SUBJECT: 2004 RATE INSTRUCTIONS --Community-Rated Carriers

Please use the enclosed documents to prepare your 2004 rate proposal. You must submit your proposal and the completed attachments by June 2, 2003. June 2 is the first work day after May 31 and the deadline is required by regulations and no one can grant extensions.

See the enclosed "OPM Community Rating Guidelines - 2004" for pertinent definitions and an overall view of our community rating policy for 2004.

If you are a small carrier (see guidelines for definition), you may:

1) Elect to submit as a large carrier (in which case, we will consider you as a large carrier);

2) Elect to submit as a small carrier and
   a) If your 2003 income from the Federal group will be $500,000 or more,
      • you must submit Attachments I, IA, IIB, and IIC, and
      • complete Attachments II and IIA and keep them on file and available for OPM review; or
   
   b) If your 2003 income from the Federal group will be less than $500,000,
      • you must submit Attachments I, IIB, and IIC, and
      • you do not need to complete or retain Attachments II or IIA.

If you are a large carrier (see guidelines for definition), you must complete and submit to OPM, Attachments II, IIA, IIB, and IIC.
This proposal is being E-Mailed to you as a word document. This year your proposal should be submitted electronically. Please E-Mail your proposal as a word document to Actuary@opm.gov. Please send any additional information by overnight delivery to each of the following addresses:

Frank Titus  
Assistant Director for Insurance Service  
Office of Personnel Management  
1900 E Street, N.W., Room 3400  
Washington, DC 20415-0001

And

Nancy H. Kichak  
Actuaries Group  
Office of Personnel Management  
1900 E Street, N.W., Room 4307  
Washington, DC 20415-0001

Please remember your first quarter enrollment report, Table 1, was due on April 15 to:

Eric Figg  
Office of Personnel Management  
Office of Insurance Programs  
1900 E Street, N.W., Room 3415  
Washington, DC 20415-0001

Or Fax To (202) 606-0036.

Please direct your questions about the 2004 rate submission to Sherry Simon, or Jim Quayle at (202) 606-0722, or actuary@opm.gov.

Sincerely,

Frank D. Titus  
Assistant Director  
for Insurance Services

Enclosures