



Benefits Administration Letter

Number: 16-403

Date: October 17, 2016

Subject: 2016 Federal Benefits Open Season: Conducting the Open Season

This Benefits Administration Letter (BAL) is the third in our series of 2016 Federal Benefits Open Season BALs. This BAL (16-403) provides instructions on conducting the Federal Benefits Open Season. You can find previously issued Open Season BALs at www.opm.gov/retirement-services/publications-forms/benefits-administration-letters.

This BAL is divided into ten sections as indicated below to more efficiently provide information regarding your responsibilities for the upcoming Open Season.

- **Attachment 1: Inform Employees and Provide Information about the Federal Benefits Open Season**
- **Attachment 2: Open Season Flyer, Poster, and Banner**
- **Attachment 3: FSAFEDS Program Flyer**
- **Attachment 4: Going Green – View Your FEHB Brochure Online or Contact Your Plan for a Paper Brochure**
- **Attachment 5: Federal Benefits FastFacts: The 2016 Federal Benefits Open Season is Coming!**
- **Attachment 6: Federal Benefits FastFacts: What to Consider During the Federal Benefits Open Season**
- **Attachment 7: Insurance Benefits Flyers**
- **Attachment 8: Save Money On... Flyers**
- **Attachment 9: Advise Employees on the Federal Benefits Programs**
- **Attachment 10: Process Enrollment Actions**

Please distribute Attachments 3 - 8 to your employees and inform them that the 2017 plan information will be available in late October.

- FSAFEDS Program Flyer (Attachment 3) – explains how to enroll in FSAFEDS
- Going Green – View Your FEHB Brochure Online or Contact Your Plan for a Paper Brochure (Attachment 4) - discusses the employees' option of either viewing their brochure online or requesting a paper brochure

- Federal Benefits FastFacts: The 2016 Federal Benefits Open Season is Coming! (Attachment 5) - provides a snapshot of basic information on Open Season
- Federal Benefits FastFacts: What to Consider During the Federal Benefits Open Season (Attachment 6) - provides a step-by-step process of what to think about during Open Season
- Insurance Benefits Flyers (Attachment 7) - one-page summaries of the insurance benefits of the Federal Benefits Programs (FSAFEDS, FEDVIP dental, FEDVIP vision, FEHB Program, Federal Employees' Group Life Insurance (FEGLI) Program, and Federal Long Term Care Insurance Program (FLTCIP)); and
- Save Money On... Flyers (Attachment 8) - these flyers show how FSAFEDS, FEDVIP, and FEHB work together to save employees money

This year's Federal Benefits Open Season will run from Monday, November 14 through Monday, December 12, 2016.

The Federal Employees' Group Life Insurance (FEGLI) Program and the Federal Long Term Care Insurance Program (FLTCIP) **do not** participate in the annual Federal Benefits Open Season.

If you have specific questions, please contact your agency's benefits officer. If you do not know who this person is, please go to <http://apps.opm.gov/abo> where you will find a list of agencies and their Headquarters Benefits Officers.

We look forward to working with you in the upcoming 2016 Federal Benefits Open Season for the 2017 Plan Year. Again, we encourage you and your employees to visit www.opm.gov/openseason.

Sincerely,

John O'Brien
Director
Healthcare and Insurance