



## TSA Open Season

November 11 – December 9, 2019

# RETIRING DURING OPEN SEASON OR BEFORE THE EFFECTIVE DATE OF OPEN SEASON ELECTIONS

TYPE OF EMPLOYEE	DATE OF RETIREMENT	OPEN SEASON FEHB EFFECTIVE DATE
All	11/11/2019 – 12/31/2019	1/1/2019
Federal Employees Retirement System (FERS)-covered	1/1/2020 – 1/5/2020	2/1/2019
Civil Service Retirement System (CSRS)-covered	1/1/2020 – 1/3/2020	The day after the retirement effective date
	1/4/2018 – 1/6/2018	2/1/2019

Employees retiring between November 11, 2019, (the first date of Open Season) and January 5, 2019, (the end of the last 2019 pay period) who wish to participate in the upcoming Open Season must pay attention to the chart above to determine when the coverage takes effect. It provides the effective dates of enrollment for employees who are retiring during these time frames.

If you wish to make a change in the Federal Employees Health Benefits (FEHB), you must complete and attach a hard copy [Standard Form \(SF\) 2809, Health Benefits Election Form](#) to your retirement application package so that it can be forwarded to the Office of Personnel Management (OPM) for processing.

Employees retiring January 5, 2020, through January 31, 2020, should change their election through the

Employee Personal Page (MyEPP) and then advise their retirement specialist of the Open Season change.

If retiring before January 5, 2020, employees should notify their retirement specialist and manually submit the Standard Form (SF) 2809 with your retirement package or by fax, email, or mail to:

**Fax:** 1-877-872-7993

**Email:** [HelpDesk@mailserver-hraccess.tsa.dhs.gov](mailto:HelpDesk@mailserver-hraccess.tsa.dhs.gov)

**Mail:** HC Access Service Center

6363 Walker Lane, Suite 400  
Alexandria, VA 22310

**Important:** To protect your personal information, please encrypt your emailed forms. The password should be sent in a separate email.

This will help ensure that the employee's retirement estimate reflects the correct FEHB coverage and be transferred to OPM.