

Attachment

Sample Agency Letter, Court Order Received Covering FEGLI & CSRS/FERS Benefits

Dear Mrs. Jane Jones:

We have received the court-certified court order you submitted directing payment of Mr. John Jones's Federal Employees' Group Life Insurance (FEGLI) coverage as well as [a portion of] his [Civil Service Retirement System (CSRS) {or} Federal Employees Retirement System (FERS)] [retirement and/{or} survivor benefits]. As the court order pertains to Mr. Jones's FEGLI coverage, we will keep the copy you submitted in Mr. Jones's Official Personnel Folder as long as he is employed with this agency.

However, in order for this court order to apply to Mr. Jones's [CSRS {or} FERS] benefits, a court-certified copy must also be submitted to the U.S. Office of Personnel Management (OPM) at the address below:

U.S. Office of Personnel Management
Court Ordered Benefits Branch
Post Office Box 17
Washington, DC 20044

As Mr. Jones's [former/separated] spouse, it is your responsibility to submit the court order (or have the court order submitted by a representative acting on your behalf) to the appropriate office(s) to establish entitlement to benefits.

Sincerely,

[Agency Name] Personnel Office