



**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
DIRECTOR'S OFFICE
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November 15, 2023

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2024-008

To: All Autonomous and Non-Autonomous Agency Heads
From: Director, Department of Administration
Subject: **Government of Guam Self-Insured Group Health Insurance Program**

Buenas yan Hafa Adai! The Department of Administration has issued Organizational Circular 2024-009 to all retiree and survivor (Retiree) subscribers regarding the Government of Guam's Group Health Insurance Program, which states in part: effective immediately all current and future Retirees who have returned to active employment with GovGuam and who elect GovGuam medical and/or dental insurance **shall only enroll as an active employee under GovGuam's health insurance plan.**

Departments must identify those employees impacted and have forms submitted not later than close of business January 9, 2024. All employees impacted are instructed to submit a form to terminate their medical and dental insurance as a retiree and an enrollment form as an employee. Last deduction as a retiree is pay period ending January 31, 2024, and for deduction as an employee is February 10, 2024. Failure to submit the forms will result in termination of coverage as a retiree and default medical enrollment into the HAS 2000 plan within the same class as an employee. Dental coverage shall apply as well. Departments are notified to deduct accordingly.

Departments will need to prepare an excel report and transmit the forms (and report) to the insurance carrier(s). The report must also be provided to the DOA Employee Benefits Branch no later than close of business Friday, January 12, 2024. Information needed is:

- Transaction type: New Enrollee, Terminate Coverage
- Subscriber: SSN, Last Name, First Name, MI
- Department:
- Status: Retire, Active
- Plan: Medical, Dental
- Class: Medical, Dental
- Effective Date of Employment: Active (provide date), Retiree (N/A)
- Payroll Period Ending Date: Retiree 01-31-2024 / Active Employee 02-10-2024

The excel report is attached for reporting purposes. Each transaction form shall have a separate entry. See excel for example of entries, transactions 1 thru 4 to complete a retiree's cancellation and an employee's enrollment for medical and dental coverage.

All subsequent employees identified would also need to be transmitted to the respective insurance carriers and submitted to the Employee Benefits Branch for tracking purpose.

To assist in identifying those employees impacted, the following examples are provided regardless of the retirement plan:

- (A) **DB:** *Retiree suspends / continues annuity and returns to active employment enrolled in GovGuam health insurance retiree plan; shall enroll in an active health plan.*
- (B) **DB 1.75:** *Retiree and returns to active employment enrolled in GovGuam health insurance retiree plan; shall enroll in an active health plan.*
- (C) **DC:** *Retiree and returns to employment enrolled in GovGuam health insurance retiree plan shall enroll in an active health plan.*

Should these subscribers' status change (example – resignation as an employee), a cancellation form will need to be submitted as an employee and an enrollment form under retiree status. Failure to submit these forms will result in continued invoicing for the individual under your respective department. Failure to submit an enrolment form when returning to retiree status will result in non-coverage.

Additionally, Agencies would need a method to identify all subsequent GovGuam Retirees / Survivors. As a suggestion, DOA identifies these individuals through our New Employment Processing by including a question whether the employee is also a GovGuam Retiree, the agency they retired from, and their retirement plan. Employees must advise their employer of their retiree status. We encourage departments to institute this method through your New Employee Processing.

Should you need assistance in verifying your employee retired under GovGuam, you may contact the GovGuam Retirement Fund (GGRF). Should you have insurance inquiries and to transmit forms, you may contact the respective insurance carriers. For ease of reference, contact information provided:

SelectCare	NetCare	GGRF
(671) 477-9808 groupadmin@calvos.com	(671) 472-3610 GovGuam@netcarelifeandhealth.com	(671) 475-8900 or (671) 475-8901

Should you have any questions regarding this circular, please contact the Employee Benefits Branch at (671) 475-1121/1179/1197/1296. ***Si Yu'os Ma'ase.***


EDWARD M. BIRN

Attachment(s)