

FEGLI Insurance Important Message for Foreign Service Annuitants

If you have a life insurance policy under the Federal Employees' Group Life Insurance (FEGLI) program *and* you submitted a FEGLI beneficiary designation form *after* you retired, the Department of State urges you to submit a new form now. In several recent cases, the FEGLI administrator paid insurance benefits to a former spouse because the most recent beneficiary designation form was not on file with the Office of Personnel Management (OPM).

This message does not apply if you completed your most recent FEGLI beneficiary designation form while still an active employee. Employee-signed forms remain on file with the Department of State and will be honored by the Office of FEGLI (OFEGLI) even if they were not on file with OPM (the same is not true for beneficiary designation forms signed by annuitants after retirement). This message also does not apply if you have never submitted a FEGLI beneficiary designation form because you want the insurance benefits to be paid according to the statutory order of precedence (which is what happens if no beneficiary designation form is on file).

To obtain the beneficiary designation form, download Standard Form 2823 "Designation of Beneficiary - FEGLI Program" from www.RNet.state.gov (located under "Forms") or from www.OPM.gov (type "2823" in the search box). Alternatively, contact the Human Resources Service Center at HRSC@state.gov or 1-866-300-7419 to have a paper copy mailed to you.

Please follow the form's instructions carefully since incorrectly completed and/or incorrectly submitted forms may not be valid for payment by OFEGLI. If you submit a new form, it will take precedence over any prior designation currently on file with OPM. **Mail the form to:**

Office of Personnel Management
Retirement Operations Center
P.O. Box 45
Boyers, PA 16017-0045

Do not mail the form to the Department of State. OFEGLI will only honor annuitants' forms that are received and on file at the OPM Boyers, PA address.

Within three months of receipt, OPM will send you a receipted copy as proof that your new beneficiary designation is on file. If you do not receive that confirmation within three months, you may contact OPM's Retirement Operations Center by e-mail at retire@opm.gov, by writing to the Boyers address, or by calling 1-888-767-6738. If you contact OPM, explain that you are a Foreign Service annuitant and provide your Social Security Number.

Please do not contact OPM to ask who your current FEGLI beneficiary is. If you are not sure, simply submit a new designation form according to the instructions above.

If you have questions about this message, please contact the Human Resources Service Center at HRSC@state.gov or 1-866-300-7419. For general FEGLI program information, see OPM's website at www.opm.gov under "Insurance".