

For: State Offices and Kansas City Administrative Office

**1999 FEGLI Open Season Elections Effective Date Reminder**

Approved by: Acting Deputy Administrator, Management

*David C. Hall*

**1 Overview**

**A**

**Background**

OPM held a FEGLI open enrollment period from April 24, 1999, through June 30, 1999. Coverage elected during the 1999 FEGLI open enrollment period will become effective the pay period beginning on or after April 23, 2000. Notice PM-2111 provided procedures for processing the open enrollment forms.

**B**

**Purpose**

This notice:

- reminds State Offices and the Kansas City Administrative Office of the effective dates of the 1999 FEGLI open enrollment elections
- provides additional procedures for processing the elections.

**C**

**Effective Date of Enrollment**

All open season enrollments shall be effective April 23, 2000, pay period 9.

**Note:** Employees must meet leave and duty status requirements of at least 32 hours worked in pay period 8 to have elections effective in pay period 9.

**D**

**Contacts**

If additional information is needed, contact any of the following:

- Susan Brown at 202-418-9039
- Darla Hensley at 202-418-9021
- TDD at 202-418-9116.

<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2000	State Offices; Kansas City Administrative Office

## Notice PM-2170

### 2 Action

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#### A

#### State Office Action

State Offices shall:

- verify that all RI 76-27's, FEGLI '99 Open Enrollment Period Election Forms, were forwarded to State Offices for processing for the following:
    - Federal employees, if the State Office is operating under the Combined Administrative Management System
    - all County Office employees
  - ensure that all eligible employees with a completed RI 76-27 meet the leave and duty status requirement
  - ensure that all open season elections are made effective April 23, 2000, pay period 9, or pay period in which employee meets required leave and duty status.
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#### B

#### Voiding RI 76-27's

State Offices shall void RI 76-27's before processing when the following events occur:

- employee retires before the new coverage goes into effect
  - employee starts receiving compensation before the effective date of the new coverage
  - employee dies before new coverage goes into effect
  - employee voids his or her open enrollment election
  - employee cancels his or her FEGLI coverage subsequent to the open season.
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## Notice PM-2170

### 3 Processing RI 76-27's

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A

#### How to Process RI 76-27

Administrative Officers shall follow these steps to process RI 76-27's.

Step	Action
1	Ensure open enrollment has not been voided. See subparagraph 2 B.
2	Verify that the employee meets pay and duty status requirements.  <b>Note:</b> Employee's election cannot be effective until the employee meets pay and duty status requirements.
3	Use Part 2 of RI 76-27 to determine correct FEGLI code. Part 2 may be discarded after determining the code.
4	Ensure that all open season elections are processed according to 28-PM.
5	Date and send RI 76-27, Part 3, to the employee.
6	File Part 1, OPF copy, on the right side (permanent) of the employee's OPF.

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