



# Department of Defense **INSTRUCTION**

**NUMBER** 1400.25, Volume 870  
August 22, 2014

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USD(P&R)

**SUBJECT:** DoD Civilian Personnel Management System: Federal Employees Group Life Insurance (FEGLI)

**References:** See Enclosure 1

## 1. PURPOSE

a. Instruction. This instruction is composed of several volumes, each containing its own purpose. The purpose of the overall instruction, in accordance with the authority in DoD Directive 5124.02 (Reference (a)), is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the DoD.

b. Volume. In accordance with DoD Directive 1400.25, part 870 of Title 5, Code of Federal Regulations, and the Office of Personnel Management (OPM) FEGLI Program Handbook (References (b), (c), and (d)), this volume reissues Volume 870 of this instruction (Reference (e)) to establish policy, assign responsibilities, and prescribe procedures and standards for DoD human resource offices (HROs).

2. APPLICABILITY. This volume applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this volume as the "DoD Components").

3. POLICY. It is DoD policy that servicing HROs and benefit centers provide adequate and timely information and assistance necessary for employees to make informed decisions about the FEGLI program.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. **Cleared for public release**. This volume is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This volume:

a. Is effective August 22, 2014.

b. Will expire effective August 22, 2024 if it hasn't been reissued or cancelled before this date in accordance with DoD Instruction 5025.01 (Reference (f)).

  
Jessica L. Wright  
Under Secretary of Defense for  
Personnel and Readiness

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (b) DoD Directive 1400.25, “DoD Civilian Personnel Management System,” November 25, 1996
- (c) Part 870 of Title 5, Code of Federal Regulations
- (d) Office of Personnel Management, “Federal Employees’ Group Life Insurance (FEGLI) Program Handbook,” July 2008
- (e) DoD Instruction 1400.25, Volume 870, “DoD Civilian Personnel Management System: Life Insurance,” December 1996 (hereby cancelled)
- (f) DoD Instruction 5025.01, “DoD Issuances Program,” June 6, 2014

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR READINESS AND FORCE MANAGEMENT (ASD(R&FM)). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the ASD(R&FM) oversees the DoD FEGLI program.

2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DASD(CPP)). Under the authority, direction, and control of the ASD(R&FM), the DASD(CPP) develops DoD policy on FEGLI.

3. DIRECTOR, DoD HUMAN RESOURCES ACTIVITY (DoDHRA). Under the authority, direction, and control of the USD(P&R), the Director, DoDHRA:

- a. Serves as the agency liaison with OPM and other agencies on life insurance matters.
- b. Manages life insurance program matters within the agency, including coordinates life insurance processing and policy issues among internal offices, such as payroll and staffing.
- c. Manages a communication network within the applicable department or agency benefits counselors and processors, and coordinates the flow of information between them and external agencies, such as OPM, the Office of FEGLI, and other non-DoD agencies.
- d. Interprets policy issuances, reviews and comments on proposed policy changes affecting government-wide programs, and seeks assistance from OPM if needed to resolve questions not addressed in OPM's written instructions.
- e. Regularly exchanges information with OPM regarding insurance-related issues, including legislative and regulatory activity and court cases.

4. DoD COMPONENT HEADS WITH INDEPENDENT APPOINTING AUTHORITY AND WASHINGTON HEADQUARTERS SERVICES (WHS). The DoD Component heads shall ensure that the procedures in Enclosure 3 are followed by their respective components.

ENCLOSURE 3

PROCEDURES

1. LIFE INSURANCE PROCESSING. Servicing HROs and benefits centers must establish a method for processing insurance elections and cancellations in accordance with the provisions of Reference (b).
  
2. RECONSIDERATIONS. Reconsideration reviews of eligibility for life insurance coverage are performed by the Defense Civilian Personnel Advisory Service (DCPAS) with final decisions issued by the DCPAS Chief, Benefits and Entitlements Branch, Benefits and Worklife Program Division, human resources operational programs, and advisory services. In issuing initial decisions pursuant to Reference (b), the employing office must inform individuals how to request reconsideration.
  
3. HROs AND BENEFITS CENTERS. The HROs and benefits centers:
  - a. Comply with regulations and policies governing the FEGLI.
  - b. Manage life insurance program matters within the DoD Component.
  - c. Serve as the DoD Component liaison with OPM and other agencies on life insurance matters.
  - d. Interpret policy issuances, review and comment on proposed policy changes affecting government-wide programs, formulate agency policy, and seek assistance from OPM if needed to resolve questions not addressed in OPM's written instructions.
  - e. Provide for training and education of local personnel who are responsible for life insurance matters and for employee counseling programs.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

ASD(R&FM)	Assistant Secretary of Defense for Readiness and Force Management
DCPAS	Defense Civilian Personnel Advisory Service
FEGLI	Federal Employees Group Life Insurance
HRO	human resource office
OPM	Office of Personnel Management
USD(P&R)	Under Secretary of Defense for Personnel and Readiness