

Federal Benefits Administration Services



Administering Federal Benefits programs can be time consuming and labor intensive. GRB stands ready to provide these services to federal agencies both on-site or off-site as your needs require.

Retirement Counseling and Processing

Retirement counseling and processing functions ranging from responding to employee inquiries, to retirement estimate preparation, retirement processing and package preparation, employee counseling on retirement options, eligibility determination, completion of deposits/redeposits, military deposits; disability retirements, death-in-service, and special cases, FEHB, FEGLI, TSP, Social Security, and Medicare.

Open Season Processing

Open Season enrollments and elections for the Federal Employees Health Benefits (FEHB) program and the Thrift Savings Plan (TSP), to include assistance in disseminating open season information, arranging for “health fairs”, verifying eligibility as required, updating personnel folders as required. GRB utilizes its Employee Benefits Information System (EBIS) to process enrollments and elections.

Non-Open Season Processing

Receive and process life insurance changes as well as other non-open season benefits transactions, such as those life events relating to marriage, birth, adoption, etc. GRB utilizes its Employee Benefits Information System (EBIS) to process benefit transactions.

Divorce and Pension Benefit Evaluations

Divorces frequently require the distribution of retirement and/or survivor benefits to an employee’s former spouse. Determining an equitable distribution of benefits between the parties to a divorce and drafting a “qualified court order” that will both meet OPM’s requirements and accomplish exactly what is intended by the “court order” generally requires the assistance of an expert. GRB can provide assistance to employees, spouses of employees, and attorneys with respect to the valuation and division of pension benefits in divorce cases, including testifying in court as a qualified expert witness.

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