

**ACKNOWLEDGEMENT OF REQUIREMENT TO SUBMIT  
HEALTH/LIFE INSURANCE FORMS**

NAME \_\_\_\_\_ CENTER MAIL CODE \_\_\_\_\_

**Please Print**

• **Health Insurance:** You must choose your health insurance plan during the first 60 days that you are employed. If you miss the window of opportunity, you cannot enroll in a plan until the next open season or until you experience a qualifying life event. To enroll, complete your Standard Form (SF) 2809, Health Benefits Election form, Parts A, C, D, and H. Coverage will be effective at the first day of the next pay period after the SF-2809 is received at the NASA Shared Services Center (NSSC). If you choose not to enroll, complete Parts A, E, and H only.

**IF THE NSSC DOES NOT RECEIVE THE SF-2809 DURING YOUR 60-DAY ENROLLMENT PERIOD, YOU WILL NOT HAVE HEALTH INSURANCE COVERAGE.**

• **Life Insurance:** You are automatically enrolled by the Federal Employees Group Life Insurance (FEGLI) basic option on your first day in pay and duty status and the premium will be deducted from your bi-weekly pay, unless you decline coverage by completing the SF-2817, Federal Employee Group Life Insurance Election form. You may choose additional options during the first 60 days of your entry on duty date (EOD). If you miss the window of opportunity, you cannot enroll in additional options until you experience a qualifying life event or until the next annual open season. FEGLI's open season is rare and does not occur on an annual basis. If you waive or cancel your life insurance and then later wish to elect coverage, you must wait one year from the date of waiver to elect Basic, Option A, and/or Option B coverage. To enroll, complete your SF-2817, Parts 2, 3, and 5. These options will be effective at the beginning of the next pay period following receipt of the form. To enroll, complete your life insurance election form (SF 2817). Complete Parts 2, 3, and 4. If you want no life insurance coverage at all, complete Parts 2 and 5.

Print, sign, fax or mail your completed forms to:

**NASA Shared Services Center**  
1-866-779-6772  
Attention: New Hire In-Processing  
C Road, Building 1111  
Stennis Space Center, MS 39529

**IF THE NSSC DOES NOT RECEIVE THE SF-2817 DURING YOUR 60-DAY ENROLLMENT PERIOD, YOU WILL BE COVERED BY BASIC LIFE INSURANCE AND THE PREMIUM WILL BE AUTOMATICALLY DEDUCTED FROM YOUR PAY.**

My signature below certifies that I have read the above and understand the enrollment periods for health and life insurance and that all forms must be returned to the NASA Shared Services Center, Attention: New Hire In-Processing.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date