

EMAIL 1 – FEGLI OPEN SEASON CHANGES BECOMING EFFECTIVE

SEND THIS EMAIL: During the Week of October 2, 2017

To: [Agency Name] Employees

Subject: FEGLI Open Season Changes are Becoming Effective!

Coverage elected during the September 2016 FEGLI Open Season becomes effective on the first day of the first full pay period that begins on or after October 1, 2017, as long as you meet [pay and duty status requirements](#).

For most employees who made a FEGLI Open Season election, this means your newly elected coverage became effective October 1, 2017. If you are not sure when your FEGLI Open Season changes went into effect, contact *[insert agency-specific contact information]*.

Soon you should receive a copy of your FEGLI Open Season election showing the effective date. *[Add agency-specific guidance on when and how your employees can obtain a copy of their processed election, such as on your internal human resources portal.]*

If you have any questions about your FEGLI Open Season election or your new coverage, please contact *[add agency-specific contact information]*.

Please note that this is not a new opportunity to elect FEGLI coverage. The coverage becoming effective now is for elections made during last year's FEGLI Open Season. The next FEGLI Open Season has not been scheduled. Last year's FEGLI Open Season was the first since 2004.

For information on how to increase life insurance coverage outside a FEGLI Open Season, or for general information about the FEGLI Program, visit www.opm.gov/life.

Thank you!