
FEHB Program Carrier Letter

All Carriers

U.S. Office of Personnel Management
Insurance Services Programs

Letter No. 2004-08

Date: July 7, 2004

Fee-for-service [5] Experience-rated HMO [6] Community-rated HMO [7]

SUBJECT: Payroll Office Changes

Under the Federal Government's e-Payroll initiative, Federal agency payroll functions will be consolidated into four payroll providers. These providers are:

- 1) the Department of Agriculture, National Finance Center;
- 2) the Department of Defense, Defense Finance and Accounting Service;
- 3) the Department of the Interior, National Business Center; and
- 4) the General Services Administration.

The current 20+ Federal agencies still performing their own payroll functions must migrate to one of the four payroll providers by September 30, 2004. The e-Payroll initiative is designed to standardize, consolidate, and integrate Government-wide Federal civilian payroll services and procedures and better integrate payroll, human resources, and financial functions. The benefits of e-Payroll are to reduce redundancies in information technology investments, and standardize payroll practices.

The National Aeronautics and Space Administration (NASA) and the National Science Foundation (NSF) are migrating their payroll functions to the Department of the Interior's National Business Center (NBC).

Effective May 16, 2004, NBC assumed payroll responsibilities for NSF employees previously accounted for under payroll office number 49000001. NSF employees are now accounted for under payroll office number 49149999.

Effective August 8, 2004, NASA employees currently accounted for under several payroll offices will be accounted for under payroll office number 80149999. The attached document lists the names and locations of NASA's previous payroll offices.

The address for the new payroll office is:
National Business Center
Payroll Operations Division
PO Box 272030, MS D-2674
Denver, CO 80227-9030

The NBC contact for the new payroll office is:
Connie Cooper
e-mail address: connie_e_cooper@nbc.gov
Phone Number: 303-969-7422
Fax Number: 303-969-5424

It is extremely important to the FEHB enrollment reconciliation process through the Centralized Enrollment Reconciliation Clearinghouse system (CLER) that all carriers who have enrollees serviced by these payroll offices immediately effect the appropriate changes in their premium and enrollment accounting systems.

When we are informed of additional payroll office migrations, we will pass the information on to you. If you have any questions on e-Payroll or the payroll office consolidation process, please contact either Eric Figg or Jay Fritz of my staff. Eric can be reached at 202-606-4083 or eric.figg@opm.gov . Jay can be reached at 202-606-4148 or jay.fritz@opm.gov .

Sincerely,

Frank D. Titus
Assistant Director
for Insurance Services Programs

Attachment