



***Tribal Benefits Administration Letter***

**Number:** 12-603

**Date:** November 6, 2012

**Subject: Federal Employees Health Benefits (FEHB) Program: Conducting the Initial Enrollment Opportunity**

The Office of Personnel Management (OPM) issues Tribal Benefits Administration Letters (TBAL) to help tribal employers administer the Federal Employees Health Benefits (FEHB) Program. You will receive TBALs on various topics such as how to conduct the Initial Enrollment Opportunity (IEO), how to conduct the FEHB Open Season, and other information concerning the administration of the FEHB Program.

TBAL 12-603 provides instructions on conducting the IEO for your eligible tribal employees in the FEHB Program. The second TBAL will provide information on ordering and distributing FEHB information.

**Attachments**

This TBAL is divided into five attachments as indicated below to more efficiently provide information regarding your responsibilities during the IEO.

- **Attachment 1: Advise, Inform, and Provide Information to Employees on the Federal Employees Health Benefits (FEHB) Program and the Initial Enrollment Opportunity (IEO)**
- **Attachment 2: FEHB Program Tribal FastFacts: The Federal Employees Health Benefits (FEHB) Program for Tribal Employees**
- **Attachment 3: FEHB Program Tribal FastFacts: Selecting a Health Plan During the Initial Enrollment Opportunity for Tribal Employees**
- **Attachment 4: FEHB Initial Enrollment Opportunity for Tribal Employees Flyer/Poster**
- **Attachment 5: Processing FEHB Enrollment Actions**

Please distribute Attachments 2 - 3 to your employees and inform them that the 2013 plan information is available at [www.opm.gov/tribalprograms](http://www.opm.gov/tribalprograms).

- FEHB Program Tribal FastFacts: The FEHB Program for Tribal Employees (Attachment 2) - provides an overview of the FEHB Program.
- FEHB Program Tribal FastFacts: Selecting a Health Plan During the Initial

Enrollment Opportunity for Tribal Employees (Attachment 3) - provides a step-by-step process of what to think about during the IEO period.

- FEHB Initial Enrollment Opportunity for Tribal Employees (Attachment 4) – is a flyer/poster alerting tribal employees of the IEO. Tribal employers can use this to communicate information, such as the dates of the IEO, tribal benefits officer contact information, and website information.

### **Tribal Programs Listserv**

We are pleased to announce our Tribal Programs listserv. The Tribal Programs listserv will email subscribers important information such as the Tribal Benefits Administration Letters (TBALs), FEHB Program updates, and other resources.

As a subscriber, the Tribal Programs listserv will keep you up-to-date on FEHB Program information for you and your tribal employees. Please consider becoming a subscriber. It's easy to do! Please follow these subscription instructions:

1. Send an email message requesting a subscription to the list. Address your email to: [tribalprograms@listserv.opm.gov](mailto:tribalprograms@listserv.opm.gov)
2. In the Subject Line of the email message, please type: SUBSCRIBE

### **It's Important to Update Tribal Contact Information**

OPM strongly recommends that tribal employers keep all contact information current in the Tribal Insurance Processing System (TIPS). Here are a few uses of the information:

- OPM and the National Finance Center (NFC), as paymaster, use the contact information in TIPS to contact the tribal employer about any questions or inquiries.
- If we attempt to withdraw FEHB premiums from your tribal account and there are insufficient funds, OPM will attempt to contact tribal officials using the information in TIPS. If the TIPS contact information is not up to date, OPM may not be able to reach the correct tribal official to resolve premium payment issues and may have to terminate the tribal employer from the FEHB Program.
- OPM provides the Tribal Benefits Officer information to FEHB plans to assist tribal employers and FEHB plans in scheduling health fairs and resolving FEHB issues.

We encourage you and your tribal employees to visit [www.opm.gov/tribalprograms](http://www.opm.gov/tribalprograms). If you have specific questions, please contact the Tribal Desk at [tribalprograms@opm.gov](mailto:tribalprograms@opm.gov) or at 202-606-2530.

We look forward to working with you during your Initial Enrollment Opportunity period in the 2013 Plan Year.

Sincerely,

John O'Brien  
Director  
Healthcare and Insurance