

(Send this email on or around the week of September 4, 2005).

Email 1 -- FEGLI 2004 Open Season Changes Become Effective!

To: Employees Who Made a FEGLI 2004 Open Season Election

Subject: FEGLI 2004 Open Season Elections Become Effective!

Coverage elected during last year's FEGLI open season becomes effective on the first day of the first full pay period that begins on or after September 1, 2005, and which follows a pay period in which the employee meets the pay and duty status requirements*.

For most employees who made a FEGLI open season election, this means newly elected coverage is now effective!

Soon you should receive the Part 3 Employee Copy of your FEGLI '04 Open Season Election Form (FE-2004). The effective date of your newly elected coverage will be noted in Section 6 of that form. (**Note: for agencies that process enrollments electronically, add language to let employees know how they can verify their elections.**)

Two reminders: Do NOT contact OPM's life insurance office or the Office of Federal Employees' Group Life Insurance (OFEGLI) about newly elected coverage, because they do not process FEGLI open season elections. Also, please note that this is NOT a new opportunity to elect FEGLI coverage. FEGLI coverage becoming effective now reflects elections made during last year's FEGLI open season.

The next FEGLI open season has not been scheduled. As you probably know, OPM conducts FEGLI open seasons infrequently. For information on how to increase FEGLI coverage outside an open season, or for general information about the FEGLI Program, go to www.opm.gov/insure/life.

Thank you for staying informed about your benefits!

* For full-time employees, this means they must be in pay and duty status for 32 hours during the pay period before the one in which the coverage is to become effective. For part-time employees and others without a regularly-scheduled tour of duty, check with your servicing personnel office to see what the requirements are. Sick leave, annual leave, donated leave, or any other kind of leave, whether paid or unpaid, does not qualify as pay and duty status.