



## ***Benefits Administration Letter***

**Number:** 16-207

**Date:** August 26, 2016

**Subject: Federal Employees' Group Life Insurance (FEGLI) Program:  
Open Season and eOPF**

[Benefits Administration Letter \(BAL\) 16-204](#), released in March, guides agencies on how to process elections during the September 2016 FEGLI Open Season:

Agencies must develop a system for holding the election forms or their electronic equivalent until they are processed and become effective. Whether you put them in the Official Personnel Folder (OPF) or its electronic equivalent, or maintain them separately, you should flag the OPF/equivalent in some way to indicate that the employee made an Open Season election.

The BAL also advised that Open Season elections will only go into effect if the employee meets [pay and duty status requirements](#) in the pay period before the effective date.

While many Open Season elections will come into effect October 1, 2017 (October 14, 2017 for Postal employees), because some employees will not meet pay and duty status requirements at that time, their elections will come into effect later or never come into effect.

Some agencies intend to upload Open Season elections to the government's Electronic Official Personnel Folder system (eOPF) as soon as they are received. However, eOPF will reject any FEGLI elections that do not include an effective date.

**For agencies that wish to promptly upload Open Season elections to eOPF, please apply a tentative effective date of the first day of the first full pay period on or after October 1, 2017.** For most biweekly employees, this is an effective date of October 1, 2017. For most Postal employees, this is an effective date of October 14, 2017.

**Your agency must review these elections in October 2017** to verify that each employee meets pay and duty status requirements. If they do not meet pay and duty status requirements for the given effective date, you must postpone the effective date until the requirements are met.

If the employee retires or leaves Federal service before the effective date, the agency must [void the election](#).

While OPM will issue reminder guidance in September 2017 for agencies to verify pay and duty status requirements, agencies should begin planning for this process now and set their own reminders.

You play a critical role in the success of this Open Season and we thank you in advance for your support.

Sincerely,

John O'Brien  
Director  
Healthcare & Insurance