



## *Benefits Administration Letter*

**Number:** 08-403

**Date:** September 15, 2008

---

### **Subject: 2008 Federal Benefits Open Season: Ordering and Distributing Materials**

---

This is the third Benefits Administration Letter (BAL) in our series of 2008 Federal Benefits Open Season BALs. This BAL (08-403) provides instructions for ordering and distributing Open Season materials including program-specific materials. You can find previously issued Open Season BALs at <http://www.opm.gov/asd/htm/bal08.asp>.

We have re-designed this BAL to more efficiently provide information regarding your responsibilities for the upcoming Open Season. We divided this BAL into four sections.

- **Attachment 1:** Easy to Use Chart for Ordering and Distributing Materials
- **Attachment 2:** Plan Contacts for Ordering Federal Employees Dental and Vision Insurance Program (FEDVIP) Brochures
- **Attachment 3:** Plan Contacts for Ordering Federal Employees Health Benefits (FEHB) Brochures
- **Attachment 4:** FEHB Plan Contacts Regarding Enrollment
- **Attachment 5:** Open Fee-For-Service FEHB Plan Contacts for Ordering Audio Cassette Tapes and Compact Discs for the Visually Impaired.

We are concerned that Open Season materials are not reaching all Federal employees. Each year we hear from regional and field offices who have not received Open Season material from their headquarters and from FEHB plans who tell us they receive brochure shipments, unopened, that have been returned from agency distribution points. **You must ensure Open Season materials reach your employees.** Employees need these materials to aid in their decision making.

This year's Federal Benefits Open Season will run from Monday, November 10 through Monday, December 8, 2008. The Federal Employees' Group Life Insurance (FEGLI) Program and the Federal Long Term Care Insurance Program (FLTCIP) **are not** participating in this year's Federal Benefits Open Season.

Our Internet email boxes are available for agencies' Open Season questions. If you have a question about an Open Season BAL or the Federal Benefits Open Season, please email your question to the appropriate address:

FSAFEDS Program: [fsa@opm.gov](mailto:fsa@opm.gov)  
FEDVIP: [fedvip@opm.gov](mailto:fedvip@opm.gov)  
FEHB Program: [fehb@opm.gov](mailto:fehb@opm.gov)

We look forward to working with you in the upcoming 2008 Federal Benefits Open Season for enrollment for the 2009 Plan Year. Again, we encourage you and your employees to visit <http://www.opm.gov/insure>.

Sincerely,

Kathleen M. McGettigan  
Deputy Associate Director  
Center for Retirement and Insurance Services