



September 17, 2019

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753



Dear Brian:

As a matter of general interest, the Postal Service has added a Federal Employees' Group Life Insurance Program (FEGLI) module to PostalEASE. The subject module will allow employees to enroll in FEGLI or reduce their FEGLI coverage.

Elections made as a result of a Qualifying Life Event must still be submitted through Standard Form 2817, *Life Insurance Election* to the Human Resource Shared Service Center.

We have enclosed screenshots of the new FEGLI module.

Please contact Bruce Nicholson 7773 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "AS Moore".

 Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosure



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[Exit](#)**PostalEASE Employee Web Main Menu**

Note: Do not use the browser's Back or Forward button for navigating within PostalEASE.
Use only the buttons included on the PostalEASE Web pages.

Payroll

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Federal W-4
eTravel Net To Bank
W-2
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State Income Tax
State Other Tax

Benefits

Federal Employees Health Benefits
Thrift Savings Plan
Federal Employees' Group Life Insurance
Flexible Spending Accounts
Annual Leave Exchange
Annuity Estimate
eOPF Fulfillment
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Federal Employees' Group Life Insurance

PostalEASE
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Welcome to the Federal Employees' Group Life Insurance Application

This module is for enrolling in or making certain changes to your Federal Employees' Group Life Insurance (FEGLI).

To be eligible for FEGLI, you must be a career employee.

All career employees are automatically enrolled in Basic life insurance. This module will allow you to elect additional (Optional) coverage or to waive some or all of your coverage at any time.

If you are a new career Postal Service employee with no prior Postal (or federal) service, you may elect Optional coverage within 60 days of the enter-on-duty date found on your PS Form 50, Notice of Personnel Action. If you are converting to career, you may elect Optional coverage within 60 days of your career appointment date. You must have Basic coverage in order to enroll in Optional coverage. For most employees, Basic coverage is fully paid by the Postal Service; however, you have the option to waive Basic coverage.

If you have prior Postal or federal service and you have had a break in service of 180 days or more, you may change your previous election.

Note that you cannot have Optional insurance without Basic coverage. Additional FEGLI information may be found at <https://liteblue.usps.gov/fegli>.

Employees may reduce or waive life insurance coverage at any time unless coverage has been assigned.

If you have a Qualifying Life Event such as marriage, divorce, spouse's death, or the acquisition of an eligible child, and wish to enroll or increase your coverage, you must submit a completed SF2817, Life Insurance Election Form, to the HRSSC with supporting documentation. Contact the Human Resources Shared Service Center at 1-877-477-3273, [5](#) for the form or visit <https://liteblue.usps.gov/fegli>. Mail your QLE request to the HRSSC at PO Box 970400 Greensboro NC 27497-0400.

At the end of the transaction, you will receive a confirmation number along with information regarding when your election will become effective. Elections submitted during business hours will typically be processed the following day. Please print a copy for your records and refer to this confirmation number if you should have any questions.

If you are unable to enroll or make an enrollment change, please contact the Human Resources Shared Service Center (HRSSC) at 1-877-477-3273, [5](#), option 5; Federal Relay Service 1-800-877-8339, [5](#). An alternative to the online system is to make your election through PostalEASE IVR by calling 1-877-477-3273, [5](#), option 1.

FEGLI Open Season Dates

FEGLI Open Seasons are rare and will be announced by the Office of Personnel Management (OPM).

Additional Information Links

What Happens If I Waive Basic Coverage?
Extended Leave Without Pay (LWOP)
Continuing FEGLI into Retirement

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USPS Restricted Information

Click Continue to view the election type menu

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Date: 09/17/2019 7:36:29 AM Central Time

Information that you provide will be maintained by the Postal Service. It will be protected and only disclosed in accordance with the Privacy Act of 1974. An explanation as to how this information will be used, what disclosure will be made of it, and the consequences of not providing it are available by clicking the Privacy Act link below.

[Privacy Act](#)

Your Current Coverage: Y5 (1055) = Basic + 5x Opt B + 5x Opt C

Election Type

Current Year

Open Season

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Current Year Menu

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Date: 09/17/2019 7:38:11 AM Central Time

Your Current Coverage: Y5 (1055) = Basic + 5x Opt B + 5x Opt C

Current Year Election Menu

Change Coverage

Waive (Cancel) Coverage

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Change Coverage Options



Federal Employees' Group Life Insurance

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Date: 09/17/2019 7:42:21 AM Central Time

Your Current Coverage: Y5 (1055) = Basic + 5x Opt B + 5x Opt C

Current Year / Change Coverage	
Basic: You must sign up for Basic in order to elect or retain optional insurance.	<input checked="" type="radio"/> Yes
Option A - Standard: If you want Option A Standard \$10,000 of coverage, select Yes.	<input checked="" type="radio"/> No <input type="radio"/> Yes
Option B - Additional: If you want multiples of your salary, you may select up to 5 multiples for Option B coverage. For example, if your salary is \$50,000, three multiples will provide \$150,000 of coverage in addition to your Basic life insurance. If you want Option B coverage, please select the number of multiples.	<input type="radio"/> None <input type="radio"/> 1 times my pay <input type="radio"/> 2 times my pay <input type="radio"/> 3 times my pay <input type="radio"/> 4 times my pay <input checked="" type="radio"/> 5 times my pay
Option C - Family: If you would like to cover your spouse or dependent children under age 22, you may select up to 5 multiples of Option C coverage. Each multiple will provide \$5,000 of coverage for your spouse, up to a maximum of \$25,000. Each multiple will also provide \$2,500 of coverage for your eligible children, up to a maximum of \$12,500. If you want Option C coverage please select the number of multiples.	<input type="radio"/> None <input type="radio"/> 1 multiple <input type="radio"/> 2 multiples <input type="radio"/> 3 multiples <input type="radio"/> 4 multiples <input checked="" type="radio"/> 5 multiples
Daytime Phone Number: <input type="text"/>	

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USPS Restricted Information