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**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2024-009**

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

***Buenas yan Hafa Adai!***

As the managing agency for the Government of Guam's Group Health Insurance Program (GHIP), the Department of Administration is issuing this notice to all retirees effective immediately. This notice is required for proper coordination of insurance benefits for retirees and survivors who are employed with the Government of Guam (GovGuam).

All Retirees who have returned to active employment with GovGuam, and who elect medical or dental coverage, shall be enrolled as an active employee under the GHIP. This applies to all current and future Retirees.

The following examples have been identified as those who have been impacted:  
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.

- (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.*

**All Retirees impacted must submit the appropriate forms (see attached form) by January 9, 2024, to their respective personnel office.** Retirees must submit a cancellation form as a retiree and an enrollment form as an employee for medical and/or dental coverage.


Any subscriber identified in the above-mentioned examples, who fails to submit the proper forms by the stated deadline of January 9<sup>th</sup>, will have their coverage terminated as a Retiree. Medical enrollment as an employee will be automatically defaulted to the HAS 2000 Plan to include dental coverage, if enrolled.

Should your status change in the future (Example: resignation from active employment status), you must complete the proper forms to terminate coverage as an employee and an enrollment form as a retiree.

Retirees who are not employed or do not elect coverage under the GovGuam are not impacted by this and therefore no action is required.

Should you have any questions, please contact your respective personnel office or the Employee Benefits Branch at (671) 475-1121/1179/1197/1296.

***Si Yu'os Ma'ase.***

  
EDWARD M. BIRN

Attachment(s)