



Tribal Benefits Administration Letter

Number: 12-702

Date: September 21, 2012

Subject: 2012 FEHB Open Season for Tribal Employees: Ordering and Distributing Materials

This Tribal Benefits Administration Letter (TBAL) is the second in our series of 2012 Federal Employees Health Benefits (FEHB) Open Season for Tribal Employees TBALs. This TBAL (12-702) provides instructions for ordering and distributing FEHB Open Season materials.

You can find the previously issued 2012 FEHB Open Season for Tribal Employees: Announcement TBAL 12-701 at www.opm.gov/insure/health/tribes/reference/hr.asp.

We divided this TBAL into five sections to provide information regarding your responsibilities as a Tribal Benefits Officer for the upcoming Open Season.

- **Attachment 1:** Going Green – View Your FEHB Brochure Online or Contact Your Plan for a Paper Brochure
- **Attachment 2:** Easy to Use Chart for Ordering and Distributing FEHB Materials
- **Attachment 3:** FEHB Plan Contacts for Requesting Brochures
- **Attachment 4:** Open Fee-for-Service (FFS) FEHB Plan Contacts for Ordering Compact Discs for the Visually Impaired
- **Attachment 5:** FEHB Plan Contacts for Organizing Open Season Fairs
- **Attachment 6:** FEHB Plan Contacts of Tribal Liaisons

You can request plan brochures directly from the health plan contacts identified in Attachment 3.

Please distribute Attachment 1, Going Green – View Your FEHB Brochure Online or Contact Your Plan for a Paper Brochure, to your tribal employees. We previously described our continuing Going Green initiative in TBAL 12-701. This effort has a two-fold purpose:

- 1) to provide tribal employees the option of viewing brochures online or to receive a

- paper copy of their health plan's brochure; and,
2) to limit the number of brochures printed and distributed to tribal employers.

You can continue to promote this effort by referring brochure inquiries to www.opm.gov/insure/health/tribes/planinfo.

This year's Federal Benefits Open Season will run from Monday, November 12 through Monday, December 10, 2012.

Visit our website at www.opm.gov/insure/health/tribes/index.asp to learn more about the FEHB Program.

If you are not already receiving the TRIBALPROGRAMS Listserv, please subscribe by sending an email to tribalprograms@opm.gov. In the body of the email, please indicate that you would like to be added to the listserv and include your first and last name.

If you have specific questions, please contact your Tribal Benefits Officer. If you are a Tribal Benefits Officer and you have questions, please contact the Tribal Desk at tribalprograms@opm.gov or 202-606-2530.

Sincerely,

John O'Brien
Director
Healthcare and Insurance