TRANSFER EMPLOYEE BENEFITS INFORMATION

- **Federal Employees Health Benefits (FEHB):** If you have FEHB coverage, it will automatically transfer from your prior agency. There are limited circumstances that would allow you to change plans at this time such as:
  - moving outside of your health maintenance organization (HMO) geographic area,
  - changing from a part-time position to a full-time position or the reverse,
  - losing coverage under a non-Federal group health plan because you move out of the commuting area and your non-Federally employed spouse terminates employment to accompany you, or
  - losing coverage under a FEHB or another group insurance plan.

If you believe that you are eligible to elect a new plan, please contact your HR assistant within your first week of employment to verify your eligibility.

If you are ineligible to change plans at this time, you may choose another plan during open season (mid-November through mid-December), or sooner, if you have a qualifying life event.

- **Federal Employees Dental and Vision Insurance Program (FEDVIP):** If you participate in FEDVIP, you need to contact BENEFEDS as soon as possible and let them know you transferred agencies. The phone number is 1-877-888-FEDS (1-877-888-3337). They are open Monday through Friday from 9:00 a.m. to 7:00 p.m. Eastern Time.

If you wish to change your provider, you may choose another one during open season (mid-November through mid-December), or sooner, if you have a qualifying life event.

- **Flexible Spending Account (FSA):** If you participate in FSAFEDS, you will need to contact FSAFEDS as soon as possible and let them know you transferred agencies. The phone number is 1-877-FSAFEDS (1-877-372-3337). They are open Monday through Friday from 9:00 a.m. to 9:00 p.m. Eastern Time.

If you wish to open a FSA, you may do so during open season (mid-November through mid-December), or sooner, if you have a qualifying life event.

- **Federal Employees' Group Life Insurance (FEGLI):** If you have FEGLI coverage, it will automatically transfer from your prior agency.

- **Thrift Savings Plan (TSP):** If you participate in TSP, your election will automatically transfer from your prior agency. If you are in the process of paying back a TSP loan, please contact your HR assistant within your first week of employment with your account information.
• **Deposit/Redeposit Information:** If you have any prior military or Federal civilian service, such as employment under a student or temporary appointment, please let us know so we can determine if that time is creditable towards your retirement. If it is, you may wish to make a deposit and/or redeposit in order for that time to count towards your retirement. Please see this [link](#) for additional information.