

Subject: All CPF E-mail - cVIP Update and Completing the SF 2810/TSP 19
Sent: Monday, 24 May 2004

The purpose of this E-mail is to provide information on the latest update to the cVIP application as it impacts the completion of the SF 2810, Notice of Change in Health Benefits Enrollment, and the TSP 19, Transfer of Information Between Agencies. We have been working for over a year to automate the creation of these two in-processing forms in order to relieve the CPFs of this workload.

As you are aware, the CPFs have been responsible for completing and distributing the SF 2810 and TSP 19 for employees who transfer in from another agency or payroll office and have health insurance and/or a TSP loan. With this latest update to the cVIP application, **for employees who in-process through cVIP**, these forms, if required, are automatically created and sent to BEST and the EOPF once the action is effective. BEST will forward the forms to the health carrier or payroll office.

A brief overview of how the process works: In cVIP, in the "Tentative" module, the Staffer will mark the question "Is this a current federal employee" Y for yes or N for no. If marked Y, a separate process writes data to a cVIP table. This data is then used to determine if the employee/applicant is changing their payroll office and if the SF 2810 and/or TSP 19 are required. The "Y" also makes the GOV EMP INFOR button available to the employee/applicant in cVIP. The employee/applicant will click on the button to enter information regarding whether or not he or she has a current TSP loan, and if so, the loan number(s) and payment amount(s). Once the personnel action on the employee/applicant processes in DCPDS, and the employee's record refreshes into the employee table, the process completes the SF 2810 and/or TSP 19 for employees with health insurance and/or a TSP loan who are changing agency or payroll office. The forms are sent to the EOPF and BEST, and then BEST will forward the forms to the health carrier or payroll office.

However, **if the employee is not in-processed through cVIP** and is changing agency or payroll offices, the CPF is still responsible for preparing the SF 2810 for employees with health insurance, forwarding the carrier copy of the SF 2810 directly to the carrier and faxing the OPF copy to AFPC/DPCMB at DSN 665-2936 or commercial (210) 565-2936. If the employee has a TSP loan, the CPF will need to complete the TSP 19 and forward the original copy to payroll.

As a reminder, CPFs remain responsible for completing the SF 2810 for employees resigning or separating by other than retirement or death and providing a copy of the form to the employee, the health insurance carrier, and BEST.

For AIA, Hill, Robbins, Tinker, 11th Wing, and Hanscom (Lab Demo only), this E-mail is for information only since we understand you are not currently using cVIP.

POC for the SF 2810/TSP 19 in cVIP is Kathy Houston who can be reached on the CPF Line.

Chief, Special Operations Division
AFPC/DPCM