



***Benefits Administration Letter***

**Number:** 12-206

**Date:** October 2, 2012

**Subject: Electronic SF 2810 in the Federal Employees Health Benefits (FEHB) Program**

The Office of Personnel Management (OPM) is making an electronic version of SF 2810, "Notice of Change in Health Benefits Enrollment" available to federal agencies to use.

FEHB carriers are preparing for receipt of the electronic SF 2810. When the carriers complete implementation and testing of the electronic SF 2810, they will be ready to receive SF 2810 data from any federal agency that transmits SF 2810 data electronically. OPM is requiring FEHB carriers to complete their testing with OPM's Technology Center in Macon, GA (OPM Macon) by October 1, 2012.

All electronic SF 2810 transactions must be sent to carriers through OPM Macon. Federal agencies will use a standard file format to transmit SF 2810 data to OPM Macon. Agencies will need to test with OPM Macon before going into production with transmitting SF 2810 records to the FEHB carriers. Please contact Mr. Chris Selle ([Chris.Selle@opm.gov](mailto:Chris.Selle@opm.gov)) or Ms. Leslie Davis ([Leslie.Davis@opm.gov](mailto:Leslie.Davis@opm.gov)) at OPM Macon to obtain the standard file format and make testing arrangements. Please note that OPM Macon is in the process of implementing and testing other items, such as the new data fields on the recently revised SF 2809, which must be completed before testing with agencies on the electronic SF 2810 can be done. Agencies should obtain the SF 2810 file format now and begin coding it into their computer systems so they will be ready to test when OPM Macon is available.

OPM encourages the use of the electronic version of SF 2810. Transmitting the SF 2810 electronically will be quicker and more efficient than preparing and sending a paper SF 2810, thus will be more economical for both federal agencies and the FEHB Program.

EHRI Program Office also encourages each agency to partner with their data provider to transmit the SF 2810 data into the Electronic Official Personnel Folder (eOPF). Submitting the SF 2810 electronically not only results in the timely updating of the eOPF, it will also eliminate the need to manually scan and index a paper copy. The specifications for submitting the SF 2810 are contained in the eOPF Form Data Feed interface control document. To obtain a copy or for additional information, please

contact Ms.Gladys McKenzie (Gladys.McKenzie@opm.gov).

If you have questions in general about the electronic SF 2810, please contact either Mr. Eric Figg (202-606-4083; [eric.figg@opm.gov](mailto:eric.figg@opm.gov)) or Ms. Maria Bianchini (202-606-1444; [maria.bianchini@opm.gov](mailto:maria.bianchini@opm.gov)).

Sincerely,

John O'Brien  
Director  
Healthcare and Insurance