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Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 04-9, Federal Employees' Group Life Insurance Open Season

Date: August 26, 2004

To: Holders of the Payroll/Personnel Manual  
Personnel Users Group  
Personnel Offices

The Office of Personnel Management has announced a special Federal Employees' Group Life Insurance (FEGLI) 2004 Open Season from September 1 to September 30, 2004.

This bulletin informs customers of the National Finance Center's (NFC) Payroll/Personnel System about the related processing instructions for making a change to their life insurance during this open season.

#### **FEGLI Open Season**

A FEGLI Open Season is scheduled for September 1-30, 2004, to commemorate the 50th anniversary of the FEGLI Program. Open season elections made during this September 2004 open season **will not** become effective until the following year on September 4, 2005 (the beginning of Pay Period 18, 2005), and after the agency has confirmed that the employee is in pay and duty status. For more information refer to [www.opm.gov/insure/life](http://www.opm.gov/insure/life).

#### **Eligibility and Enrollment**

The FEGLI Program consists of basic life insurance coverage and three options that include coverage for up to five times an employee's base salary plus coverage for family members. The types and amounts of coverages available are not changing.

During the FEGLI Open Season:

- All employees who are eligible for the FEGLI Program and meet the pay and duty status requirements can participate. Pay and duty requirements are as follows: full-time employees must be in a pay and duty status for at least 32 hours in the pay period before coverage is effective; part-time employees must be in a pay and duty status for at least one-half of their regularly scheduled tour of duty in the pay period before coverage is effective. Annual leave, sick leave, donated leave, or any other type of leave is not pay and duty status.
- Employees excluded from FEGLI coverage by law or regulation cannot participate.

- Employees who are not enrolled in FEGLI and meet the pay and duty status requirements can elect basic coverage and any or all of the optional coverages without providing medical information.
- Employees who are enrolled in FEGLI and meet the pay and duty status requirements can increase their coverage up to the maximum FEGLI coverage allowed.

#### **Late Enrollment Provisions**

Late enrollment can be processed for an employee through March 31, 2005, if the agency determines that the employee was unable to make a timely election due to circumstances beyond his/her control (e.g., active military duty in a foreign country). The employee has 31 days after the determination has been made to make an open season election. The employee must complete a special FEGLI 2004 Open Season Election Form (FE-2004) and indicate that he/she is authorized for a late open season election in the Remarks section of the form. The effective date for the late open season election will also be Pay Period 18, 2005.

#### **FEGLI Open Season Processing**

- During this special open season, Form FE-2004 will be used to make elections.
- An employee making an open season election *must sign for each type of coverage* he/she wishes to have, even if they have that coverage now. Any coverage they do not sign for will be cancelled/waived on the effective date of the open season election.
- The employing office must enter the date of receipt on the FE-2004.
- Before coverage becomes effective, an authorized official must verify that the employee is in a position which confers eligibility for FEGLI coverage.

**Note:** Do not use Form SF-2817, Life Insurance Election, to make FEGLI 2004 Open Season elections.

#### **NFC Entry Systems**

Agencies will be required to retain FEGLI 2004 Open Season documents and enter these via NFC's Entry, Processing, Inquiry, and Correction System (EPIC) or Front-End System Interface (FESI) as follows:

**EPIC Users.** FEGLI Open Season actions should be entered as received from employees and placed in the **I** (incomplete) status. The actions are not to be released **prior to** Pay Period 17, 2005, and **not before** the agency has confirmed that the employee is in pay and duty status.

**FESI.** Agencies must hold all completed and signed Forms FE-2004 received from employees until Pay Period 17, 2005, which is when the actions are to be processed. The

effective date for these actions will be Pay Period 18, 2005, and after the agency has confirmed that the employee is in pay and duty status. Departments/agencies sending or receiving file transmissions containing FEGLI information (e.g., Bi-Weekly Examination Analysis and Reporting (BEAR) downloads, and/or FESI uploads and/or downloads) should contact Customer Support at **504-255-5230** for additional information.

**Note:** FEGLI 2004 Open Season documents **should not** be entered in the Personnel Action Processing System (PACT) or Payroll/Personnel Remote Entry System (PRES).

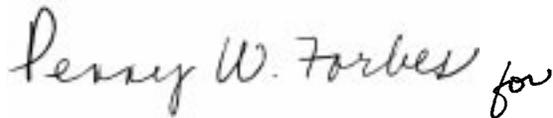
### Regular FEGLI Processing

Employees can still make *regular* elections (e.g., satisfactory medical evidence of insurability or a life event) during the open season. None of those rules have changed. Form SF-2817, Life Insurance Election, **must be** used to distinguish a *regular* election from a FEGLI 2004 Open Season election. The effective date of a regular SF-2817 election is based on the reason for the election. For more information on regular life insurance elections, see the *Table of Effective Dates: Changes In Life Insurance Election* on Form SF-2817.

If an employee is electing coverage on an SF-2817 **after** he/she has submitted an open season election, but **before** the open season election becomes effective, the employing office must contact the employee to verify what coverage he/she wants and process it accordingly.

This bulletin supersedes Bulletin 99-2, Enhancement to the Federal Employees' Group Life Insurance (FEGLI) Program, dated March 25, 1999.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about FEGLI to Customer Support at **504-255-5230** or via e-mail at [customer.support@usda.gov](mailto:customer.support@usda.gov).



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