

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

Action Date:

For Information Only

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

DPM BULLETIN NO. 890-18

DATE: AUG - 6 1991

SUBJECT: Federal Employees Health Benefits (FEHB)
Program Registration Procedures when Employees Transfer
between Payroll Offices in the Department of
Transportation (DOT)

Instructions in Federal Personnel Manual Supplement 890-1, Federal Employees Health Benefits, call for personnel offices to follow certain registration procedures when an employee transfers (i.e., without a break in service of more than three days) between payroll offices while staying in the same Federal agency. We recently learned that all personnel offices are not following these procedures. Please remind staff members who process FEHB enrollments of this requirement by bringing this DPM Bulletin to their attention.

Specifically, both the losing and gaining personnel offices **are required** to complete an FEHB enrollment form on an employee going from one DOT organization to another when the servicing payroll office changes for the employee. The losing office completes an SF-2810, Notice of Change in Health Benefits Enrollment, parts A, C and I, showing a transfer out to the gaining office and distributes the form according to the instructions on it. The gaining office completes an SF-2810 when the employee enters on duty and also distributes the form according to the instructions.

There are currently three payroll offices serving DOT. The following information should be used to determine when an SF-2810 must be completed for an employee moving between DOT organizations:

Filing Instructions: File after FPM Chapter 890 Bulletins

Bulletin Expires: When Superseded

Distribution: All FPM Subscribers, Personnel Council Members,
Insurance Officers, AAC-25, AAC-24, ASO-26

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(1) Atlanta Payroll Office - organizations serviced

Office of the Secretary
Office of Inspector General
Federal Aviation Administration
- Headquarters
- Central Region
- Southern Region
- Southwest Region
- Technical Center
Federal Highway Administration
Federal Railroad Administration
National Highway Traffic Safety Administration
Urban Mass Transportation Administration
Maritime Administration
Research and Special Programs Administration

(2) Oklahoma City Payroll Office - organizations serviced

Coast Guard
Federal Aviation Administration
- Aeronautical Center
- Alaskan Region
- Eastern Region
- Great Lakes Region
- New England Region
- Northwest Mountain Region
- Western Pacific Region

(3) Massena Payroll Office - organization serviced

Saint Lawrence Seaway Development Corporation

If there are any questions about this matter, please contact Terry Smith in the Labor and Employee Relations Division (M-17). He can be reached on FTS 366-4140 or Commercial (202) 366-4140.


Director of Personnel