



***Benefits Administration Letter***

**Number:** 12-404

**Date:** September 24, 2012

**Subject: 2012 Federal Benefits Open Season: Conducting the Open Season**

This Benefits Administration Letter (BAL) is the fourth in our series of 2012 Federal Benefits Open Season BALs. This BAL (12-404) provides instructions on conducting the Federal Benefits Open Season. You can find previously issued Open Season BALs at [www.opm.gov/retire/pubs/bals/bal12.asp](http://www.opm.gov/retire/pubs/bals/bal12.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 the Federal Benefits 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 2012 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 - 4 to your employees and inform them that the 2013 plan information will be available in late October.

- Going Green – View Your FEHB Brochure Online or Contact Your Plan for a Paper Brochure (Attachment 2) - discusses the employees' option of either viewing their brochure online or requesting a paper brochure
- Federal Benefits FastFacts: The 2012 Federal Benefits Open Season is Coming! (Attachment 3) - provides a snapshot of basic information on Open Season
- Federal Benefits FastFacts: What to Consider During the Federal Benefits Open Season (Attachment 4) - 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](http://www.opm.gov/insure/fastfacts).

This year's Federal Benefits Open Season will run from Monday, November 12 through Monday, December 10, 2012.

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 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 2012 Federal Benefits Open Season for the 2013 Plan Year. Again, we encourage you and your employees to visit [www.opm.gov/insure](http://www.opm.gov/insure).

Sincerely,

John O'Brien  
Director  
Healthcare and Insurance