

CD10-OWI-010

REVISION B

EFFECTIVE DATE: October 16, 2002

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# ORGANIZATIONAL WORK INSTRUCTION

CD10

## EMPLOYEE BENEFITS PROGRAM

APPROVING  
AUTHORITY

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
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CHECK THE MASTER LIST—  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Marshall Space Flight Center Organizational Work Instruction  
CD10

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**DOCUMENT HISTORY LOG**

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	N/A	09/30/99	Baseline
Revision	A	07/12/00	Records paragraph revised and expanded.
Revision	B	10/16/02	Records paragraph revised under responsible party.
		05/28/03	Document Review
		09/9/03	Document Review

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**1. PURPOSE**

The purpose of this Organizational Work Instruction (OWI) is to document the process by which the Human Resources Department processes various benefits programs, open seasons, and necessary employee initiated benefit changes to FEHB, FEGLI, NEBA, and TSP for Marshall Space Flight Center.

**2. APPLICABILITY**

This OWI establishes instructions for ensuring Health Insurance, Life Insurance, and Thrift Savings Plan benefits are processed according to established guidelines. This OWI does not pertain to retirement benefits.

**3. APPLICABLE DOCUMENTS**

Federal Employees Health Benefits Program Handbook  
 Federal Group Life Insurance Benefits Handbook  
 NASA Employees Benefits Association Guide to Processing  
 Thrift Savings Plan Training Manual

**4. DEFINITIONS**

FEHB - Federal Employees Health Benefits  
FEGLI - Federal Employees Group Life Insurance  
NEBA - NASA Employees Benefits Association  
TSP - Thrift Savings Program  
OPF - Official Personnel Folder  
SF - Standard Form  
NPPS - NASA Personnel/Payroll System

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OPM - Office of Personnel Management

CFR - Code of Federal Regulations

## 5. INSTRUCTIONS

The guidelines established in the referenced "Applicable Documents" (above) will be adhered to in all matters related to processing employee benefits. Determinations are made by the Administrative Services Officer as to the nature of change and the effective date approved for employee benefits changes.

## 6. NOTES

None

## 7. SAFETY PRECAUTIONS AND WARNING NOTES

None

## 8. APPENDICES, DATA, REPORTS, AND FORMS

### STANDARD FORMS:

SF-50B - Notification of Personnel Action  
SF-2809 - Health Benefits Election Form  
SF-2810 - Notice of Change in Health Benefits Enrollment  
SF-2817 - FEGLI Life Insurance Election  
SF-2819 - FEGLI Notice of Conversion Privilege  
SF-2821 - Agency Certification of Insurance Status  
SF-2822 - Request for Insurance (FEGLI)  
SF-2823 - Designation of Beneficiary

### TSP FORMS:

TSP-1 - Thrift Savings Election Form  
TSP-3 - Designation of Beneficiary  
TSP-20 - Loan Application  
TSP-70 - Withdrawal Request/Transfer Information

### NEBA FORMS:

Enrollment Form, Cancellation Form, Medical Certification Form, and Optional Election Forms

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**9. RECORDS**

Record Type: Copy of Notification of Personnel Action (SF-50B) and OPF copy of SF-2809, SF-2810, SF-2817, SF-2819, SF-2821, SF-2822, and SF-2823. Also, copies of TSP-1, NEBA Enrollee Folders And File Copies.

Responsible Party: File Clerk and Administrative Services Officer

Location: Employee Official Personnel File (OPF)  
Human Resources Department File Room  
Building 4200  
Room 334

Records Retention Schedule: OPF will be maintained in accordance with OPM Guide to Personnel Recordkeeping

**10. TOOLS, EQUIPMENT, AND MATERIALS**

None

**11. PERSONNEL TRAINING AND CERTIFICATION**

None

**12. FLOW DIAGRAM**

None