



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

**Benefits Administration Letter**

Number: 98-406

Date: May 26, 1998

**Subject: 1998 Federal Employees Health Benefits (FEHB) Program Open Season:  
Open Season Materials**

---

The purpose of this letter is to give you advance notice of a change in the distribution of the **1999 Guide to Federal Employees Health Benefits Plans for Federal Civilian Employees (RI 70-1)**, and the **1999 Guide to Federal Employees Health Benefits Plans for Certain Temporary Employees – those eligible to enroll under 5 U.S.C. 8906a (RI 70-8)**.

Very shortly, you will receive our annual distribution call letter asking you to let us know your agency's population so we may calculate the number of Guides you'll need for this year's open season. In view of the fact that the RI 70-1 and RI 70-8 are available on our web site at <http://www.opm.gov/insure>, and since more and more agencies and employees are accessing them from the Internet, we have decided to reduce the number of printed RI 70-1 and RI 70-8 Guides that will be shipped to agencies to 50% of an agency's eligible population, instead of the current 60%. Please keep this in mind when you respond to the distribution call letter.

It has also come to our attention that some agencies are receiving much larger quantities of closed fee-for-service plan brochures than they need to distribute and may be simply throwing the excess away after open season. Remember, only employees who meet the criteria for eligibility may enroll in these plans. Please don't order more of these brochures than you project you will need.

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*