



STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
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MNHS

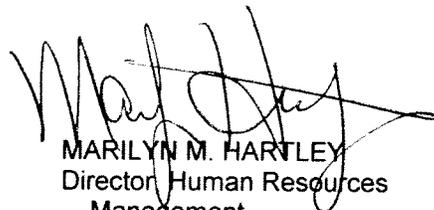
7 December 2011

MEMORANDUM FOR All Division of Military and Naval Affairs State Employees

SUBJECT: New York State Health Insurance Program (NYSHIP) Option Transfer

1. The NYSHIP Option Transfer Period begins 1 December 2011 and will conclude on 30 December 2011.
2. During the Option Transfer Period for the 2012 year, all active New York State employees will again be able to process Option Transfer online through MyNYSHIP. This function will only be available during this period. This is not mandatory; employees may also still submit Option Transfer requests (PS-404 Form) through Mrs. Tina Lehning of the State Human Resources Directorate who can be reached by email at Tina.Lehning@ny.ngb.army.mil or by phone at (518) 786-4715.
3. If you are considering changing your health plan for 2012 or wish to review your current plan, visit the Employee Benefits Division Online at www.cs.state.ny.us for up-to-date information on Option Transfer and the 2012 rates. Also available online is Choices for 2012. You may also request a copy of this publication from Mrs. Lehning. Current enrollees will receive the NYSHIP Rates and Deadline 2012 Flyer at their home of record. Be sure you understand how your benefits will be affected if you change plans. Changing plans may result in substantially different coverage.
4. No action is required if you wish to keep your current health insurance plan.
5. The earliest paycheck in which a deduction change will be made is the check dated 4 January 2012. If you change plans, because of processing time, most paycheck changes will be made later in January and will include retroactive adjustments for option changes beginning on 5 January 2012.
6. If you have any questions or need further assistance, please contact Mrs. Tina Lehning at the aforementioned email or phone number.

FOR THE ADJUTANT GENERAL:


MARILYN M. HARTLEY
Director, Human Resources
Management