

Subject: All CPF E-mail – FEGLI Open Season Ending Soon

Sent: Wednesday, 22 Sep 04

The end of the Federal Employees Group Life Insurance (FEGLI) 2004 Open Season is just around the corner - the open season ends on 30 Sep 04. Since FEGLI Open Seasons are infrequent, employees are strongly encouraged to examine their life insurance needs and then take advantage of this opportunity to enroll in or increase their life insurance. New coverage elected has a delayed effective date - Sep 05. Further details are available on the BEST website at <http://www.afpc.randolph.af.mil/dpc/best/fegli.htm> under "FEGLI Open Season Sep 04."

The Office of Personnel Management (OPM) advises they are receiving numerous E-mails and phone calls from employees who do not know how to determine their current life insurance coverage or how to make FEGLI Open Season elections.

DETERMINING CURRENT LIFE INSURANCE COVERAGE:

Employees may determine the type of life insurance coverage they have by viewing their most recent Leave and Earnings Statement (LES) -- see the "Code" column after "FEGLI" in the Deductions section. FEGLI codes are "translated" in the FEGLI Handbook, SF 50 Equivalents of Insurance Codes chapter, at <http://www.opm.gov/insure/life/handbook/sf50tbl.asp>.

Employees may also determine the type and amount of their FEGLI coverage through the web-based Employee Benefits Information System (EBIS) or the BEST automated phone system. For EBIS, log into AFPC Secure via www.afpc.randolph.af.mil/dpc/BEST_GRB/EBIS.htm, then click the EBIS button and log in. Once in EBIS click the "My Benefits" icon, then the "Insurance" tab, and scroll down to Life Insurance benefits. The table will show the FEGLI enrollment code, the options enrolled in, and the amount of coverage. This same information is also available in EBIS by clicking on "Transactions" and scrolling down to FEGLI Current Coverage. For the BEST automated phone system, employees located in the United States will dial toll-free 1-800-616-3775 (press 2 for Air Force-serviced civilian employee, then 2 for BEST benefits and entitlements services, and follow the prompts). Employees located overseas will dial a toll-free AT&T direct access number for the country in which located, then 800-997-2378. (AT&T direct access numbers are at http://www.att.com/business_traveler/guides_and_access/dialing_instr.html#outside.) Both groups will reach the benefits main menu after entering their SSN and BEST PIN and verifying their daytime phone number. On reaching the benefits main menu, press 4 for Federal Employees' Group Life Insurance, 2 for personal life insurance information, then 1 for current coverage. The phone system will voice the types of coverage and the amount of coverage each type provides.

HOW TO MAKE FEGLI 2004 OPEN SEASON ELECTIONS:

Air Force-serviced civilian employees will make their FEGLI 2004 Open Season elections electronically through either EBIS or the BEST automated phone system. Hard copy forms are not accepted. See the previous paragraphs for the link to AFPC Secure and BEST automated phone numbers, as well as the links to instructions on how to access the BEST automated web and phone systems.

Employees who have questions or need assistance may reach a BEST benefits counselor weekdays from 7 a.m. to 6 p.m. Central Time by calling the BEST phone system. On reaching the benefits main menu, press 4 for FEGLI, then 0 to transfer to a counselor.

[How to Access the Web System](#)

[How to Access the BEST Phone System](#)

If you have electronic capability, please forward this E-mail to all directorates/organizations at your base and ask that they forward it to all levels within their organization. As always, we appreciate your support.

Chief, Benefits and Entitlements
AFPC/DPCB