SUBJECT:  2006 RATE INSTRUCTIONS --Community-Rated Carriers

Please use the enclosed documents to prepare your 2006 rate proposal. You must submit your proposal and the completed attachments by May 31, 2005. May 31 is the deadline required by regulations and no one can grant extensions.

See the enclosed "OPM Community Rating Guidelines - 2006" for pertinent definitions and an overall view of our community rating policy for 2006.

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 2005 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 2005 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 IA, 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 year we request that you e-mail your proposal to us at: Actuary@opm.gov. Please use MS Word to prepare your proposal and attach the document to your e-mail. Please send any additional information by overnight delivery to each of the following addresses:

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

Ms. Nancy H. Kichak,
Deputy Associate Director
Center for Workforce Planning and Policy Analysis
Office of Personnel Management
1900 E St, NW, Rm 4307
Washington, DC 20415
Also, 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.

You may contact Sherry Simon or Sharon Tu at (202) 606-0722 or actuary@opm.gov, if you have any questions about the 2006 rate submission process.

Sincerely,

Frank D. Titus  
Assistant Director  
for Insurance Services

Enclosure