

Attachment 4: Advise Tribal Employees on the FEHB Program

Advise Tribal Employees

- 1. Specific FEHB Program questions.** Please answer your tribal employees' questions concerning eligibility or premium conversion.
- 2. Benefit questions.** Refer tribal employees to the actual FEHB plan brochures for specific information on FEHB benefits. If the answers cannot be found in the brochures, instruct the tribal employee to contact the plan directly. **Do not refer tribal employees to the plans if their questions concern subjects other than benefits.**

FEHB Enrollment

1. Provide assistance with the completion of the SF 2809 for enrolling or changing enrollment under the FEHB Program. This form is available as a screen-fillable Adobe Acrobat portable document format (PDF) file on our website at www.opm.gov/forms/pdf_fill/sf2809.pdf. Using the free downloadable [Adobe Acrobat reader](#) tribal employees may complete the form on the screen and then print it out already completed.

Note: Tribal employees must have Acrobat Adobe Reader 8 or later version.

2. Please provide your tribal employees with our Standard Form (SF) 2809 Guidance for Tribal Employees located on our website at www.opm.gov/insure/health/tribes/2809employeeguidance.pdf. This guidance provides your tribal employees with information on how to enroll, change, or cancel coverage on the SF 2809 during the annual Open Season.

We also have **SF 2809 Guidance for Tribal Employers** for you located on our website at www.opm.gov/insure/health/tribes/2809employerguidance.pdf.

3. Advise of specific timeframes during the FEHB Open Season for Tribal Employees. The FEHB Open Season for Tribal Employees runs from Monday, November 12, 2012 to Monday, December 10, 2012. Tribal employees must submit the SF 2809 no later than the close of business on December 10, 2012.

4. Process new FEHB enrollments and enrollment changes made in conjunction with a Qualifying Life Event (QLE) that occurs during the Open Season period.

- New enrollments and enrollment changes due to QLEs can be made as usual between the dates of November 12 through December 10, 2012. However, these new enrollments and enrollment changes may have different effective dates than Open Season actions and should not be mistakenly identified as such.

Whether a tribal employee is enrolling or changing enrollment based on Open Season or a QLE, it is important that the correct event code be noted on the SF 2809 so that the correct effective date will be assigned. For information on QLEs, please visit our website at www.opm.gov/insure/health/tribes/enrollment.asp and also review our SF 2809 Guidance for Tribal Employers at www.opm.gov/insure/health/tribes/2809employerguidance.pdf.