



## ***Benefits Administration Letter***

**Number:** 16-402

**Date:** September 26, 2016

### **Subject: 2016 Federal Benefits Open Season: Ordering and Distributing Materials**

This Benefits Administration Letter (BAL) is the second in our series of 2016 Federal Benefits Open Season BALs. This BAL (16-402) provides instructions for ordering and distributing Open Season materials including program-specific materials for the Federal Flexible Spending Account Program (FSAFEDS), Federal Employees Dental and Vision Insurance Program (FEDVIP), and Federal Employees Health Benefits (FEHB) Program. You can find previously issued Open Season BALs at [www.opm.gov/retirement-services/publications-forms/benefits-administration-letters](http://www.opm.gov/retirement-services/publications-forms/benefits-administration-letters).

We divided this BAL into seven sections to provide information regarding your responsibilities for the upcoming Open Season.

- **Attachment 1:** Going Green – View Your FEHB Brochure Online or Contact Your Plan for a Paper Brochure
- **Attachment 2:** Easy to Use Chart for Ordering and Distributing Materials for FSAFEDS, FEDVIP, and FEHB
- **Attachment 3:** FEDVIP Plan Contacts for Requesting Brochures and Organizing Open Season Fairs
- **Attachment 4:** FEHB Plan Contacts for Requesting HMO Brochures
- **Attachment 5:** FEHB Plan Contacts Regarding Enrollment
- **Attachment 6:** FEHB Plan Contact for Ordering Materials for Visually Impaired
- **Attachment 7:** FEHB Plan Contacts for Organizing Open Season Fairs

Please be aware that it is now too late to order FEHB Fee-for-Service (FFS) health plan brochures. If you did not order a supply of FFS health plan brochures, you can access these brochures at [www.opm.gov/FEHBbrochures](http://www.opm.gov/FEHBbrochures).

You can request HMO plan brochures directly from the health plan contacts identified in Attachment 4, FEHB Plan Contacts for Requesting HMO Brochures.

Please distribute Attachment 1, Going Green – View Your FEHB Brochure Online or Contact Your Plan for a Paper Brochure, to your employees.

We previously described our continuing Going Green initiative in BAL 16-401. This effort has a two-fold purpose:

- 1) to provide employees the option of viewing brochures online or to receive a paper copy of their health plan's brochure; and
- 2) to limit the number of brochures printed and distributed to Federal agencies.

We believe that coordination between agency headquarters and field offices should produce a much lower need for paper brochures and yet still ensure that those sites that need paper brochures will have them.

You can continue to promote this effort by referring brochure inquiries to [www.opm.gov/FEHBbrochures](http://www.opm.gov/FEHBbrochures).

Please carefully review Attachment 2, Easy to Use Chart for Ordering and Distributing Materials for FSAFEDS, FEDVIP, and FEHB. We would also like to remind you of the following materials that we included last year:

- 1) Federal Benefits Open Season flyers and banners – post these around your offices to remind employees about the Federal Benefits Open Season;
- 2) Insurance Benefits Flyers – one-page summaries of the insurance benefits of the Federal Benefits Programs (FSAFEDS, FEDVIP dental, FEDVIP vision, FEHB Program; and
- 3) Save Money On...Flyers – these flyers show how FSAFEDS, FEDVIP, and FEHB work together to save employees money.

This year's Federal Benefits Open Season will run from Monday, November 14 through Monday, December 12, 2016.

As a reminder, the Federal Employees' Group Life Insurance (FEGLI) Program and the Federal Long Term Care Insurance Program (FLTCIP) **do not** participate in the annual Federal Benefits Open Season.

If you are not already receiving the Benefits Info Listserv, please subscribe by sending an email to [BENEFITSINFO@LISTSERV.OPM.GOV](mailto:BENEFITSINFO@LISTSERV.OPM.GOV). In the body of the email, please indicate that you would like to be added to the listserv and include your first and last name.

If you have specific questions about the Open Season, please contact your agency's benefits officer. If you do not know who this person is, please go to <http://apps.opm.gov/abo> where you will find a list of agencies and their headquarters benefits officers.

We look forward to working with you in the upcoming 2016 Federal Benefits Open Season for enrollment for the 2017 plan year. As always, we encourage you and your employees to visit our website at [www.opm.gov/insure](http://www.opm.gov/insure).

Sincerely,

John O'Brien  
Director  
Healthcare and Insurance

Attachments