



Bulletin for the TSA Community – 2/7/2018

Complete and Accurate FEHB Forms

The TSA Personnel, Payroll, and Benefits HR Service Center has been witnessing a trend with submissions of incomplete and inaccurate FEHB forms. When submitting FEHB forms, please ensure the enrollment code on the second page of the SF-2809 is the three digit enrollment code associated with the health plan of your choice. You can locate the three digit code on the OPM website by completing the following steps:

- Please visit: <https://www.opm.gov/>
- Click Insurance (Optional)
- Click Healthcare
- Click Plan information
- Click Compare Plans
- Complete the required fields and click submit
- Select the plan of your choice and click compare plans
- Click Brochure and locate the three digit enrollment code of your choice

FEHB forms that do not have a three digit enrollment code will be rejected; a letter and an email will be sent to the employee to re-submit the form.

As long as the requested information is received within 60 days after the life event, your election will always be processed prospectively, based on the date TSA PP&B receives the complete and accurate forms and supporting documentation (if applicable). For more detail on qualifying life events, please refer to the table (page 7) in the SF-2809 – Health Benefits Election Form linked [here](#).

Questions?

Please contact the OHCAccess Help Desk by phone at 1-877-872-7990, by fax at 1-877-872-7993, or by email at this [link](#). Live agents are available 7:00 a.m. to 10:00 p.m. Eastern Time (ET) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. ET Saturday and 12:00 p.m. to 4:00 p.m. ET Sunday. Visit the Office of Human Capital online at this [link](#), and check out OHCAccess online at this [link](#).