

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 Specialist](#) 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 Specialist](#) 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.