



## ***Benefits Administration Letter***

**Number:** 08-404

**Date:** October 9, 2008

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### **Subject: 2008 Federal Benefits Open Season: Conducting the Open Season**

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This is the fourth Benefits Administration Letter (BAL) in our series of 2008 Federal Benefits Open Season BALs. This BAL (08-404) provides instructions on conducting the Federal Benefits Open Season. 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 as indicated below.

- **Attachment 1: Inform Employees and Provide Information about Open Season**
- **Attachment 1A: Federal Benefits FastFacts: The 2008 Federal Benefits Open Season is coming!**
- **Attachment 2: Advise Employees on the Federal Benefits Programs**
- **Attachment 3: Process Enrollment Actions**

The Federal Benefits FastFacts (Attachment 1A) provides a snapshot of basic information on the upcoming Federal Benefits Open Season. Please distribute this to your employees. We will issue other FastFacts on topics relating to the Federal Benefits Programs throughout the year via the benefitsinfo listserv. These FastFacts will also be available at [www.opm.gov/insure](http://www.opm.gov/insure).

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