



**Retirement and Insurance Service
Payroll Office Letter**

Number: P-99-28

Date : December 17, 1999

SUBJECT: ADDITIONAL PROCESSING GUIDANCE FOR "FEGLI 99" OPEN SEASON

As you know, the Office of Personnel Management (OPM) held a Federal Employees Group Life Insurance (FEGLI) open enrollment period from April 24 through June 30, 1999. Coverage elected during the "FEGLI 99" open enrollment period will become effective with the first pay period beginning on or after April 23, 2000. Thus, unlike previous open enrollment periods, an entire year will elapse between the beginning of the "FEGLI 99" open enrollment period and the effective date of newly elected coverage. In view of this circumstance, this letter provides additional guidance regarding the processing of "FEGLI 99" open enrollment period elections.

Our Office of Insurance Programs developed a special "FEGLI 99" Open Enrollment Period Election Form for "FEGLI 99" -- RI 76-27. Employees were not permitted to use the SF 2817 to make "FEGLI 99" open enrollment period elections. Agency personnel officers were instructed to hold the agency copy of the RI 76-27 in the employee's Official Personnel File, until it is needed for payroll processing. We have learned that some agency personnel offices have, however, forwarded the agency copy of the RI 76-27 to payroll offices for processing. In fact, some payroll offices have already loaded "FEGLI 99" election information into their systems.

Those payroll offices that have taken custody of the agency copy of the RI 76-27 and, particularly those that have loaded "FEGLI 99" open enrollment period elections into their systems, must be aware of the need to take immediate action when the following events transpire before the effective date:

- The employee does not meet pay and duty status requirements as of the effective date of the election -- see Benefits Administration Letter Number 99-205 for the requirements.
- The employee retires before the new coverage goes into effect
- The employee starts receiving compensation before the effective date of the new coverage
- The employee dies before the new coverage goes into effect -- the coverage certified on the SF 2821 will be based on the "old" coverage.
- The employee transfers to another agency before the election becomes effective.

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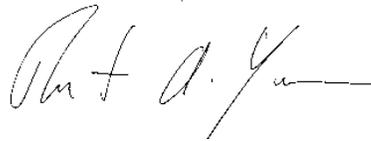
*Federal Employees
Retirement
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The employee voids his/her open enrollment election

Where the agency copy of the RI 76-27 resides in the payroll office, the personnel offices must immediately inform the payroll office upon the occurrence of any of these events. In all cases, the open enrollment period election must be voided. Those payroll offices that have already loaded "FEGLI 99" open enrollment period elections into their systems must take action to remove them. Upon being informed of the occurrence of any of the forementioned events, payroll offices must immediately return the agency copy of the RI 76-27 to the initiating personnel office. The initiating personnel office must then annotate the "Remarks" section of the RI 76-27 to state that the election is void and the reason therefor.

Also, please be aware of the circumstance upon which an employee, who made a "FEGLI 99" open enrollment election on the RI 76-27, later submits a SF 2817 canceling his/her FEGLI coverage. The cancellation of FEGLI coverage must take precedence over the "FEGLI 99" open enrollment election. The SF 2817, therefore, must be processed within normal time frames, and the RI 76-27 election voided. The "Remarks" section of the RI 76-27 will be annotated to state that the employee subsequently cancelled FEGLI coverage.

If you should have questions regarding the matters discussed in this letter, please call us on (202) 606-0606 or email us at finance@opm.gov.



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Retirement and Insurance Service