

U.S. Office of Personnel Management  
Operating Manual Update

# The Guide to Processing Personnel Actions

Update 88 – Chapter 22

## ***Notice***

This Guide and its Updates are available for viewing/printing on the [OPM.gov website](https://www.opm.gov). In lieu of contacting OPM, agency Human Resources representatives responsible for processing personnel actions should follow the instructions on the web site if interested in signing up to automatically receive Updates electronically.

**Distribution:** Operating Manual, The Guide to Processing Personnel Actions

U.S. Office of Personnel Management

Summary of Changes, Chapter 22 (Update 88)

Removed Pages	Identification	Insert Page	Explanation of Changes
22-1 thru 22-5	N/A	1 thru 5	Chapter 22, <b>in its' entirety has</b> been updated, to include: (1) reformatted page numbers from 22-1, 22-2, 22-3, etc., to new format of 1,2,3, etc.; (2) added a footnote to each page to reflect Chapter number and title of guide; (3) reformatted text from column to paragraph to meet 508 compliance requirements; (4) distinguished new text changes and/or additions in <b>&gt;dark red font surrounded by angled brackets&lt;</b> ; (5) distinguished deletion/removal of text with <b>*** in green font</b> ; and, (6) removed all symbols annotating historical changes throughout the chapter.

Listing of Specific Changes to Chapter 22

Chapter	Page Number(s)	Explanation of Changes
22	Various	Incorporated or updated regulatory hyperlinks throughout Chapter 22. Added (SF-) abbreviation after Standard Form and used SF- throughout Chapter 22 as appropriate.
22	1	Added: New text changes and/or additions are distinguished in <b>&gt;dark red font surrounded by angled brackets&lt;</b> . Deletion/removal of text is distinguished with <b>*** in green font</b> .
22	2	Coverage: a: ii: Removed: his or her and he and she: Added: their and they are.
22	4,5	Tables 22 – A and B: Added: Notes and Remarks Columns.

Chapter	Page Number(s)	Explanation of Changes
22	5	Table 22-A, Rule 3: Removed: he or she Added: the employee

# Chapter 22: Change in Federal Employees Group Life Insurance and Election of Living Benefits (Nature of Action 805, 806, and 881)

## Contents

1. Coverage .....	2
2. Insurance Forms .....	2
3. Use of Standard Form 52 .....	2
4. Effective Dates.....	3
5. Instructions .....	3
Tables.....	4
Table 22-A. Documenting Change in Federal Employees Group Life Insurance and Election of Living Benefits.....	4
Table 22-B. Remarks to be Shown on Standard Form 50 .....	5

New text changes and/or additions are distinguished in **>dark red font surrounded by angled brackets<**. Deletion/removal of text is distinguished with **\*\*\* in green font**.

## 1. Coverage

a. This chapter covers:

- i. **Change in Federal Employees' Group Life Insurance** coverage, a change in an employee's life insurance coverage when no other change takes place on the same date; and
- ii. Election of full or partial living benefits by a terminally ill employee who wants to receive \*\*\* >their< basic benefits while \*\*\* >they are< still living, rather than having them paid to a beneficiary or survivor upon \*\*\* >their< death.

See [5 CFR part 870](#) and the **Federal Employees' Group Life Insurance Program - A Handbook for Employees, Annuitants, Compensationers and Employing Offices (FEGLI Handbook)**, for additional information on the life insurance coverage.

b. This chapter does *not* cover correction of an error. (See Chapter 32.)

## 2. Insurance Forms

- a. Standard Form 2817 >(SF-2817)<, Life Insurance Election, is **used to elect, change, waive, or drop Federal Employees' Group Life Insurance** coverage. Check the [FEGLI Handbook](#) to be sure the employee is eligible to make the election or change and to identify any other forms that are needed.
- b. [FE-8C](#), Explanation of Benefits, is used to document approval of **the employee's claim for Living Benefits. The Office of Federal Employees Group Life Insurance** sends the [FE-8C](#) to the personnel and payroll offices when the employee cashes or deposits the benefits check.

## 3. Use of Standard Form 52 >(SF-52)<

Use of a \*\*\* >[SF-52](#)< Request for Personnel Action, for change of **Federal Employees' Group Life Insurance and election of Living Benefits** actions is optional. The Standard Form >[SF-50](#)<, Notification

of Personnel Action, may be prepared directly from the information in your agency's automated system (or the employee's Official Personnel Folder) *and* the information on the [SF-2817](#) or the [FE-8C](#). If your agency procedures require a \*\*\*>[SF-52](#)<, either the employee's office or the personnel office may prepare it. When a \*\*\*>[SF-52](#)< is used, no requesting officials' signatures are needed.

#### 4. Effective Dates>

Refer to the [FEGLI Handbook](#) to determine the effective date of a **Federal Employees' Group Life Insurance election, cancellation, or termination**. For an election of Living Benefits, the effective date is the date shown in remarks on the [FE-8C](#).

#### 5. Instructions

- a. Use [Table 22-A](#) to select the nature of action and authority and enter them in blocks 5A-D of the \*\*\*>[SF-50](#)<. When the action is a change due to termination of coverage, refer to the FEGLI Handbook for instructions on information to provide the employee.
- b. Enter the \*\*\*>[SF-50](#)< effective date in block 4 of the \*\*\*>[SF-50](#)<.
- c. Use Table 22-B to select remarks to explain the action and enter them in block 45 of the \*\*\*>[SF-50](#)<.
- d. Follow instructions in Chapter 4 to complete the remaining blocks on the \*\*\*>[SF-50](#)<.
- e. Follow your agency's instructions to have the \*\*\*>[SF-50](#)< signed or authenticated.
- f. **Follow your agency's instructions for distributing documentation of the personnel action.**

## Tables

Table 22-A. Documenting Change in Federal Employees Group Life Insurance and Election of Living Benefits

>Notes and Remarks columns have been added.<

<i>Rule</i>	<i>If Employee</i>	<i>Then Nature of Action Code is</i>	<i>NOA is</i>	<i>Authority Code is</i>	<i>Authority is</i>	<i>Notes</i>	<i>Remarks</i>
1	Elects, changes, waives, or drops Federal <b>Employees' Group Life Insurance coverage</b>	881	Change in FEGLI	DPM	<a href="#">5 U.S.C., Ch. 87</a>	>Reserved for Future Use<	>Reserved for Future Use<
2	Elected Full Living Benefits	805	Elected Full Living Benefits				
3	Elected Partial Living Benefits	806	Elected Partial Living Benefits				

Table 22-B. Remarks to be Shown on Standard Form 50

>Notes and Remarks columns have been added.<

Return to Table [22-A](#)

Rule	If	And	Then Remark Code is	And Required Remark is	Notes	Remarks
1	Employee's new Federal Employees Group Life Insurance code is <i>other than</i> "A" or "B"	Employee's work schedule is part-time	B51	Basic Life insurance coverage and Additional Optional coverage (if elected) are based on the rate of annual salary payable to you as a part-time employee, not the full-time salary rate shown in block 20 of this SF 50. However, Basic Life insurance coverage is always at least \$10,000.	>Reserved for Future Use<	>Reserved for Future Use<
2	Employee loses coverage because work schedule changes to intermittent		B46	<a href="#">SF-2819</a> was provided. Life insurance coverage is extended for 31 days during which you are eligible to convert to an individual policy (nongroup contract).		
3	Employee loses coverage because *** >the employee< has been in nonpay status for 12 months					
4	Employee has elected full Living Benefits		B67	Elected full Living Benefits on (enter date from <a href="#">FE-8C</a> ). Post-election Basic Insurance amount is \$00.00.		
5	Employee has elected partial Living Benefits		B68	Elected partial Living Benefits on (enter date from <a href="#">FE-8C</a> ). Post-election Basic Insurance amount is (enter amount from <a href="#">FE-8C</a> ). Must elect "no reduction" at retirement.		