



Benefits Administration Letter

Number: 16-206

Date: July 19, 2016

**Subject: Federal Employees' Group Life Insurance (FEGLI) Program:
FEGLI Open Season Website, Email Messages, and Data Needs**

On August 7, 2015, we issued [Benefits Administration Letter \(BAL\) 15-203](#) announcing a FEGLI Open Season that will be held from September 1 through September 30, 2016.

On March 17, 2016, we issued [Benefits Administration Letter \(BAL\) 16-204](#) providing information about the FEGLI Open Season and answers to commonly asked questions.

This BAL provides information about the FEGLI Open Season website, as well as Employee Emails that agencies can send before and during the Open Season. We are also providing information about the data that we will need about Open Season elections.

FEGLI OPEN SEASON WEBSITE

In July 2016, OPM launched a special FEGLI Open Season web page at www.opm.gov/FEGLIopenseason which is being loaded with valuable resources such as:

- Overview of the FEGLI Open Season, including enrollment instructions
- FEGLI Open Season video
- Answers to Frequently Asked Questions about the FEGLI Open Season
- Life Insurance Election form (SF 2817)
- Designation of Beneficiary form (SF 2823)
- FEGLI Premium Rates
- FEGLI Coverage Calculator (for enrollees who know their current enrollment and annual rate of pay)
- Benefits Administration Letters about the FEGLI Open Season
- Link to a special FEGLI Open Season website administered by MetLife, the FEGLI contractor
 - This website will have additional resources including quicksheets for employees and human resources officers, a FEGLI Open Season booklet, and a life insurance needs calculator

As always, OPM's FEGLI program website at www.opm.gov/life will continue to have a wealth of information on FEGLI, including:

- FEGLI Handbook
- FEGLI Booklets for Federal and Postal employees
- FEGLI Flyer
- Your FEGLI Life Insurance video for active employees
- Your FEGLI Life Insurance video for annuitants and retiring employees
- Answers to commonly asked questions
- Additional forms

FEGLI OPEN SEASON EMPLOYEE EMAILS

For your convenience, we have created five Employee Emails that agency human resource officers can send to employees shortly before and during Open Season. Copies of the five emails are attached to this BAL. We suggest agencies use this schedule:

Email 1 - FEGLI Open Season Begins Next Week (Week of August 22-26, 2016)

Email 2 - FEGLI Open Season Begins Today (Thursday September 1, 2016)

Email 3 - FEGLI Open Season Reminder (Week of September 12-16, 2016)

Email 4 - FEGLI Open Season Ending Soon (Week of September 19-23, 2016)

Email 5 - FEGLI Open Season Ends Friday (September 26 or 27, 2016)

FEGLI OPEN SEASON DATA NEEDS

We need agencies to track the number of FEGLI Open Season elections they receive (excluding belated elections). This includes receipt of both hard-copy SF 2817 election forms and electronic elections, where applicable. In addition, if readily available, we would also like to receive a distribution of dates of birth, in five-year age bands, for those who submitted elections. This information will be used to assess the impact of FEGLI Open Seasons on the overall insurance pool, including number of enrollees, age bands of enrollees, and amount and types of insurance.

We have made the data reporting process as easy as possible. Please send an email between October 3 and 21, 2016 to fegli@opm.gov, with your agency name in the subject line. Include the Data Needs Spreadsheet (attached to this BAL), listing the number of FEGLI Open Season elections that your agency received and if available, the distribution of dates of birth, in five-year age bands, for those who submitted elections. This is only a suggested format. If your agency has another method or report that captures the same information, you can submit that format instead. We are not requiring you to consolidate the data at headquarters level; reporting by sub-

agency is acceptable.

You play a critical role in the success of this Open Season and we thank you in advance for your support.

Just a reminder -- the FEGLI Open Season ends on Friday, September 30, 2016.

Sincerely,

John O'Brien
Director
Healthcare & Insurance

Attachments

Email 1 - FEGLI Open Season Begins Next Week
Email 2 - FEGLI Open Season Begins Today
Email 3 - FEGLI Open Season Reminder
Email 4 - FEGLI Open Season Ending Soon
Email 5 - FEGLI Open Season Ends Friday
Data Needs Spreadsheet