Attachment 1 – How to Generate a Random Sample of Open Season Elections

Sample size

Each year employing offices will conduct a Family Member Eligibility Verification (FMEV) of a random sample of a minimum of 10% of their processed Self Plus One and Self and Family Open Season elections. The results of the review will be reported to OPM no later than July 31 of the following year.

Sample Selection Methodology

To ensure consistency of randomization and ease of sample selection, those reviewed must be randomly selected using either the rand() function in Excel or a similar randomizer tool. This technique will provide each person who made a Self Plus One or Self and Family open season election with an equal and fair chance of being selected for the review.

The following are step-by-step instructions for generating a random sample of elections using Microsoft Excel:

1. Run a report of processed Self Plus One and Self and Family open season elections and output it into the attached Excel spreadsheet. Depending on your system's reporting capabilities, you may include additional data fields that will help you conduct the review. Fields should include:

    a. Enrollee SSN

    b. Enrollee Name (last, first)

    c. Enrollee address

    d. Enrollee email address

    e. Enrollee phone number

    f. Enrollment code

    g. Family member information

        1. Name

        2. Relationship code

        3. Address

        4. Email

2. Add a new column to the left of Column A and name it Random Number

3. In the first row under the heading row, in the Random Number column, enter the formula =INT(RAND()*XX)

   a. Replace the XX in the formula with the total number of elections in your report

   b. For example, if you had 500 elections, your formula would be =INT(RAND()*500

4. Press enter and a random number will appear in the selected cell

5. Copy the formula in each cell in the Random Number column by clicking the small box at the bottom right corner of the cell and dragging the box down the column to the bottom of the list—this generates a new random number for each name on your list

6. Prevent the numbers from changing as you work with the table:

   a. Highlight all random numbers in the Random Number column

   b. Click Copy

   c. Highlight the random numbers again and right-click on them

   d. Click Paste Special

   e. Click Paste Values

   f. This removes the random function from the cells

7. Take a random sample (10 percent for employing offices, 1 percent for Retirement Services) from the list:

   a. Highlight all the columns which contain data and numbers.

   b. Click Home

   c. Click Sort and Filter

   d. Click Custom Sort

   e. Sort by the column with the random numbers

   f. Order smallest to largest

   g. Click OK

Your list has now been randomly sorted, and you can select however many elections you need to reach the required percentage for the FMEV. This simple method will provide a list of enrollees randomly selected for the review.