

**Office of Personnel Management**  
**Retirement and Insurance Service**



1920



1954



1959



1986

Federal Employee Benefit Programs  
**FINANCIAL MANAGEMENT LETTER**

**Number: F-97-06**

**Date: August 19, 1997**

**SUBJECT: REVISION OF HEALTH BENEFITS OPEN SEASON FILE FORMAT**

The file format for the calendar year 1998 Health Benefits Open Season Enrollment has been revised to include additional data fields. We have added four new fields; a phone number, phone extension, fax number and an email address. The addition of these new fields may impact the computer programs your office currently uses to load health benefits withholding and contribution rates.

If you have any questions on this, please contact Anita West (202) 606-0666 or via Internet email, [finance@opm.gov](mailto:finance@opm.gov).

A handwritten signature in black ink, appearing to read "Robert A. Yuran".

Robert A. Yuran, Chief  
Financial Policy Staff  
Retirement and Insurance Service

Attachment



# PAYROLL OFFICE LETTER

U. S. Office of Personnel Management

Number: P-97-09

Date: August 19, 1997

SUBJECT: REVISION OF HEALTH BENEFITS OPEN SEASON FILE FORMAT

**This Payroll Office Letter applies to those offices which use the OPM provided floppy diskette for updating health benefits withholding and contribution rates. One of the options available to payroll offices for receiving the health benefit new year rates is via a file or a floppy disk (see Payroll Office Letter #96-09, dated November 8, 1996, page 1).**

This letter provides advance information that the file format for the calendar year 1998 Health Benefits Open Season Enrollment will change. We have added four new fields; a phone number, phone extension, fax number and an e-mail address.

The additional data fields may impact the computer programs your office uses to load health benefits withholding and contribution rates. Attached are layouts of the old and the new format. You should contact your computer operations center to determine what, if any, program changes are required.

If you have any questions on this, please contact Anita West on (202) 606-0666 or via Internet email, [finance@opm.gov](mailto:finance@opm.gov).

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Robert A. Yuran, Chief  
Financial Policy Staff  
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