



Tribal Benefits Administration Letter

Number: 14-606

Date: October 27, 2014

Subject: Federal Employees Health Benefits (FEHB) Program: Conducting the Initial Enrollment Opportunity

This Tribal Benefits Administration Letter 14-606 provides instructions on conducting the Initial Enrollment Opportunity for your eligible tribal employees in the FEHB Program.

This TBAL is divided into five sections as indicated below to more efficiently provide information regarding your responsibilities during the Initial Enrollment Opportunity (IEO).

- **Attachment 1: Advise, Inform, and Provide Information to Employees on the Federal Employees Health Benefits (FEHB) Program and the Initial Enrollment Opportunity (IEO)**
- **Attachment 2: FEHB Program Tribal FastFacts: The Federal Employees Health Benefits (FEHB) Program for Tribal Employees**
- **Attachment 3: FEHB Program Tribal FastFacts: Selecting a Health Plan During the Initial Enrollment Opportunity for Tribal Employees**
- **Attachment 4: FEHB Initial Enrollment Opportunity for Tribal Employees Poster**
- **Attachment 5: Process FEHB Enrollment Actions**

Please distribute Attachments 2 - 3 to your employees and inform them that the 2015 plan information is available at www.opm.gov/healthcare-insurance/tribal-employers/plan-information.

- FEHB Program Tribal FastFacts: The Federal Employees Health Benefits (FEHB) Program for Tribal Employees (Attachment 2) - provides an overview of the FEHB Program
- FEHB Program Tribal FastFacts: Selecting a Health Plan During the Initial Enrollment Opportunity for Tribal Employees (Attachment 3) - provides a step-by-step process of what to think about during the IEO period

- FEHB Initial Enrollment Opportunity for Tribal Employees Poster (Attachment 4)
- a poster alerting tribal employees of the IEO that tribal employers can use to communicate information such as the dates of the IEO, tribal benefits officer contact information, and website information

If you have specific questions, please contact the Tribal Desk at tribalprograms@opm.gov or at 202-606-2530.

We look forward to working with you during this Initial Enrollment Opportunity period for the 2015 Plan Year. Again, we encourage you and your employees to visit www.opm.gov/tribalprograms.

Sincerely,

John O'Brien
Director
Healthcare and Insurance