

Office of Personnel Management
Retirement and Insurance Service



1920



1954



1959



1986

Benefits Administration Letter

Number: 95-214

Date: April 6, 1995

SUBJECT: Federal Employees' Group Life Insurance
Revision of RI 76-21 (FEGLI Booklet)

Date of Revision The revised booklet is dated April 1995.

Purpose of Revision The booklet has been revised to update the address of the Office of Federal Employees' Group Life Insurance (OFEGLI), to add OFEGLI's toll-free phone number, to reflect the use of the money market option account, to add information on assignment of life insurance and living benefits, to add information on the election of Optional insurance upon divorce or death of a spouse, and to reflect the new procedures for enrollment reconsiderations.

When and How Available The revised RI 76-21 is available this month. Initially, agencies should not request the revised booklet. OFEGLI will automatically send a supply of the booklet (equal to approximately 110% of the population at each address) to each agency shipping point used during the 1994 FEHB open season. Shipment has already begun; final shipments should be received by the first week in May.

In the future, booklets must be ordered by the agency headquarters officer who normally requisitions other forms. That person may obtain the booklet by contacting OPM, Retirement and Insurance Service, Forms Analysis and Design, Room 4H28, 1900 E Street NW, Washington, DC, 20415, or fax 202-606-0910.

Requests will only be honored from agency headquarters staff.

Large Print
Version of the
Booklet

A large print version, RI 76-24, is also available for the visually impaired. Initially, agencies should not request the large print version. OFEGLI will automatically send a supply of the large print version to the same shipping points and in the same quantities as the large print FEHB Guide (RI 70-10) used during the 1994 FEHB open season.

In the future - and for agencies whose needs have changed since the last FEHB open season - large print booklets must be ordered by agency headquarters staff at the address given on the previous page.

Audio Tapes for
the Visually
Impaired

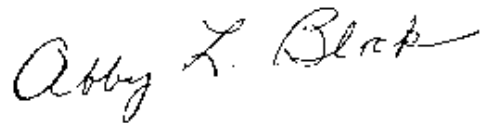
Attached is an order form for agencies to use in ordering audio tapes of RI 76-21 for their visually impaired employees. OFEGLI will accept orders for the audio tapes only from agency headquarters Insurance Officers.

Previous Editions

Previous editions of RI 76-21 are not usable.

What Are Agencies
Supposed to Do
with the Booklets?

Agencies are required to distribute the revised FEGLI booklet to all employees, not just those enrolled in the Program. This includes sending copies to employees who are on leave without pay.



Abby L. Block, Chief
Insurance Policy
and Information Division

Attachment

**ORDER FORM
AUDIO TAPE VERSION OF
THE FEGLI BOOKLET
RI 76-21 (dated April 1995)**

MAIL TO: Office of Federal Employees'

Group Life Insurance

ATTN: Audio Tapes

200 Park Avenue

New York, NY 10166-0188

FROM: (Agency Headquarters Insurance Officers Only!)

Name: _____

Agency: _____

Phone #: _____

Fax #: _____

SHIPPING ADDRESS:

QUANTITY OF TAPES REQUESTED:

NOTE: Audio tapes will only be shipped

**to ONE address per agency headquarters
office**