



## ***Benefits Administration Letter***

**Number:** 09-205

**Date:** October 8, 2009

**Subject: Federal Employees' Group Life Insurance (FEGLI) Program: New Address  
for Conversion Requests**

As we promised in [BAL 09-204](#) dated May 5, 2009, we are providing the new address for employees to use when they request information from the Office of Federal Employees' Group Life Insurance (OFEGLI) to convert their FEGLI coverage to a private policy. As you know, FEGLI enrollees can request conversion information when their FEGLI coverage terminates for any reason other than their voluntary cancellation.

The new addresses should be used **ONLY for conversion requests, effective immediately**. Claim forms for FEGLI life insurance benefits should NOT be sent to the conversion addresses listed below. The address on the SF 2819 (Notice of Conversion Privilege) is no longer current. Agencies should provide the address(es) below when providing conversion information to employees.

### **What's Changing:**

*New OFEGLI address for conversion requests **ONLY**:*

OFEGLI  
P.O. BOX 1866  
LONG ISLAND CITY, NY 11101-9885

*New OFEGLI address for conversion requests **ONLY** using overnight delivery (such as express mail):*

OFEGLI  
FEGLI CONVERSION TEAM  
5<sup>TH</sup> FLOOR  
27-01 QUEENS PLAZA NORTH  
QUEENS, NY 11101

OFEGLI has arranged to ensure that any conversion requests sent to Jersey City by mistake will automatically be forwarded to their Long Island City, NY (Queens) office.

### **What's NOT Changing:**

The new addresses listed above are for conversion requests only. OFEGLI moved to their new office in Oriskany, NY in June 2009. As noted in [BAL 09-204](#), the new addresses and phone numbers for claim forms and certifications remain as follows:

*For FEGLI Claims and Regular Mail:*

OFEGLI  
P.O. BOX 6512  
UTICA, NY 13504-6512

*For overnight deliveries **only** (such as express mail):*

OFEGLI  
5950 AIRPORT RD.  
ORISKANY, NY 13424-3926

*OFEGLI's Toll-Free Phone Number:*

1-800-633-4542

*OFEGLI's Overseas Beneficiaries Phone Number:*

1-212-578-2975

*OFEGLI's Fax Numbers:*

1-315-792-6603  
1-315-792-6802

### **Updated Information on the Web**

This information will be posted on the FEGLI website at [www.opm.gov/insure/life](http://www.opm.gov/insure/life). We are also updating the FEGLI Handbook and FEGLI forms to reflect the new information.

If you have any other questions or comments regarding this BAL, you may contact us at [fegli@opm.gov](mailto:fegli@opm.gov).

Kathleen M. McGettigan  
Deputy Associate Director  
Center for Retirement and Insurance Services