

## Template Letter for an Existing Retirement Application Delayed for Adjudication

Office of Personnel Management  
Retirement Operations Center  
Retirement Development Section  
P.O. Box 45  
Boyers, PA 16017-0045

Dear Retirement Development Section:

We have been advised by the Office of Personnel Management's (OPM) Retirement Services branch that the following retirement application has been placed on hold due to insufficient information supporting the five-year prior service requirement for continued enrollment into retirement under the Federal Employee Health Benefits (FEHB) and Federal Employee Group Life Insurance (FEGLI) programs:

Name of Applicant:

Social Security Number (or CSA Number, if known):

Date of Agency Separation:

Our office has reviewed the employee's electronic Official Personnel Folder (eOPF), stored hard-copy benefits election forms, and computer systems that store evidence of certain paperless elections. We certify to the completeness of the following information.

### Recent FEHB History (SF-2809 or SF-2810)

Form Number	Election Date	Effective Date	Health Carrier Name	Plan Code	Document Source	Basis for Election (Open Season or Qualifying Life Event)
SF-						
SF-						
SF-						
SF-						
SF-						

**Recent FEGLI History (SF-2817)**

Election Date	Effective Date	Basis for Election (Open Season or Qualifying Life Event)	Type of Insurance Elected (Basic, Option A, B, or C)

If you have any questions, you may contact [insert name of HR Specialist] at [insert telephone number], or [insert e-mail address].

Sincerely,

[Insert name and title of signature authority]