



Benefits Administration Letter

Number: 14-202

Date: March 20, 2014

Subject: Federal Employees' Group Life Insurance Program: New Address for the Office of Federal Employees' Group Life Insurance (OFEGLI)

The Office of Federal Employees' Group Life Insurance (OFEGLI), the unit of MetLife that pays FEGLI claims, is transitioning its mail processing function to Scranton, PA from its current Utica, NY office. This change is effective **April 1, 2014**.

OFEGLI is changing their mailing address in order to leverage electronic technologies and process claims more efficiently. The claims processing function remains in their Utica, NY office.

What's Changing:

New OFEGLI mail processing address (effective April 1, 2014):

For FEGLI claims and regular mail:

OFEGLI
P.O. BOX 6080
SCRANTON, PA 18505-6080

For overnight deliveries only (such as express mail):

OFEGLI
123 WYOMING AVE., 3RD FLOOR
SCRANTON, PA 18503

We have updated the address on the FEGLI claims forms:

FE-6 "Claim for Death Benefits"

FE-6 DEP "Statement of Claim-Option C"

FE-7 "Claim for Accidental Dismemberment Benefits"

The new forms are posted on the website and available for immediate use. OFEGLI will accept claims forms and other correspondence mailed to their Utica, NY claims processing office, but the Scranton, PA office is the appropriate destination for all incoming FEGLI claims and

correspondence. Mail forwarding via the U.S. Postal Service also is being utilized, but is scheduled to expire in Summer 2014.

New OFEGLI fax number:

1-570-558-8659

What's Not Changing:

OFEGLI's Toll-Free Phone Number:

1-800-633-4542

OFEGLI's Overseas Beneficiaries Phone Number:

1-212-578-2975

Address to use for Requests for FEGLI Conversion (only):

OFEGLI
P.O. BOX 8149
LONG ISLAND CITY, NY 11101-8149

For overnight deliveries only (such as express mail):

OFEGLI
FEGLI CONVERSION TEAM, 5TH FLOOR
27-01 QUEENS PLAZA NORTH
QUEENS, NY 11101

Updated Information on the Web

This information will be posted on the FEGLI website at www.opm.gov/healthcare-insurance/life-insurance. We have updated the claim forms, and we are updating the FEGLI Handbook and other FEGLI publications to reflect the new contact information.

If you have any other questions or comments regarding this BAL, you may contact us at fegli@opm.gov.

Thank you for your help and cooperation.

Sincerely,

John O'Brien
Director
Healthcare and Insurance