

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management
Oregon State Office
P.O. Box 2965
Portland, OR 97208

In Reply Refer to:

1400-890 (OR-953) P

November 7, 2002

EMS TRANSMISSION 11/08/2002
Information Bulletin No. OR-2003-025

To: All OR/WA Employees Statewide

From: Chief, Branch of Human Resources

Subject: Federal Employee Health Benefits (FEHB) Open Season Enrollment Information

The FEHB open season will be held from November 11 to December 9, 2002. This open season employees may enroll or change their enrollments by using EMPLOYEE EXPRESS. All Bureau of Land Management (BLM) Oregon/Washington (OR/WA) employees were requested to use EMPLOYEE EXPRESS when making allowable FEHB changes.

EMPLOYEE EXPRESS is a touch-tone phone system or kiosk system for programming discretionary personnel and payroll actions. A kiosk is available for use in the Portland area. It is located at the U.S. Fish and Wildlife Service, 911 NE 11th Avenue.

To use EMPLOYEE EXPRESS, you must have your Personal Identification Number (PIN). All employees were provided a PIN number by Office of Personnel Management (OPM) in Macon, Georgia, in December, 1995. If you entered on duty after December, 1995, you were provided a PIN within 30 days of the date of your appointment. If you do not know your PIN or wish to change your existing PIN, you may call the EMPLOYEE EXPRESS help desk to request a new PIN. The telephone number is 478-757-3030; TDD 1-888-880-0412. It will take approximately five to seven workdays to receive your new PIN.

To contact EMPLOYEE EXPRESS, the following numbers are provided:

By telephone: (478) 757-3030
Toll Free: (800) 827-6254
TDD: (478) 757-3117
Touch Screen Kiosk: 911 NE 11th Avenue
Portland, OR

InTERnet: <http://www.employeeexpress.gov>

InTRANet: <http://web.or.blm.gov/OR953>

Employees who should use EMPLOYEE EXPRESS this open season are: (1) those who are currently enrolled in a health benefits plan, (2) those who previously had elected not to enroll, and (3) those who had elected to cancel their enrollment. Temporary employees and new employees who have pending elections may not use EMPLOYEE

EXPRESS to complete their FEHB transactions.

EMPLOYEE EXPRESS requires that you provide the same information you would normally provide on the SF-2809. If you plan to elect self-only coverage, you must be prepared to provide information regarding any additional health insurance coverage you may have. This would include Medicare. If you plan to elect self and family coverage, you must be prepared to provide the names, Social Security numbers, dates of birth, and family relationship of family members (spouse, child, step-child, adopted child, etc.). If you have more than five (5) dependents, you may not use EMPLOYEE EXPRESS. You must use an SF-2809.

When you have chosen a new health benefit plan, you should make note of the three character enrollment code and the name of the carrier providing the benefits. EMPLOYEE EXPRESS requires that you provide the enrollment code, and it will, in turn, repeat the name of the carrier to assure that you are enrolling with the correct plan.

You may also terminate or stop your enrollment through EMPLOYEE EXPRESS. Those employees participating in premium conversion may only terminate or stop enrollment during open season or when a life event occurs. For example, change in employment status of spouse, marriage, birth of a child. "Stop" transactions are effective at the end of the pay period in which you enter them in EMPLOYEE EXPRESS. If you are terminating your enrollment in conjunction with another family member providing your coverage, it is important that you select the appropriate pay period to avoid a gap in coverage. When changing your enrollment from self and family to self-only, you may only change within the same plan. This change may be done at any time during the year and will be effective at the end of the pay period in which you enter the change.

Employees who wish to change their premium conversion election must complete a FEHB Premium Conversion Waiver/Election Form. You should make desired enrollment changes as early as possible during open season to ensure timely processing.

You may not use EMPLOYEE EXPRESS to make other FEHB changes which result from an event such as marriage, change in duty station, change in family status, etc. These changes must be made by using the SF-2809, Health Benefits Election form and submitted through your personnel office. Changes made via EMPLOYEE EXPRESS must be received by the EMPLOYEE EXPRESS contractor no later than midnight December 9th, eastern standard time.

The electronic enrollment transactions generated through EMPLOYEE EXPRESS will be sent to the FEHB carriers by OPM, Macon, Georgia, on a weekly basis. Employees who have chosen to use EMPLOYEE EXPRESS should receive their enrollment cards prior to the effective date of the new enrollment. If you do not receive a new identification card by the effective date of the change, you may obtain a letter confirming your coverage by calling the EMPLOYEE EXPRESS Help Desk at 478-757-3030.

Those employees who are not eligible to use EMPLOYEE EXPRESS, may enroll or change their enrollment by completing a SF-2809 form. The July, 1999 edition of the SF-2809 is the only acceptable version of the form. These forms are available from your district human resources staff or the Oregon State Office, Branch of Human Resources. They must be completed

and submitted to your employing office by the close of business, December 9, 2002. **Please submit ALL COPIES** of the SF-2809. The employee copy will be receipted and returned to you following processing. This copy may be used for identification purposes with your health care providers until your identification card is issued. **PLEASE TYPE** your SF-2809 so that **ALL COPIES ARE LEGIBLE**. The employee copy is generally not legible when the form is completed in ink.

Late registration may be accepted when circumstances beyond the employee's control prevent timely registration. These will be considered on an individual basis.

If you need assistance with an EMPLOYEE EXPRESS transaction, you should call the EMPLOYEE EXPRESS Help Desk at (478) 757-3030, or the Payroll Hotline at (303) 969-7732. Other questions should be directed to your human resources staff in your district, or to

Marcia Butenschoen, Oregon State Office, Branch of Human Resources, at 503-808-6239.

Districts with Unions are reminded to notify their unions of this IB and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Thomas M. O'Donnell

Authenticated by
Mary O'Leary
Management Assistant

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