



Benefits Administration Letter

Number 12-202

Date: May 15, 2012

Subject: Federal Employees' Group Life Insurance (FEGLI) Program: Revision of Standard Form (SF) 2817, "Life Insurance Election"

Why did OPM revise the form?

We revised the form to reflect changes in FEGLI Program regulations previously announced in [BAL 11-201](#) dated February 1, 2011. Please review the new form carefully, as some of the changes are significant.

What is new on the form?

We revised the **Instructions for Agencies** to reflect changes in the regulations which state an eligible employee:

- has **60** days to elect new coverage
- can elect **any and all** coverage based on a qualifying life event (except the employee must elect or have Basic first in order to elect Optional coverage).

We added language in the **Instructions for Agencies** that the human resources (HR) office should verify whether the employee is eligible to make an election, and to review it carefully before processing. We reemphasized that the employee is responsible for ensuring that the SF 2817 accurately reflects the employee's intentions.

We also revised the corresponding language in the **Table of Effective Dates** on the Back of Part 2 to reflect the new time limit and the expanded coverage election opportunity based on a qualifying life event (QLE).

Two new events were added to the "Event Allowing Change" in the **Table of Effective Dates**. We did this to clarify the types of elections eligible employees can make. For example, the HR office should enter Event "**0**" in Section 5 if the election is by a new or newly eligible employee and the other events listed on the table do not apply. The other event applies to certain Department of Defense (DoD) civilian employees affected by contingency operations. The other event numbers have not changed.

What is the revision date?

November 2011.

How do you order the form?

GSA will not be stocking this form due to the low demand for the published version. An increasing number of employees either utilize electronic enrollment through their agencies or download and print the form locally.

It is available now on the OPM website in a PDF-fillable version at <http://www.opm.gov/insure/life/fegli/sf2817.asp>. If individual agencies need a published version for their forms stock, however, they should download the PDF file and submit a printing request to the Government Printing Office.

Can you use previous editions?

No, you cannot use previous editions because of the new guidance on the form. You should only use the November 2011 version.

If you have any other questions or comments regarding this BAL, you may email us at fegli@opm.gov. For more information on the FEGLI Program, please visit www.opm.gov/insure/life.

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