



*United States*  
*Office of Personnel Management*  
*Retirement and Insurance Service*

**Benefits Administration Letter**

Number: 98-207

Date: October 21, 1998

**Subject:** Use of the SF 2810 when individuals separate from Federal service

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On October 19, 1994, we issued Benefits Administration Letter (BAL) 94-202 regarding the elimination of the transfer-out SF 2810. In that letter we indicated that use of the SF 2810 to indicate a transfer-out was being discontinued in the following situations:

- 1) when an employee goes to a new agency;
- 2) when an employee retires or dies;
- 3) when the enrollment must be transferred to or from the Office of Workers Compensation Programs (OWCP).

It has recently come to our attention that some employing offices believe that BAL 94-202 also eliminated use of the SF 2810 to notify the health benefits carrier when an employee separates from Federal service. Please note that use of the SF 2810 to indicate the transfer out situations listed above was the only use that was discontinued. All other uses of the SF 2810 were unaffected by BAL 94-202. Employing offices were to continue producing SF 2810s when the following situations occurred:

- 1) employment terminated;
- 2) conclusion of 365 days in leave-without-pay (LWOP) or other non-pay status;
- 3) return to military duty for more than 30 days;
- 4) transfer in from another agency or payroll office;
- 5) reinstatement (correction of erroneous action);
- 6) change in name of enrollee.

A completed SF 2810 is the only mechanism through which the health benefits carriers can be made aware that an individual has left Federal service and is no longer enrolled in the Federal Employees Health Benefits (FEHB) Program. Therefore, it is essential that properly completed SF 2810s are forwarded to the carriers when individuals leave Federal service. In cases where an individual leaves Federal service and an SF 2810 is not produced, the individual continues to be included on the carrier's enrollment list. The carrier continues to pay capitation and any claims on this individual even though they are no longer eligible for coverage and the carrier is not receiving any premiums for them. This has contributed towards some of the premium underpayment claims that have been filed against the Office of Personnel Management by the

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*Civil Service  
Retirement  
System*

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*Federal Employees  
Health Benefits  
Program*

*Federal Employees  
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FEHB Program carriers.

Thank you for your cooperation in seeing that SF 2810s are properly completed for all situations in which they are required.

Sincerely,

A handwritten signature in cursive script, appearing to read "Abby L. Block".

Abby L. Block, Chief  
Insurance Policy  
and Information Division