



***Retirement and Insurance Service
Benefits Administration Letter***

Number: 00-207

Date: March 21, 2000

Subject: Federal Employees' Group Life Insurance (FEGLI) Program: Payroll Office Letter (POL) 99-28, "Additional Processing Guidance for "FEGLI 99" Open Season Forms"

The Office of Personnel Management held a FEGLI open enrollment period from April 24, 1999 through June 30, 1999. Coverage elected during the "FEGLI 99" open enrollment period will become effective the pay period beginning on or after April 23, 2000. Agency personnel offices were instructed to hold the agency copy of the open enrollment forms, RI 76-27, in the employee's Official Personnel File (OPF), until it is needed for payroll processing.

We have been notified that some agency personnel offices have forwarded the agency copy of the RI 76-27 to their payroll offices, and some payroll offices have in fact already loaded the "FEGLI 99" election into their systems. POL-99-28, (see attachment) was sent to all payroll offices on December 17, 1999 to alert agencies to void the open enrollment forms before processing when the following events occur:

- The employee does not meet pay and duty status requirements as of the effective date of the election -- see Benefits Administration Letter Number 99-205 for the requirements.
- The employee retires before the new coverage goes into effect
- The employee starts receiving compensation before the effective date of the new coverage
- The employee dies before the new coverage goes into effect -- the coverage certified on the SF 2821 will be based on the "old" coverage.
- The employee voids his/her open enrollment election

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The POL indicated that in the event that an employee transfers to another agency before the election becomes effective, agencies should also void the open enrollment election forms. For our purposes, personnel offices should attach the RI 76-27 to the OPF when sending it to the employee's new agency. The new agency will process the open enrollment election at the appropriate time if the employee meets the pay and duty status requirements.



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Attachment