



BENEFITS INFORMATION FOR EMPLOYEES WHO CHANGE PAYROLL OFFICES OR TRANSFER BETWEEN AGENCIES

Program Overview

An employee's retirement and benefits continue when they change payroll offices or transfer from one agency to another without a break in service. It is Department of the Navy policy that employees review their biweekly Leave and Earnings Statement (LES) to ensure correct deductions have been withheld for benefits elections and to avoid errors for which they could be indebted. Employees shall report discrepancies immediately to the appropriate program point of contact listed below.

Program Name	Effect of Change in Payroll Office
Federal Employees Health Benefits (FEHB)	FEHB premiums should automatically be withheld; if not the employee should contact the Benefits Line . If the employee is currently enrolled in a Health Maintenance Organization (HMO) and the employee moves or becomes employed outside the geographic area from the FEHB carrier accepts enrollments, the employee may elect another FEHB plan within 60 days after employment status change.
Federal Employees' Group Life Insurance (FEGLI)	FEGLI premiums should automatically be withheld; if not the employee should contact the Benefits Line .
Federal Dental and Vision Insurance Program (FEDVIP)	Employees must contact BENEFEDS to resume FEDVIP premiums.
Federal Flexible Spending Account (FSAFEDS)	Employees must contact FSAFEDS to resume flexible spending account deductions.
Federal Long Term Care Insurance Program (FLTCIP)	Employees must contact FLTCIP Partners to resume deductions.
Thrift Savings Plan (TSP)	TSP contributions should automatically be withheld. If the employee has a TSP loan, they should contact the Benefits Line to request that the loan payments be resumed.
Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS)	Contributions are automatically withheld. However, when an employee transfers from one agency to another (e.g., Army to Navy, Department of Agriculture to Navy, etc) or changes payroll offices, their Individual Retirement Record (IRR) maintained by the current payroll office will be closed out and sent to the Office of Personnel Management (OPM). A new IRR will be created by the new payroll office. Block 19 of the first LES the employee receives from their new position will reflect only the retirement contributions for the new payroll office or agency. After the employee retires, OPM will gather all IRRs that document the employee's service and use them to determine the cumulative amount of the employee's retirement contribution.

Responsibilities

The Human Resources Office (HRO) will:

- Advise employees to review their Leave and Earnings Statement (LES) each pay period.



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- Advise employees to contact the [Benefits Line](#) if there are errors in deductions on their LES for retirement, FEHB, FEGLI, TSP, and TSP loans.
- Advise employees to contact [BENEFEDS](#) if there are errors in deductions on their LES for FEDVIP.
- Advise employees to contact [FSAFEDS](#) if there are errors in deductions on their LES for flexible spending account deductions.
- Advise employees to contact [FLTCIP Partners](#) if there are errors in deductions for long term care insurance.

The Office of Civilian Human Resources (OCHR) Center will:

- Complete the SF 2810, Notice of Change in Health Benefits Enrollment and fax it to the health insurance carrier, if the employee is enrolled in health insurance.
- Complete the TSP-19, Transfer of Information Between Agencies and fax it to the Defense Finance and Accounting Service (DFAS), if the employee has a TSP loan.
- Request the transfer of the eOPF from the previous agency.

The Civilian Benefits Center (CBC) will:

- Answer questions about FEHB, FEGLI and TSP.
- Review and resolve FEHB, FEGLI and TSP problems.
- Help employees establish their account in the GRB Platform.
- Make benefit elections for employees unable to access the GRB Platform.

Additional Information:

[Benefits Information for Those Who Transfer to a New Payroll Office](#)