



Benefits Administration Letter

Number: 08-202

Date: April 29, 2008

Subject: Orientation Materials for New/Newly Eligible Employees

In our continuing effort to provide information to Federal employees, we've created a snapshot of our benefit programs that agencies should include in the orientation materials given to their new/newly eligible employees. The purpose of this document is to provide basic information about the Federal Employees Health Benefits (FEHB) Program, the Federal Employees Dental and Vision Insurance Program (FEDVIP), the Federal Flexible Spending Account Program (known as FSAFEDS), the Federal Employees' Group Life Insurance Program (FEGLI), and the Federal Long Term Care Insurance Program (FLTCIP) and to direct employees to where they can find comprehensive information about each program.

We appreciate your help in distributing these materials to new/newly eligible Federal employees.

Sincerely,

Kathleen M. McGettigan
Deputy Associate Director
Center for Retirement and Insurance Services

Attachment