

(Send this email on or around the week of October 9, 2005).

Email 2 -- FINAL REMINDER
FEGLI 2004 Open Season Changes Effective!

To: Employees Who Made a FEGLI 2004 Open Season Election

Subject: Open Season Changes Effective!

This email is a final reminder to all employees who made a FEGLI 2004 Open Season election to verify that their newly elected coverage became effective as reflected in leave and earnings statements (LESs) dated (**insert date here _____**). (**Note: if you are an agency that processed these changes electronically, insert applicable language here describing how employees can access this information if they don't receive a paper LES**).

If you believe coverage you elected during the open season should have taken effect already but has not, or if you believe that coverage you previously had was inadvertently canceled, **contact us immediately at (insert ph # and/or email address)** so that we can research the situation. Please note that not everyone's election will become effective at the same time. It depends on your pay and duty status*. Remember, employees need to meet pay and duty status requirements before coverage can be effective. If you are in a nonpay status, you may not have met this requirement. If you have any questions, please let us know.

Please remember, do not contact OPM's life insurance office or the Office of Federal Employees' Group Life Insurance (OFEGLI), because they do not process FEGLI open season elections. For information on how to increase FEGLI coverage outside an open season, or for general information about the FEGLI Program, go to:
www.opm.gov/insure/life.

Thank you for staying informed about your benefits!

* For full-time employees, this means they must be in pay and duty status for 32 hours during the pay period before the one in which the coverage is to become effective. For part-time employees and others without a regularly-scheduled tour of duty, check with your servicing personnel office to see what the requirements are. Sick leave, annual leave, donated leave, or any other kind of leave, whether paid or unpaid, does not qualify as pay and duty status.