



Benefits Administration Letter

Number: 11-404

Date: September 28, 2011

Subject: 2011 Federal Benefits Open Season: Conducting the Open Season

This Benefits Administration Letter (BAL) is the fourth in our series of 2011 Federal Benefits Open Season BALs. This BAL (11-404) provides instructions on conducting the Federal Benefits Open Season. You can find previously issued Open Season BALs at www.opm.gov/retire/pubs/bals/bal11.asp.

This BAL is divided into seven sections as indicated below to more efficiently provide information regarding your responsibilities for the upcoming Open Season.

- **Attachment 1: Inform Employees and Provide Information about Open Season**
- **Attachment 2: FSAFEDS Program Flyer**
- **Attachment 3: Going Green – View Your FEHB Brochure Online or Contact Your Plan for a Paper Brochure**
- **Attachment 4: Federal Benefits FastFacts: The 2011 Federal Benefits Open Season is Coming!**
- **Attachment 5: Federal Benefits FastFacts: What to Consider During the Federal Benefits Open Season**
- **Attachment 6: Advise Employees on the Federal Benefits Programs**
- **Attachment 7: Process Enrollment Actions**

Please distribute Attachments 2 - 5 to your employees and inform them that the 2012 plan information will be available in early November.

- FSAFEDS Program Flyer (Attachment 2) - provides information on how enrollees can save money
- Going Green – View Your FEHB Brochure Online or Contact Your Plan for a Paper Brochure (Attachment 3) - discusses the employees' option of either viewing their brochure online or requesting a paper brochure
- Federal Benefits FastFacts: The 2011 Federal Benefits Open Season is Coming! (Attachment 4) - provides a snapshot of basic information on Open Season

- Federal Benefits FastFacts: What to Consider During the Federal Benefits Open Season (Attachment 5) - provides a step-by-step process of what to think about during Open Season

We will issue other FastFacts on topics relating to the Federal Benefits Programs throughout the year via the benefitsinfo listserv. These FastFacts will also be available at www.opm.gov/insure/fastfacts.

This year's Federal Benefits Open Season will run from Monday, November 14 through Monday, December 12, 2011.

The Federal Employees' Group Life Insurance (FEGLI) Program and the Federal Long Term Care Insurance Program (FLTCIP) **are not** participating in this year's Federal Benefits Open Season.

If you have specific questions, 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 2011 Federal Benefits Open Season for enrollment for the 2012 Plan Year. Again, we encourage you and your employees to visit www.opm.gov/insure.

Sincerely,

John O'Brien
Director
Healthcare and Insurance