



DEPARTMENT OF VETERANS AFFAIRS
 Minneapolis VA Health Care System
 One Veterans Drive
 Minneapolis, MN 55417



Re: LIFE INSURANCE, HEALTH INSURANCE AND TSP

FEDERAL EMPLOYEE GROUP LIFE INSURANCE (FEGLI) – By law, unless you waive all coverage or are ineligible, you are automatically enrolled and covered for Basic life insurance as an employee. Basic insurance is based on your annual rate of basic pay, rounded up to the nearest \$1,000, plus \$2,000 (called the Basic Insurance Amount, or BIA). You must complete a Life Insurance Election Form (SF2817) within 60 days from the day you are appointed to add additional coverage options or to “opt out” or waive all life insurance coverage. If you do not complete the Life Insurance Election Form, you will still be automatically enrolled for Basic Life insurance. There are no regularly scheduled open season periods to elect or increase coverage under FEGLI.

FEDERAL EMPLOYEE HEALTH BENEFIT (FEHB) INSURANCE – You will have 60 days from the date of your appointment to complete your Health Benefits Registration Form (SF2809). This form must be completed, even if you decide not to enroll in a plan. Your coverage will be effective the first day of the pay period following your date of enrollment. Health insurance enrollments are not retroactive. If you are the child of a federal employee and you are under the age of 26, you may be eligible for coverage under parent’s family insurance plan. Notify your Human Resources Benefits Representative of your situation.

I understand that if I do not enroll for health insurance within my 60 day deadline, I will have to wait until the next health insurance Open Season period before I may enroll.

THRIFT SAVINGS PLAN (TSP) – Each new employee who receives benefits, is automatically enrolled into the TSP at a contribution rate of 3% of your salary. This contribution rate also guarantees a matching agency contribution of 3%. If you wish to make a change to your current contribution amount or cancel your contribution altogether, this can be accomplished by submitting a completed Form TSP-1 to Human Resources or online through the *myPay* website. If you decide to stop your initial contribution, you may apply for a refund of the contributions already deducted. Your application for a refund must be received by the Thrift Savings Board within 90 days of your appointment day. See your Human Resources Benefits Representative for more information.

Compliance with the background investigation process is a required condition of employment

The investigation process has been initiated and information requested from you must be submitted timely to the Security Department. Failure to provide all information required for the investigation may be grounds for termination from federal employment. Continued employment in this position is conditioned upon favorable adjudication of applicable background investigation or National Agency Check with written Inquiries (NACI).

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| Signature: | Date: |
| Printed Name: | Start Date: |