



# Department of Defense INSTRUCTION

NUMBER 1400.25, Volume 890

August 22, 2014

Incorporating Change 1, July 21, 2022

---

---

USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Federal Employees Health Benefits (FEHB)

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 890 of Title 5, Code of Federal Regulations; and the Office of Personnel Management (OPM) FEHB Handbook (References (b), (c), and (d)), this volume reissues Volume 890 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 FEHB 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. SUMMARY OF CHANGE 1. The change to this issuance removes the expiration language in accordance with DoDI 5025.01 (Reference (f)).
  
7. EFFECTIVE DATE. This volume is effective August 22, 2014.

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

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....4

ENCLOSURE 2: RESPONSIBILITIES.....5

    ASSISTANT SECRETARY OF DEFENSE FOR READINESS AND FORCE  
    MANAGEMENT (ASD(R&FM)).....5

    DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL  
    POLICY (DASD(CPP)).....5

    DIRECTOR, DoD HUMAN RESOURCES ACTIVITY (DoDHRA).....5

    DoD COMPONENT HEADS WITH INDEPENDENT APPOINTING AUTHORITY AND  
    WASHINGTON HEADQUARTERS SERVICES (WHS).....5

ENCLOSURE 3: PROCEDURES.....6

    HEALTH INSURANCE PROCESSING .....6

    RECONSIDERATION .....6

    HROs AND BENEFITS CENTERS .....6

GLOSSARY .....7

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 890 of Title 5, Code of Federal Regulations
- (d) Office of Personnel Management, "Federal Employees' Health Benefits Program Handbook," current edition
- (e) DoD Instruction 1400.25, Volume 890, "DoD Civilian Personnel Management System: Health Insurance," December 1996 (hereby cancelled)
- (f) DoD Instruction 5025.01, "DoD Issuances Program," August 1, 2016, as amended

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 FEHB 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 FEHB and:

- a. Serves as the agency liaison with OPM and other agencies on health insurance matters.
- b. 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.
- c. Manages health insurance program matters within the agency.
- d. 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 and other non-DoD agencies.
- e. Coordinates health insurance processing and policy issues among internal offices, such as payroll and staffing.
- f. Regularly exchanges information with OPM regarding insurance-related issues, including legislative and regulatory activity and court cases.

3. DIRECTOR, DoD HUMAN RESOURCES ACTIVITY (DoDHRA). Under the authority, direction, and control of the USD(P&R), the Director DoDHRA shall provide support to the DASD(CPP), as appropriate, in execution of the duties and responsibilities under this volume.

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. HEALTH INSURANCE PROCESSING. Servicing civilian personnel offices and HROs must establish a method for processing insurance elections and cancellations in accordance with the provisions of Reference (d).
  
2. RECONSIDERATIONS. Reconsideration reviews of FEHB eligibility are performed by the Defense Civilian Personnel Advisory Service, under the authority, direction, and control of the Director, DoD Human Resources Activity, with final decisions issued by the DoD insurance officer. In issuing initial decisions pursuant to section 890.104 of Reference (c), the employing office must inform individuals how to request reconsideration.
  
3. HROs OR BENEFITS CENTERS. The HROs or benefits centers:
  - a. Comply with regulations and policies governing the Federal Employees Health Benefits Program.
  - b. Manage health insurance program matters within the DoD Component.
  - c. Serve as the DoD Component liaison with OPM and other agencies on health insurance matters.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

ASD(R&FM)	Assistant Secretary of Defense for Readiness and Force Management
FEHB	Federal Employees Health Benefits
HRO	human resource office
OPM	Office of Personnel Management
USD(P&R)	Under Secretary of Defense for Personnel and Readiness