



**Retirement and Insurance Service
Benefits Administration Letter**

Number: 01-315

Date: April 9, 2001

Subject: Discontinuation of SF 2811

This letter is to inform you that the SF 2811 – Transmittal and Summary Report to Carrier -- is now obsolete and will no longer be available through procurement channels. Traditionally, the SF-2811 was used to transmit the SF-2809 and SF 2810 to Federal Employees Health Benefits Program carriers and served as a perpetual inventory of enrollment.

In 1994, we discontinued the SF 2810 transfer-out process. Although the transmittal function of the SF 2811 was retained at that time, agency payroll offices were no longer required to keep up the perpetual inventory of enrollment. Many have since stopped using the SF 2811. As a consequence, we have decided to discontinue the form.

If you have any questions regarding the information, we would prefer that you email us at finance@opm.gov, so that we have a record of our communication. You may also phone us on (202) 606-0606.

A handwritten signature in black ink, appearing to read "Robert A. Yuran".

Robert A. Yuran, Chief
Financial Policy Staff