

## *Benefits Bulletin*

---

January 28, 2016

Bulletin Number: 16-01

To: All USGS Employees

From: Cathleen M. Smith  
Chief, Employee/Labor Relations and Benefits Team

Subject: Limited Enrollment Period- February 1 – 29, 2016 – FEHB Self Plus One Option

Employees were given their first opportunity to select the Self Plus One enrollment type of the Federal Employees Health Benefits (FEHB) Program during Open Season 2015. Because the addition of a new enrollment type is a change of unprecedented proportion in the FEHB Program, OPM will allow certain enrollment changes to be made during a Limited Enrollment Period. This Limited Enrollment Period will run from February 1 through February 29, 2016.

**Limited Enrollment Period** is not an extension of Open Season. It does not apply to annuitants; enrollees in Temporary Continuation of Coverage (TCC); and other individuals who do not participate in premium conversion because they may decrease their enrollment at any time. Following the Limited Enrollment Period, individuals who participate in [Premium Conversion](#) will need to experience a [Qualifying Life Event \(QLE\)](#) in order to change their enrollment type outside of an Open Season.

The following applies to changes made during this Limited Enrollment Period:

- Only for employees already enrolled in Self and Family
- Only those who participate in premium conversion will be allowed to decrease enrollment to Self Plus One
- Decrease in enrollment to Self Plus One is the only allowable enrollment change
- No changes in plans, no option changes, no increases or other decreases in enrollment will be allowed
- Enrollment change will be effective on the first day of the first pay period following the one in which the change is completed in [Employee Express](#) or when the [SF-2809](#) Health Benefits Election Form, is received in Human Resources.
- Use QLE Code 1Z to initiate a change during this Limited Enrollment Period

Reminder: Check the [FEHB premiums](#) for Self Plus One versus Self and Family, in some cases, the premiums either did not change or were actually higher. You can remain in Self and Family, there is no requirement to change.

If you are making the enrollment change to Self Plus One, please use [Employee Express](#) to process this change. There will be a separate link in the FEHB portion of Employee Express during this Limited Enrollment Period. If you are having problems logging into Employee Express, please make every effort to reset your Employee Express ID and Password by emailing [EEEXHelp@opm.gov](mailto:EEEXHelp@opm.gov) from your government email address prior to the end of the enrollment period. If you are unable to make the change in Employee Express, please complete a [SF-2809](#) and send it to Sadie Bello at [sbello@usgs.gov](mailto:sbello@usgs.gov) on our Benefits Team.

Contact your [Benefits Specialist](#) if you have any questions.