



PAYROLL OFFICE LETTER

U. S. Office of Personnel Management

Number: P-98-07

Date: July 22, 1998

**Subject: Electronic Transfer of Enrollment Transactions
for Upcoming FEHB Program Open Season**

We want to advise you that, beginning with the upcoming Federal Employees Health Benefits (FEHB) Program Open Season, the Office of Personnel Management (OPM) will offer electronic transfer of FEHB enrollment transactions from agency systems to health plan carriers. Please refer to the attached Benefits Administration Letter 98-407 for further information, including technical requirements and an OPM contact, should you be interested in this new service.

A handwritten signature in cursive script, appearing to read "Robert A. Yuran".

Robert A. Yuran, Chief
Financial Policy Staff
Retirement and Insurance Service

Attachment



*United States
Office of Personnel Management
Retirement and Insurance Service*

Benefits Administration Letter

Number: 98-407 Date: June 26, 1998

**Subject: 1998 Federal Employees Health Benefits (FEHB) Program Open Season:
Electronic Transfer of Enrollment Transactions**

Beginning with the upcoming FEHB open season, the Office of Personnel Management (OPM) will offer electronic transfer of FEHB enrollment transactions from agency systems to health plan carriers via a data transfer hub at OPM-Macon. Hub service will be available for agencies that do not participate in Employee Express.

Interested agencies will be responsible for their own costs incurred to set up communications with OPM-Macon. For this year, there will be no additional cost to agencies for the weekly transfer of data to Macon and from Macon to the carriers. And unless actual costs are significantly higher than projected, we intend to continue to provide this service at little or no cost to agency customers. Since this is a highly beneficial service that is likely to be very popular with Federal agencies, OPM and the Human Resources Technology Council will monitor the data carefully for growth, data transfer capacity, and possible improvements.

Each agency that wishes to participate must have a personal computer, modem, telephone line, and PC-Anywhere communications software to establish a link with OPM-Macon. Once the link is established and tested, the agency will send electronic FEHB transactions to OPM-Macon in a predefined file format, on a weekly basis. Agencies must ensure that the data transmission is correct and complete since Macon will not edit agency data. Upon receipt of the agency data transfer, Macon will electronically forward the data to the appropriate health carrier.

If you are interested in this new service, please contact Mr. David LeDoux, Employment Service, at 202-606-4481, or by email at DALEDoux@opm.gov. OPM will provide your agency with file layouts, data edits, and processing procedures.

Abby L. Block, Chief
Insurance Policy
and Information Division

*Civil Service
Retirement
System*

*Federal Employees
Group Life
Insurance*

*Federal Employees
Health Benefits
Program*

*Federal Employees
Retirement
System*