



United States
Office of Personnel Management
Retirement and Insurance Service

Benefits Administration Letter

Number: 99-201

Date: January 12, 1999



Subject: Federal Employees' Group Life Insurance: Ordering Open Enrollment Material

GENERAL INFORMATION

Background

Pub. L. 105-311, Federal Employees Life Insurance Improvement Act, enacted October 30, 1998, requires the Office of Personnel Management to conduct an open season for life insurance. The open enrollment period has been scheduled for April 24, 1999, through June 30, 1999.

Purpose

The purpose of this Benefits Administration Letter (BAL) is to provide information for ordering open enrollment materials. Details regarding the conduct of the open enrollment period will be sent in a later BAL.

OPEN ENROLLMENT MATERIAL

What Material Will Be Available for the Open Enrollment Period?

The following material will be available for the upcoming open enrollment period:

- A special FEGLI 99 Open Enrollment Period Election Form (RI 76-27)
- The revised - April 1999 version - of the FEGLI Booklet (RI 76-21 [RI 76-20 for the Postal Service])

*Civil Service
Retirement
System*

*Federal Employees
Group Life
Insurance*

*Federal Employees
Health Benefits
Program*

*Federal Employees
Retirement
System*

- A FEGLI 99 Open Enrollment Period Pamphlet (FE 74 A [FE 74 B for Postal Service])
- Posters announcing the FEGLI 99 open enrollment period in three sizes (28" x 43", 11" x 17", and 8 ½" x 11")
- Tent cards announcing the FEGLI 99 open enrollment period
- A 60-minute video explaining the entire FEGLI Program
- A 10-minute video explaining the FEGLI 99 open enrollment period
- A CD-ROM, which includes the special election form, the FEGLI Booklet, the FEGLI 99 Pamphlet, the poster, the tent card, and the 10-minute video

The following material will be available for the visually impaired:

- The April 1999 version of the FEGLI Booklet in large print (RI 76-24 [RI 76-23 for Postal Service])
- A large print version of the FEGLI 99 Open Enrollment Period Pamphlet (FE 74 C [FE 74 D for Postal Service])

What Is the Special Election Form?

The special FEGLI 99 Open Enrollment Period Election Form is the **ONLY** form that can be used to make elections during the open enrollment period. ***SF 2817 cannot be used for open enrollment elections.***

How Do We Get the Open Enrollment Material?

Open enrollment material must be ordered. **NOTHING WILL BE SENT AUTOMATICALLY. *All orders must come from the agency headquarters Insurance Officer.*** Orders from other sources will not be accepted.

How Do We Place the Orders?

The form for ordering open enrollment material is attached. (There is a different form for the Postal Service. It will be sent separately.)

Agency headquarters Insurance Officers must order the material directly from the Office of Federal Employees' Group Life Insurance (OFEGLI), *not from OPM*. Orders can be placed by email or fax (the address and phone number are on the order form). Phone orders will NOT be accepted.

When you place your orders, you must include a shipping address. Attach a separate sheet if there is more than one address, and specify the quantity to be shipped to each address.

How Much Material Should We Order?

You must give a copy of the revised FEGLI Booklet and the FEGLI 99 Open Enrollment Period Pamphlet to *all eligible employees*, so you will need to order a quantity large enough for that purpose.

For all other material, you may order as much or as little as you think you will need. Keep in mind, however, that the special election form (RI 76-27) is the only form that can be used to make open enrollment elections. So be sure to order a large enough quantity to meet your open enrollment needs.

All material must be ordered in quantities of 25.

What Is the Cost of the Open Enrollment Material?

There is no cost to agencies for any of the open enrollment material.

When Should We Place Our Orders?

Headquarters Insurance Officers should place their orders as soon as possible. This will help OFEGLI in determining how many of each item to produce.

When Will the Open Enrollment Material Be Shipped?

We don't have an exact shipping date; however, the material will be shipped as soon as it is ready. Agencies will have the material before the start of the open enrollment period.

Reminder

Please remember that no material will be sent automatically to agencies. Agencies will receive only what their headquarters Insurance Officer orders.



Abby L. Block, Chief
Insurance Policy
and Information Division

Attachment

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE PROGRAM

FEGLI 99 OPEN ENROLLMENT PERIOD MATERIALS

NON-POSTAL ORDER FORM

SHIP TO INFORMATION: NAME: _____ AGENCY: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ CONTACT PERSON: _____ TELEPHONE (DAYTIME): _____ FAX: _____ UPS WILL NOT DELIVER TO P.O. BOXES	FAX ORDERS TO: OFFICE OF FEDERAL EMPLOYEES' GROUP LIFE INSURANCE 200 PARK AVENUE NEW YORK NY 10166-0188 FAX: 212-578-4491  E-MAIL ORDERS TO: FEGORDER@METLIFE.COM
---	--

ITEM #	DESCRIPTION	SPECIFY QUANTITY
RI 76-27	FEGLI 99 Open Enrollment Period Election Form	
RI 76-21	FEGLI Booklet – April 1999 version	
FE 74 A	FEGLI 99 Open Enrollment Period Pamphlet	
-	Posters Announcing FEGLI 99 Open Enrollment Period Large Size Poster (28" x 43")	
-	Posters Announcing FEGLI 99 Open Enrollment Period Regular Size Poster (11" x 17")	
-	Posters Announcing FEGLI 99 Open Enrollment Period Small Size Poster (8½" x 11")	
-	Tent Cards Announcing FEGLI 99 Open Enrollment Period	
MULTI-MEDIA MATERIALS		
-	Video Explaining the Entire FEGLI Program (60 Minutes)	
-	Video Explaining the FEGLI 99 Open Enrollment Period (10 Minutes)	
-	CD-ROM including all FEGLI 99 Open Enrollment Period materials – Election Form, Booklet, Pamphlet, Poster, Tent Card, Video	
MATERIALS FOR THE VISUALLY IMPAIRED		
RI 76-24	FEGLI Booklet - April 1999 version Large Print Visually Impaired Version	
FE 74 C	FEGLI 99 Open Enrollment Period Pamphlet Large Print Visually Impaired Version	

IF YOU HAVE ADDITIONAL SHIPPING LOCATIONS, PLEASE ATTACH ADDITIONAL SHEETS AND CLEARLY SPECIFY HOW MANY OF EACH ITEM WE SHOULD SEND TO EACH SEPARATE SHIPPING LOCATION.