

DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC
N.S.C., OAKLAND, CALIFORNIA 94625

MSTSPAC 12872.1B
P-22

20 May 1969

MSTSPAC INSTRUCTION 12872.1B

From: Commander, Military Sea Transportation Service, Pacific
To: Distribution List

Subj: Federal Employees' Health Benefits Program for civilian marine employees; administration of

Ref: (a) USCSC Departmental Circular 1024, Supplement #8 as amended
(b) USCSC Federal Employees' Health Benefit Program Regulations
(Reprint from Federal Register 19 Oct 1961)

1. Purpose. The purpose of this Instruction is to establish responsibilities and procedures in accordance with references (a) and (b) for the registration and enrollment of eligible MSTSPAC civilian employees under the Federal Employees' Health Benefits Program.

2. Cancellation. MSTSPAC INSTRUCTION 12872.1A is hereby cancelled and superseded. *

3. Discussion.

a. The program, established by the Federal Employees' Health Benefits Act of 1959 (PL 86-382) became effective 1 July 1960. Under its provisions various benefit plans approved by the U. S. Civil Service Commission are made available to civilian employees of the Federal Government. Up to 50% of the premium charge of the approved plans is paid by the Federal Government. The remainder is paid by employees through payroll deductions. *

b. In addition, civilian marine employees are eligible for medical care and treatment at U. S. Public Health Service Hospitals. To be eligible, employees must have sailed 60 or more days in the last six month period or new employees must have been employed for 90 days. However, such care is for the individual civilian marine employee only and not his family or dependents.

4. Objectives. The main objectives under the program are:

a. To provide every eligible employee with the opportunity to register in a plan of his choice.

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b. To process completed Registration Forms promptly so that enrollments may reach carriers prior to effective dates.

* 5. Designation of "Employing Office" and "Health Benefits Officers".

In accordance with reference (a) and for the purpose of administering the subject program at MSTSPAC, the following designations are made:

- a. Employing Office - MSTSPAC Code P-22
- b. Health Benefits Officers - Director, Employment Division
Ship Liaison Representatives, Employment
Division
Head, Records and Processing Branch,
Employment Division, Industrial
Relations Office

6. Eligibility. Civilian marine employees (including damage control instructors and relief deck and engineer officers) holding the following types of appointments are eligible to enroll in this program:

- a. Excepted Appointment
- b. Excepted Appointment (Conditional)
- c. Those who were enrolled in the Health Benefits Program prior to receiving a temporary appointment if there was a break in service of no more than three days.

7. Registration and Enrollment. Eligible employees will be provided a "kit" of Health Benefits Program material, including brochures of the various health plans available, registration forms, etc. Employees are required to complete the Registration Form, Standard Form 2809, whether they desire to enroll in a Health Benefits Plan or not. Completed forms shall be submitted to the ship's purser (or the Employment Division, Industrial Relations Office, if not assigned in a ship) within 31 days after qualifying appointment. If an employee is prevented from registering by causes beyond his control, his registration to enroll may be accepted up to 31 days after the first opportunity to do so.

a. Future Registration Dates. Except as provided in paragraph 8 below, an eligible employee who fails to enroll within the first opportunity period provided may not enroll until an "open season" period occurs. Open seasons are provided at least once every three years at which time employees may enroll or change their enrollments in accordance with terms and conditions as set forth by the U. S. Civil Service Commission.

b. Registration not to enroll. If possible, each employee who declines to register (and expresses a desire that he not be included in the enrollment of a spouse or parent) will be contacted by the Health Benefits Officer to determine that the Registration Form correctly states his intentions. If it does, a notation will be made in "Remarks" on the form, "Contacted (Date)".

c. Registrations involving dependent child 22 years of age or older or dependent husband. If an employee enrolls in a family plan and lists as a member of the family a child 22 years of age or older or a husband incapable of self-support, a medical certificate is required. The Employment Division, Industrial Relations Office will upon request, furnish an employee with a certificate of dependency to be completed and attached to the Registration Form. In all such cases the determination of dependency will be made on an individual basis. The Health Benefits Officer will notify the employee, in writing, of the decision. *

d. Parents of an employee and spouse. The parents of an employee and his or her spouse are not eligible for coverage as members of the family even though they live with, and are supported by, the employee.

8. Changes in family or marital status

a. An enrolled employee may change his enrollment from himself alone to himself and family within 60 days after a change in family status.

b. An enrolled employee may change his enrollment from himself alone to himself and family; and an employee not previously enrolled, may register to be enrolled at any time during a period beginning 31 days before and ending 60 days after a change in marital status.

c. An employee may at any time register to change his enrollment from self and family to self alone. No reason is required. *

9. Effective date. The effective date of enrollment or change in enrollments is the first date of the first pay period which begins after the Health Benefits Registration Form (Standard Form 2809) is received by the purser or the Health Benefits Officer, provided the employee was in pay status at some time during the preceding pay period. Purser will assure that employees sign and date completed forms and air mail such completed forms to the Employment Division, Industrial Relations Office, promptly.

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10. Responsibilities. In accordance with references (a) and (b), the following responsibilities are assigned in the administration of the Health Benefits Program:

* a. Masters, civil service-manned ships. Masters shall provide assistance when required in securing registration forms from civilian marine employees assigned in ships who have not submitted registration forms prior to reporting. Counseling shall be provided employees upon request. Registration forms, when submitted, shall be reviewed for completeness, consistency, and legibility and transmitted to COMSTSPAC (Code P-22) for further processing.

* b. COMSTSOSEATTLE and COMSTSOHONO

(1) COMSTSOSEATTLE and COMSTSOHONO shall administer subject program for civilian marine personnel at their respective activities.

(2) Following review and certification by the designated Health Benefits Officers, Registration Forms (Standard Form 2809) for civilian marine personnel shall be forwarded to COMSTSPAC for payroll and accounting processing. The triplicate copies of Standard Form 2809 will be returned to appropriate MSTS Offices for filing in the Official Personnel Folders.

R. KEFAUVER

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