



United States  
Office of Personnel Management  
Retirement and Insurance Service

Benefits Administration Letter

Number: 98-204

Date: June 4, 1998

**Subject: Federal Employees' Group Life Insurance: Revised FEGLI Booklet**

---

**General Information**

The FEGLI Booklet (RI 76-21) has been revised. The new version is dated June 1998. The previous version (April 1995) is no longer usable.

---

**Content**

The focus of this new version of the FEGLI Booklet is different from previous editions. The Booklet is now intended as a general introduction to the FEGLI Program, geared toward new employees. Much of the detailed information contained in previous versions of the Booklet has been removed. The definitive guide to the FEGLI Program for agencies and all employees is now the FEGLI Handbook (RI 76-26).

---

**Availability**

The FEGLI Booklet will be available for viewing and downloading on our web site at [www.opm.gov/insure/life](http://www.opm.gov/insure/life) in early June.

---

**Distribution**

Agencies must provide hard copies of the FEGLI Booklet to **new** employees and employees **newly eligible** for coverage under the Federal Employees' Group Life Insurance Program. (This is a change from past practice; in 1995, we required agencies to provide Booklets to all employees.)

---

**Obtaining Copies**

There are two ways to obtain copies of the FEGLI Booklet:

- 1) Download the Booklet from the web site and make sufficient copies for distribution; or

- 2) Order Booklets from the Office of Federal Employees' Group Life Insurance (OFEGLI) by following the procedure listed below.
- 

### **Ordering from OFEGLI**

OFEGLI will accept orders only from agency headquarters Insurance Officers. Orders placed by anyone else will be returned unprocessed.

Agency headquarters Insurance Officers may order Booklets from OFEGLI by one of the following methods:

- 1) email [fegorder@metlife.com](mailto:fegorder@metlife.com)
- 2) fax OFEGLI at 212-578-4491, Attention: Forms Ordering Desk
- 3) send a letter to OFEGLI, Forms Ordering Desk, 200 Park Avenue, New York, NY 10166-0188.

Telephone orders will not be accepted.

---

### **Information Needed When Ordering**

All orders to OFEGLI must contain the following information:

- name and agency of the person requesting the Booklets (must be the designated headquarters Insurance Officer)
- complete address(es) where OFEGLI should ship the Booklets
- phone number and fax number of the headquarters Insurance Officer
- quantity of Booklets needed at each address (must be in multiples of 25).

Because of the possibility of legislative changes affecting the FEGLI Program, we suggest that agencies not stock a large quantity of the Booklets.

---

### **Additional Information**

As soon as you receive or download the new Booklets, you must destroy previous versions.

Headquarters Insurance Officers can submit their order to OFEGLI as soon as they read this Benefits Administration Letter; however, orders will not be filled until mid- to late June, after the hard copies of the Booklets are available.

The FEGLI Booklet will be available on the web site before

the hard copies are available for shipment.

Audio tapes and large-print versions of the Booklet will not be available. The Booklet will be on the Internet in WordPerfect 5.1, which is accessible for the text readers for the visually impaired.

---



Abby L. Block, Chief  
Insurance Policy  
and Information Division