



Benefits Administration Letter

Number: 12-403

Date: September 20, 2012

Subject: 2012 Federal Benefits Open Season: Ordering and Distributing Materials

This Benefits Administration Letter (BAL) is the third in our series of 2012 Federal Benefits Open Season BALs. This BAL (12-403) 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 Program (FEDVIP), and Federal Employees Health Benefits (FEHB) Program. You can find previously issued Open Season BALs at www.opm.gov/retire/pubs/bals/bal12.asp.

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:** Open Fee-for-Service (FFS) FEHB Plan Contacts for Ordering Compact Discs for the 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.

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.

