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THE GUIDE TO PERSONNEL DATA STANDARDS

HEALTH PLAN

Definition: The health benefits plan (carrier and enrollment category) in which an employee is currently enrolled.

Responsible Organization: Office of Personnel Management; Division for Strategic Human Resources Policy.

Applicability: Mandatory (Central Personnel Data File).

Cross-Reference: None.

Format: 3X

Note:

Current health plan names and codes (as well as additions, deletions, and changes from the previous year) can be found in the Payroll Office Letter that contains information about the Federal Employees' Health Benefits Program (published annually by the Retirement and Insurance Service, Office of Personnel Management).

The first two positions of the code indicate the health plan (AFGE, Blue Cross/Blue Shield, etc.). The third position indicates the enrollment category (self only, or self and family) and, if applicable, the option (high or low):

Category/ Option	Explanation
xx1	Self only, high option (if plan also offers a low option). Self only (if plan does not offer options).
xx2	Self and family, high option (if plan also offers a low option). Self and family (if plan does not offer options).
xx4	Self only, low option.
xx5	Self and family, low option.

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<u>Code</u>	<u>Name/Explanation</u>
	SPECIAL CODES
<i>ZZW</i>	Agency-sponsored health plan. Employee enrolled in an agency-sponsored health plan that is not part of the Office of Personnel Management administered Federal Employees' Health Benefits Program.
<i>ZZX</i>	Pending. Employee has not elected coverage but is eligible to do so.
<i>ZZY</i>	Declined enrollment. Declined enrollment or canceled policy.
<i>ZZZ</i>	Not eligible. Not eligible for Federal employee health benefits.