



## ***Benefits Administration Letter***

**Number:** 04-206

**Date:** August 11, 2004

**Subject: Federal Employees' Group Life Insurance (FEGLI) Program:  
FEGLI 2004 Open Season Website, Email Messages and Data Needs**

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### **GENERAL INFORMATION**

#### **Background**

On May 25, 2004, we issued Benefits Administration Letter (BAL) [04-203](#) announcing a FEGLI Open Season that will be held from September 1 through September 30, 2004, to celebrate the 50th Anniversary of the FEGLI Program.

On July 16, 2004, we issued Benefits Administration Letter (BAL) [04-205](#) providing information about the educational materials that the Office of Federal Employees' Group Life Insurance (OFEGLI) has prepared under its contract with the Office of Personnel Management (OPM) to promote the upcoming Open Season and how to order these materials.

#### **Purpose**

This BAL provides information about the FEGLI 2004 Open Season website, as well as the text for email messages that agencies can send to employees shortly before and during the Open Season. We are also providing information about the data that we will need about Open Season elections.

### **OPEN SEASON WEBSITE INFORMATION**

#### **When Will the FEGLI 2004 Open Season Website Be Available?**

The website at [www.fegli2004.opm.gov](http://www.fegli2004.opm.gov) will be available no later than September 1, 2004.

#### **What Will Be Included On That Website?**

The following information will be on the FEGLI 2004 Open Season website:

### ***For Employees***

- Enrollment Packet Materials. These include:
  - Letter from OPM Director Kay Coles James
  - Open Season Brochure (Federal and Postal versions)
  - Worksheet to Estimate Life Insurance Needs
  - Open Season Election Form (FE-2004)
- Interactive Worksheet to Estimate Life Insurance Needs
- FEGLI Calculator
- 50th Anniversary Edition of the FEGLI Program Booklet (Federal and Postal versions)
- Frequently Asked Questions about the FEGLI 2004 Open Season
- Open Season Election Form (FE-2004)
- Script of the Open Season Video (Please note that the video itself will not be on the website)

### ***For Agency Human Resources Professionals***

- All of the above, PLUS:
- Email Messages to Distribute to Employees during Open Season
- Poster Announcing Open Season (8-1/2" x 11")
- Meeting in a Box Materials
  - Thank You Letter
  - Suggestion Sheet
  - A Short and a Long Version of a Power Point Presentation (with Speaker Notes)
  - Text Versions of the Speaker's Notes
  - Script of the Open Season Video (Please note that the video itself will not be on the website)
  - Email Text Messages to Invite Employees to the Meetings
  - Poster Publicizing the Meetings (8-1/2" x 11")
- Benefits Administration Letters about the Open Season

NOTE: All of the documents listed above are 508-compliant.

## **FEGLI OPEN SEASON EMAIL MESSAGES**

### **How many email messages are there?**

There are five email messages that agency human resources offices can send to employees shortly before and during Open Season. Copies of the five messages are attached to this BAL.

### **When do we send them?**

Each email shows when we suggest agencies send the message, as follows:

Email 1-FEGLI Open Season Begins Next Week

This email should be sent during the week of August 23-27, 2004.

Email 2- FEGLI 2004 Open Season Begins Today

This email should be sent on Wednesday, September 1, 2004.

Email 3- FEGLI 2004 Open Season Reminder

This email should be sent during the second full week of Open Season, September 6-10, 2004.

Email 4- FEGLI 2004 Open Season Ending Soon

This email should be sent during the third full week of Open Season, September 20-24, 2004.

Email 5- FEGLI 2004 Open Season Ends This Week

This email should be sent during the final week of Open Season, preferably at the beginning of the week (September 27 or September 28) to give employees advance notice that the end is near.

## **DATA NEEDS**

We need agencies to track the number of FEGLI 2004 Open Season elections they receive (excluding belated elections, discussed in the next section). This includes receipt of both hard-copy FE-2004 election forms and electronic elections, where applicable. In addition, if readily available, we would also like to receive a distribution of dates of birth, in five-year age bands, for those who submitted elections.

We've made the data-reporting process as easy as possible. Please send an email between October 1 and 18, 2004 to [fegli@opm.gov](mailto:fegli@opm.gov), with your agency name in the subject line. Include the Data Needs Spreadsheet (attached to this BAL), listing the number of FEGLI 2004 Open Season elections that your agency received and if available, the distribution of dates of birth, in five-year age bands, for those who submitted elections. This is only a suggested format. If your agency has another method or report that captures the same information, you can submit that format instead. We are not requiring you to consolidate the data at headquarters level; reporting by sub-agency is acceptable.

## **MISCELLANEOUS INFORMATION**

### **Will the 50<sup>th</sup> Anniversary Edition of the FEGLI Program Booklet be on the OPM FEGLI Website?**

Yes. The 50<sup>th</sup> Anniversary FEGLI Program Booklet will be on the OPM FEGLI website at [www.opm.gov/insure/life](http://www.opm.gov/insure/life). It will also be on the FEGLI 2004 Open Season Website at [www.fegli2004.opm.gov](http://www.fegli2004.opm.gov) during the Open Season.

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

Just a reminder -- the FEGLI Open Season ends on Thursday, September 30, 2004.

Frank D. Titus  
Assistant Director  
for Insurance Services Programs

Attachments

Email 1- FEGLI Open Season Begins Next Week  
Email 2- FEGLI Open Season Begins Today  
Email 3- FEGLI Open Season Reminder  
Email 4- FEGLI Open Season Ending Soon  
Email 5- FEGLI Open Season Ends This Week  
Data Needs Spreadsheet