



Benefits Administration Letter

Number: 09-404

Date: September 29, 2009

Subject: 2009 Federal Benefits Open Season: Conducting the Open Season

This is the fourth Benefits Administration Letter (BAL) in our series of 2009 Federal Benefits Open Season BALs. This BAL (09-404) provides instructions on conducting the Federal Benefits Open Season. You can find previously issued Open Season BALs at www.opm.gov/retire/pubs/bals/bal09.asp.

This BAL is divided into five 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 Open Season**
- **Attachment 1A: Federal Benefits FastFacts: The 2009 Federal Benefits Open Season is Coming!**
- **Attachment 1B: Federal Benefits FastFacts: What to Consider During the Federal Benefits Open Season**
- **Attachment 2: Advise Employees on the Federal Benefits Programs**
- **Attachment 3: Process Enrollment Actions**

The Federal Benefits FastFacts: The 2009 Federal Benefits Open Season is Coming (Attachment 1A) provides a snapshot of basic information on the upcoming Federal Benefits Open Season. The Federal Benefits FastFacts: What to Consider During the Federal Benefits Open Season (Attachment 1B) provides a step-by-step process of what to think about during Open Season. Please distribute these 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/fastfacts/index.asp.

This year's Federal Benefits Open Season will run from Monday, November 9 through Monday, December 14, 2009.

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.

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 2009 Federal Benefits Open Season for enrollment for the 2010 Plan Year. Again, we encourage you and your employees to visit www.opm.gov/insure.

Sincerely,

Kathleen M. McGettigan
Deputy Associate Director
Center for Retirement and Insurance Services