



Benefits Administration Letter

Number: 09-403

Date: September 17, 2009

Subject: 2009 Federal Benefits Open Season: Ordering and Distributing Materials

This is the third Benefits Administration Letter (BAL) in our series of 2009 Federal Benefits Open Season BALs. This BAL (09-403) provides instructions for ordering and distributing Open Season materials including program-specific materials. You can find previously issued Open Season BALs at www.opm.gov/retire/pubs/bals/bal09.asp.

We divided this BAL into five sections to provide information regarding your responsibilities for the upcoming Open Season.

- **Attachment 1:** Easy to Use Chart for Ordering and Distributing FSAFEDS, FEDVIP, and FEHB Materials
- **Attachment 2:** Plan Contacts for Ordering Federal Employees Dental and Vision Insurance Program (FEDVIP) Brochures
- **Attachment 3:** Plan Contacts for Ordering Federal Employees Health Benefits (FEHB) Brochures
- **Attachment 4:** FEHB Plan Contacts Regarding Enrollment
- **Attachment 5:** Open Fee-For-Service FEHB Plan Contacts for Ordering Audio

We are still concerned that Open Season materials are not reaching all Federal employees and field offices. Each year we continue to hear from regional and field offices who have not received Open Season material from their headquarters and from FEHB plans who tell us they receive brochure shipments, unopened, that have been returned from agency distribution points. **You must ensure Open Season materials reach your employees and your field offices.** Employees need these materials to aid in their decision making.

This year's Federal Benefits Open Season will run from Monday, November 9 through Monday, December 14, 2009.

The Federal Employees' Group Life Insurance (FEGLI) Program and the Federal Long Term Care Insurance Program (FLTCIP) **are not** participating in this year's Federal Benefits Open Season.

If you have specific questions about the Open Season, please contact your agency's benefits officer. If you do not know who this person is, please go to <http://apps.opm.gov/abo/> where you will find a list of agencies and their Headquarters Benefits Officers.

We look forward to working with you in the upcoming 2009 Federal Benefits Open Season for enrollment for the 2010 Plan Year. As always, we encourage you and your employees to visit <http://www.opm.gov/insure>.

Sincerely,

Kathleen M. McGettigan
Deputy Associate Director
Center for Retirement and Insurance Services