

EMAIL 2 – VERIFY YOUR FEGLI OPEN SEASON CHANGES

SEND THIS EMAIL: During the Week of October 30, 2017

To: [Agency Name] Employees

Subject: Verify Your FEGLI Open Season Changes

Please take this opportunity to review your leave and earnings statements to confirm that your September 2016 FEGLI Open Season election went into effect. For most employees, FEGLI Open Season changes went into effect October 1, 2017, and your new premiums would first appear on your **[insert agency-specific pay date]** pay date. If you are not sure when your FEGLI Open Season changes went into effect, contact **[insert agency-specific contact information]**.

You can confirm that your FEGLI premium deductions are correct by using the [FEGLI Calculator](#) or the [FEGLI Premium Tables](#).

If you believe your FEGLI Open Season election should have taken effect but has not, or if you believe that you inadvertently cancelled or reduced coverage in your FEGLI Open Season election, **contact us immediately** at **[insert agency-specific contact information]** so we can investigate.

Some employees may have completed their FEGLI Open Season elections incorrectly by signing only for Basic and for new coverage, accidentally canceling their current optional coverage in the process. We are authorized to correct this error and reinstate your erroneously cancelled optional coverage if you [notify us in time](#). For most employees whose coverage went into effect October 1, the deadline for requesting this correction is November 11, 2017. If you are not sure when your deadline is, contact **[insert agency-specific contact information]**.

Not everyone's election became effective October 1. It depends on when you meet [pay and duty status requirements](#).

For information on how to increase life insurance coverage outside a FEGLI Open Season, or for general information about the FEGLI Program, visit www.opm.gov/life.

Thank you!