
FEHB Program Carrier Letter

All Fee-for-Service Carriers

U.S. Office of Personnel Management
Insurance Services Program

Letter No. 2003- 18 (c)

Date: May 6, 2003

Fee-for-Service [18] Experience-rated HMO [18] Community-rated HMO[17]

Subject: 2004 Technical Guidance and Instructions for Preparing Proposals for Fee-For-Service Carriers

Enclosed are the technical guidance and instructions for preparing your benefit proposals for the contract term January 1, 2004 through December 31, 2004.

Please refer to our *Call Letter for 2004* (Carrier letter 2003-15) sent to you on April 18, 2003, for *policy guidance*. Benefit policies from prior years remain in effect.

Please send us your complete proposal for benefit changes and clarifications no later than **June 2, 2003**. Your proposal should include the corresponding language that describes your proposed changes for the brochure. You do not need to send your fully revised 2003 brochure by June 2.

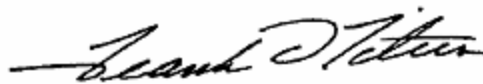
Your OPM contract specialist will negotiate your 2004 benefits with you and finalize the negotiations in a closeout letter. Please send an electronic version of your fully revised 2004 brochure to your contract specialist within five business days following the receipt of the closeout letter **or** by the date set by your contract specialist.

We will send you brochure printing specifications, electronic graphics, and the OPM authorization block for the cover, along with your approved brochure text file. In August, we will send you a brochure quantity form, shipping labels, and other related open season instructions.

As a reminder, each year we assess carriers' overall performance. We take into consideration your efforts in submitting benefit and rate proposals on time and your accurate and timely production and distribution of brochures, as major factors in a plan's overall performance.

We look forward to working closely with you on these essential activities to ensure a successful Open Season again this year.

Sincerely,



Frank D. Titus
Assistant Director
for Insurance Services

Enclosures