted by their office have been processed correctly.

(11) Submit any corrections to the initial SF-2809 or SF-2810 as a result of an administrative error.

Through the Direct Premium Remittance System (DPRS), the National Finance Center will:

(1) Receive and process the initial SF-2809 and all SF-2810 forms (transfer-out) from DOI personnel (submitting) offices.

(2) Determine the eligibility of former spouses (except those applying under the Spouse Equity Act) and children of separated employees applying for enrollment under the expanded FEHB coverage based upon guidelines as provided in FPM 890-1.

(3) Establish and maintain enrollee accounts.

(4) Respond to billing and collection inquiries.

(5) Determine eligibility for subsequent changes in enrollment for all categories of enrollees.

(6) Handle open season processing.

(7) Be responsible for all activities relating to the open season processing.

(8) Coordinate the transfer of Temporary Continuation and Spouse Equity enrollees.

(9) Determine the eligibility for reinstatement of an enrollee.

(10) Provide enrollees with correspondence relating to their enrollment in the Direct Premium Remittance System after their initial enrollment.

Although the NFC has provided the following information directly to health benefits officers in each submitting office, its importance bears repeating in this issuance:

Individuals who are eligible for enrollment under P.L. 98-615 or P.L. 100-654 will apply for initial enrollment by providing the personnel (submitting) office a completed Sf-2809.

Prior to forwarding this initial SF-2809 to NFC for processing, the personnel (submitting) office must type the following information on the form:

- The effective date of the enrollment.

-The personnel office identifier (submitting office number) in Part G, Block 1. (Please assure that this number is correct or delays will occur.)

-The following original employee/former employee information must be included in the Remarks block in exactly the order shown as appropriate for the class of the enrollee:

Former spouse and child of a current employee:

-Relationship (ex-spouse, child)

-The Public Law under which the applicant is eligible for benefits, using the law's whole number, i.e., P.L. 980-615 or P.L. 100-654 (5 USC 8905a).

-Name of the employee

-Social security number of the employee

-Date of birth of the employee

-Date of the qualifying event, i.e., divorce, annulment, birth, etc. (P.L. 100-654 enrollees only).

Separated employee:

-Relationship (self)

-The public law under which the applicant is eligible, using the law's whole number, i.e., P.L. 100-654 (5 USC 8905a).

-Date of separation

-Last day of pay period

Former spouse and child of a separated employee:

Persons in this category should contact NFC directly for enrollment information.

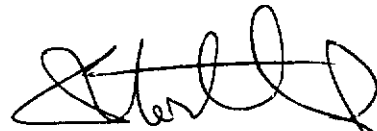
After all information is complete, the personnel (submitting) office should return the enrollee's copy to the enrollee, keep the new carrier copy for its records, and send the rest of the package to NFC for processing at the following address:

National Finance Center
DPRS Billing Unit
P. O. Box 61760
New Orleans, LA 70161-1760

Only the personnel (submitting) offices listed in the attachment to this issuance are authorized to forward information to NFC.

Upon receipt of the initial SF-2809 for enrollment into a plan, NFC will process and generate a copy of the SF-2809 to the carrier and establish an enrollee master on the DPRS data base.

Sample forms and reports are provided in the Billings and Collections Manual provided by NFC to each submitting office.



for Morris A. Simms
Director of Personnel

Attachment

DEPARTMENT OF THE INTERIOR PERSONNEL (SUBMITTING) OFFICES

POI(SON)	Contact	Office
<u>National Park Service</u>		
1620	Martha Carter FTS 841-5716	Southeast Region, Atlanta, GA
1694	Valerie Oliver FTS 556-3962	Western Region, San Francisco, CA
1888	Virginia Ortez FTS 476-6608	Southwest Region, Santa Fe, NM
2902	Karlyn Payton FTS 485-9781	National Capital Region, Wash, DC
2978	Jim Brown FTS 597-7070	MidAtlantic Region, Philadelphia, PA
3459	Lea Scow FTS 327-2772	Rocky Mountain Region, Denver, CO
3467	David Mims FTS 399-4838	Pacific Northwest Region, Seattle
1519	Joe Rodgers FTS 343-4648	Washington Office, Washington, DC
1615	Susan Bartman FTS 864-3456	Midwest Region, Omaha, NE
4042	Linda Sprankle FTS 925-6487	Harpers Ferry Center, WV
4192	Linda Hill 406-888-5441	Glacier NP, West Glacier, MT
4193	Linda McHuron FTS 328-4205	Grand Teton NP, Moose, WY
4194	Sara Nightingale 303-586-2371	Rocky Mountain NP, Estes Park, CO
4243	Elizabeth Marcus FTS 223-5105	North Atlantic Region, Boston, MA
4311	Mary Martin 907-257-2581	Alaska Region, Anchorage, AK
4195	Ron Anderson FTS 585-0011	Yellowstone NP, WY

Bureau of Reclamation

1147	Terry Richcreek FTS 554-1506	PN Region, Boise, ID
1257	Cheryl Badeker FTS 460-5025	MP Region, Sacramento, CA
1583	Marie Johnson FTS 598-7483	LC Region, Boulder City, NV
1158	Toby Ikegame FTS 588-5475	UC Region, Salt Lake City, UT
1388	Darline Stochl FTS 585-6917	GP Region, Billings, MT
1368	Connie Dean FTS 776-3831	HQ, Denver, CO

Office of the Secretary

1841	Nancy Cipriano FTS 343-2110	O/Sec, Washington, DC
1841	Jack Hirsch FTS 343-6873	Office of the Solicitor
1841	Maxine Smith 343-4821	Adv Council on Historic Preservation FTS
1841	Diana Haynes FTS 343-4821	Commission on Fine Arts
1841	Anna Reiss-Keeve FTS 343-7150	Delaware River Basin Commission Susquehanna River Basin Commission Alaska Land Use Council
4119	Dale Stadtmueller FTS 554-9486	Office of Aircraft Services
4370	Patricia Woofter FTS 343-4599	Office of the Inspector General

Bureau of Mines

1815	Theresa Savoy FTS 634-4306	Washington, DC
4514	Joyce Harkess FTS 776-0297	Denver, CO

Bureau of Indian Affairs

1114	Allan Young FTS 782-7401	Aberdeen AO, SD
1148	Joe Jarrett FTS 571-9220	Navajo AO, Gallup, NM
1162	Denise Goodface 907-586-7176	Juneau AO, AK
1431	Lillian Janney FTS 585-6381	Billings AO, MT
1534	Merle Zunigha FTS 261-6739	Phoenix AO, AZ
1535	Patrick Hamilton FTS 429-6702	Portland AO, OR
1672	James Cheskawich FTS 343-7582	HQ, Washington, DC
1800	Lee Miller FTS 474-3131	Albuquerque AO, NM
4309	Evelyn Gomez FTS 743-7218	Anadarko AO, OK
4326	Darrel Coldwell FTS 787-3385	Minneapolis AO, MN

Minerals Management Service

4342	Beverly Wilson FTS 393-1434	HQ, Herndon, VA
4343	Thelma Beckman FTS 680-9884	Southern ASC, Jefferson, LA
4345	Bill Duckworth FTS 776-2135	Central ASC, Denver, CO
4346	Gary Reimer 907-261-4050	Alaska ASC, Anchorage, AK

Fish and Wildlife Service

1351	Charles Hasty FTS 242-0862	Atlanta, GA
1503	Dolores Vallejos FTS 474-2033	Albuquerque, NM
1529	Sally Anderson FTS 429-6138	Portland, OR
1552	Joan Gifford FTS 725-3585	Twin Cities, MN
1735	Joyce Edelin FTS 343-4562	Washington, DC
1827	Barry Macero FTS 829-9265	Newton Corner, MA
4213	Ann Massar FTS 776-4734	Denver, CO
4247	Sharon Cunningham 907-786-3301	Anchorage, AK

U. S. Geological Survey

1497	Ward Wood FTS 277-0808	Rolla, MO
1518	Donald Parks FTS 459-4073	Menlo Park, CA
1890	Kathleen Rutledge FTS 959-7432	Reston, VA
2953	Richard Winston FTS 776-5900	Lakewood, CO
4172	Nancy Thurman FTS 841-5497	Atlanta, GA

Bureau of Land Management

1829	Lynne Price FTS 776-6703	Service Center, Denver, CO
1868	Sheila Johnson FTS 343-4601	HQ, Washington, DC
4124	Sandy Borges FTS 460-4807	California SO, Sacramento, CA
4125	Marcia Butenshoen FTS 429-2204	Oregon SO, Portland, OR
4126	Bobbie Stiles 907-271-5043	Alaska SO, Anchorage, AK
4313	Marcia Thomas FTS 261-5522	Arizona SO, Pheonix, AZ
4315	Bobbie Teigen FTS 554-1118	Idaho SO, Boise, ID
4316	Lenne Hellinger FTS 470-6230	Nevada SO, Reno, NV
4317	Tracy Campbell FTS 588-7782	Montana SO, Billings, MT
4318	Della Lopez FTS 476-6092	New Mexico SO, Santa Fe, NM
4319	Joy Jacobs	Utah SO, Salt Lake City, UT
4320	Gordon Schaffer FTS 328 2098	Wyoming SO, Cheyenne, WY

Office of Surface Mining Reclamation and Enforcement

4228	Ann Chapman FTS 343-4665	HQ, Washington, DC
4372	Ronald Recker 412-937-2828	Eastern FO, Pittsburgh, PA
4373	James Litzinger FTS 844-2459	Western FO, Denver, CO