

**Office of  
Personnel Management**  
*The Federal Government's Human Resources Agency*



***Benefits Administration Letter***

**Number:** 19-107

**Date:** September 18, 2019

**Subject: Process Change for Handling Reemployed Annuitants**

**PURPOSE:** To announce that OPM has streamlined the process for handling reemployment actions. All notifications of reemployment will be sent to a new email box, where the actions will be processed by special teams. The notification of reemployment will be consolidated in a new form. In addition, there is a new form that notifies OPM of separations from dual compensation appointments or separations from a period that did not involve the equivalent of one full year. **This process will be effective October 1, 2019.**

**BACKGROUND:** Currently, agencies notify OPM when employing an annuitant using **Job Aid #5** located in the [CSRS/FERS Handbook chapter 100](#). Agencies also complete the *OPM 1482* and either fax the forms or send them via regular mail to the PO Box in Boyers, PA. In addition, agencies send an email to the [HBPremium@opm.gov](mailto:HBPremium@opm.gov) mailbox to notify OPM's Health Benefits office that FEHB coverage needs to be suspended.

During the reemployed period, agencies must update OPM with any actions that could potentially affect the annuity. For instance, if a CSRS annuitant who retired under a Discontinued Service Retirement was initially hired under a non-covered appointment, the CSRS annuity would continue but if the appointment then changed to a covered appointment, the CSRS annuity would terminate. This notification would be sent to the PO Box in Boyers, PA. In addition, agencies must obtain any updated amount of a change in the gross annuity that may happen throughout reemployment, such as the Cost Of Living Adjustment. There is currently no specific point of contact at OPM for this inquiry.

Upon separation from reemployed service, agencies prepare a retirement package if the annuitant is entitled to a supplemental or redetermined annuity. However, if the reemployment had been under a year or if it had been under a dual comp waiver, often OPM is not notified of the final separation and therefore reinstatement of suspended FEHB and FEGLI coverage is delayed.

Our goal is to improve the entire reemployed process by streamlining the communication path between agencies and OPM and by consolidating all information needed from the agency regarding the nature of the reemployment into one notice while creating a second notice that

alerts OPM of final separations from dual compensation appointments or from service that did not meet the equivalent of the one year threshold for an additional benefit.

The new process is outlined below:

### **New Reemployed Email Box**

To facilitate the efficiency of the new reemployed annuitant process, OPM has created a new email box: [ReemployedAnnuitant@opm.gov](mailto:ReemployedAnnuitant@opm.gov). This email box is specifically set up for sending reemployed annuitant processing information to OPM. In this way, OPM can act on the reemployment in a timelier manner than was possible with the submissions by fax and regular mail. Agencies should stop using regular mail and fax to communicate with OPM about reemployed annuitants.

### **Reemployment Email box instructions**

[ReemployedAnnuitant@opm.gov](mailto:ReemployedAnnuitant@opm.gov) has been set up to allow agencies to:

- Report reemployment of a CSRS or FERS annuitant;
- Report a change in the appointment status of an annuitant that affects the annuity;
- Submit agency report of separation of a reemployed annuitant who was under a dual comp waiver or who did not perfect title to a supplemental and needs reinstatement of FEHB and/or FEGLI coverage;
- Request annuity updates due to a legislative Cost of Living Adjustment (COLA) increase.

OPM will also use this email box to send the applicable retirement information back to the agency.

### **Required Email Subject Line Text**

When sending a notice to OPM through [ReemployedAnnuitant@opm.gov](mailto:ReemployedAnnuitant@opm.gov), the agency is **required** to enter one of the following Subject Lines for the email:

- “Notice of Reemployment of a Non-Disability Annuitant” or
- “Notice of Reemployment of a Disability Annuitant”

It is important to distinguish whether the annuitant retired on a disability or a non-disability retirement since there are different teams that handle these types of retirements.

### **Elimination of HBPremium@opm.gov Email Box**

Since ALL reemployment information will be reported by agencies through the [ReemployedAnnuitant@opm.gov](mailto:ReemployedAnnuitant@opm.gov) email box, there is no longer a need for the HBPremium@opm.gov email box. Effective September 1, 2019, this email box will no longer accept emails.

## **Notification To OPM Of Reemployment Of Annuitant**

As mentioned earlier in this Letter, OPM has combined *Job Aid #5(CSRS FERS Handbook Chapter 100)* and *OPM 1482* to reflect all information needed for annuity, FEGLI, and FEHB determinations into one form entitled: “**Notification to OPM of Reemployment of Annuitant**” (**Attachment 1**). Agencies must submit this form to the [ReemployedAnnuitant@opm.gov](mailto:ReemployedAnnuitant@opm.gov) email box when an annuitant is reemployed. OPM is mandating that the **SF 50 must accompany the form** in this new process. We will be obtaining an RI number for this form in the near future.

The SF 50 tells us the effective date of the reemployment, the type of appointment, the annuitant indicator code (Block 28) and the retirement coverage (Block 30). Note: Please be sure that the retirement coverage and annuitant indicator are correct before sending information to OPM for processing. The annuitant indicator will tell us if there is a dual comp waiver in effect as opposed to a regular salary offset (dual comp waiver codes: 0,6,7,8,G,H,J,K).

## **Update to RI 20-46: Information You Requested Regarding a Reemployed Annuitant**

Upon notification of a reemployment, OPM will send the agency the RI 20-46 via the [ReemployedAnnuitant@opm.gov](mailto:ReemployedAnnuitant@opm.gov) email box. This form provides important information on the annuitant such as the monthly annuity amount for the salary offset, the retirement coverage, and life insurance coverage at the time of retirement.

## **Agency Responsibilities after Initial Reemployment Notification**

### **Throughout Reemployment**

- Agency offsets salary (updated by COLAs or other reasons for change in the gross amount), if applicable.
- Agency (Payroll) maintains the Individual Retirement Record.
- Agency notifies OPM of significant change in appointment (intermittent appointment; covered/non-covered appointment begins/ends; dual comp waiver begins/ends...).

### **Upon Separation from Reemployment When a Supplemental/Redetermination is Applicable**

- Agency prepares and sends benefits application package if a supplemental/redetermined annuity is payable.
- The retirement package is sent through the normal channel.

### **Upon Separation from Dual Comp Waiver Appointment or Separation Prior to One Full Year of Employment**

Agency completes the “*Notification to OPM of Separation of a Reemployed Annuitant- No Benefits Payable*” (**Attachment 2**) upon termination of reemployment if the annuitant was under a dual comp waiver or if a reemployed annuitant did not have enough service to earn a supplemental benefit. This form, along with the separation SF 50, must be sent via the [ReemployedAnnuitant@opm.gov](mailto:ReemployedAnnuitant@opm.gov) email. The form also asks agencies to provide their email

address so that OPM can send any applicable responses via email. We will be obtaining an RI number for this form in the near future.

The procedures outlined in this Benefits Administration Letter will now be in effect for actions pertaining to onboarding and separating reemployed annuitants that span the initial reemployment notification, the period of reemployment, and separation from reemployment. Job aids related to reemployed annuitant processing will be updated in the CSRS and FERS Handbook chapter 100.

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