



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

**Benefits Administration Letter**

Number: 97-207

Date: September 25, 1997

**Subject: Federal Employees' Group Life Insurance: Miscellaneous Changes and Information**

**STOCKING OF FORMS: FE-6, FE-6 DEP, AND FE-7**

**Background**

Each employing office is required to maintain a supply of FEGLI forms to meet its anticipated needs. Standard forms are available from GSA (General Services Administration) supply centers. The FE-6 (Claim for Death Benefits) and FE-6 (Statement of Claim) DEP have been available directly from the Office of Personnel Management (OPM); the FE-7 (Claim for Accidental Means Dismemberment Benefits) - available on a case by case basis only - has been available directly from the Office of Federal Employees' Group Life Insurance (OFEGLI), although some agencies have continued to request it from OPM.

**New Procedure for Ordering**

Forms FE-6 and FE-6 DEP will **no longer** be **available from OPM**. Agencies must order these two forms directly from OFEGLI. Also, OPM will no longer accept orders from agencies for FE-7; that form also will be available only from OFEGLI.

**Who Can Order**

Orders will be accepted from the **agency headquarters Insurance Officer only**. Orders will not be accepted from field installations or personnel offices.

**How and Where to Order**

Orders will be accepted by fax and mail only; no telephone orders will be accepted.

*Civil Service  
Retirement  
System*

*Federal Employees  
Group Life  
Insurance*

*Federal Employees  
Health Benefits  
Program*

*Federal Employees  
Retirement  
System*

The fax number is 212-578-4491. Send it to Attention: Forms Ordering Desk.

The mailing address is Office of Federal Employees' Group Life Insurance, Attention: Forms Ordering Desk, 200 Park Avenue, New York, NY 10166-0188.

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**Information Needed**

OFEGLI will need the form number, the quantity, the shipping address, and the point of contact (person's name and phone number) in case of questions.

Please note that only the FE-6 and FE-6 DEP can be ordered in quantity. FE-7 is available in single copies only, on a case by case basis.

**Effective Date**

The effective date for this new procedure is **October 1, 1997**.

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**REVISED FE-6 (CLAIM FOR DEATH BENEFITS)**

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**Purpose of Revision**

The form was revised to do away with the NCR paper, which resulted in too many illegible signatures on the second copy. The new version is on "regular" paper, and claimants will be required to sign both copies. The revised edition is dated June 1997.

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**Can the "Old" Forms Be Used?**

YES, previous editions of the FE-6 are **still usable**. Agencies should **not destroy** their existing stock.

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**SF 2818 (CONTINUATION OF LIFE INSURANCE COVERAGE)**

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**Edition to Be Used**

The SF 2818 was revised last year; the new edition is dated February 1996. Agencies were notified of the revised form by BAL 96-202, dated April 18, 1996. This BAL stated that **previous editions are not usable**.

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**Problem** It has been brought to our attention that many agencies are still using the old form. This causes delays in processing retirement applications.

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**Request** Please remind your field installations that they are to throw away all versions of the SF 2818 except the February 1996 version. Other editions are not acceptable. Agencies attempting to use other editions will create more work for themselves, as well as cause delays for retiring employees.

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### **KEEPING DESIGNATIONS CURRENT**

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**Problem** Many employees file a designation of beneficiary and never think about it again. Life circumstances may change, and the designation may no longer reflect the employee's intentions. Or beneficiaries may move, but employees may not update their designation form with the current address; then when the employee (or annuitant) dies, OFEGLI cannot locate the beneficiary to make payment.

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**Request** Please ask your field installations to remind employees to review their designations periodically to make sure they reflect the employee's current intentions and to make sure they contain the correct address for their beneficiaries.

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### **DESIGNATIONS TO A MINOR**

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**Definition of Minor** Under FEGLI, a child is considered a minor until he/she reaches the age of 18, unless the State in which the "minor" lives has set a lower age; in that case the lower age applies.

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**Who Gets Paid if the Employee Designates a** OFEGLI cannot, by law, pay benefits to a minor.  
If an employee designates a minor as his/her beneficiary, there

**Minor?**

are three possibilities for payment:

1. Payment will be made to the child's guardian. **Please note that being a child's natural parent does not make a person the child's guardian.** The guardian must be appointed by a court.
  2. If there is no court-appointed guardian, payment may be made to the child's natural parent(s) **IF** the benefits are less than \$10,000.
  3. If there is no court-appointed guardian (and there are no plans to appoint one) and benefits are \$10,000 or more, the money will be held in an interest-bearing account, until the child reaches the age of majority.
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**Awareness  
Needed**

Please ask your field installations to make sure their employees are aware of these restrictions on paying a minor when they make designations.

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Abby L. Block, Chief  
Insurance Policy  
and Information Division