

CHECKLIST FOR SEPTEMBER 2016 LIFE INSURANCE OPEN SEASON

- Verified my current FEGLI life insurance coverage**
 - In Box 27 of my most recent SF 50 Notification of Personnel Action in my eOPF
<https://eopf.nbc.gov/cncs/>
- Figured out how much coverage I want**
 - Considered how much money I want to leave for my survivors to pay final expenses, rent/mortgage, debt, tuition, etc
 - Considered whether I want Option C Family coverage on the lives of my spouse and my dependent children under age 22
 - Used the FEGLI Premiums Calculator at:
www.opm.gov/retirement-services/calculators/fegli-calculator/
- Understand the essential information**
 - I understand that if I am satisfied with my current FEGLI coverage, I do not need to submit an election during the Open Season
 - I understand that my Open Season coverage will be effective no sooner than October 2017, following the one-year delayed effective date
 - I understand that I must meet pay and duty status requirements before my Open Season coverage can come into effect
 - I understand that I will not pay premiums on my new coverage until my new coverage comes into effect
 - I understand that for any types or multiples of coverage I want to bring into retirement, I must have had that coverage throughout my last five years of federal service
 - Because coverage elected during the FEGLI Open Season will be effective no sooner than October 2017, if I want to bring my Open Season coverage increases into retirement, I understand that I must retire in October 2022 or later, five years after the coverage becomes effective
 - I understand that enrolled employees can always cancel coverage or reduce coverage at any time – no need to wait for a FEGLI Open Season.
 - I understand that if I submit any FEGLI election from October 1, 2016 to Oct 1, 2017, it VOIDs my September 2016 FEGLI Open Season election**
- Completed my election form**
 - Filled out Standard Form SF 2817, as per the following instructions:
www.opm.gov/forms/standard-forms/
 - Elected on SF 2817 all the FEGLI coverage I want to have, not just the coverage I want to increase. Any coverage not indicated on the form will be cancelled on the effective date of the election!
 - YOU MUST: In the Remarks section of the SF 2817 YOU MUST write Remarks: “2016 FEGLI OPEN SEASON ELECTION.”**
- Submitted my election**
 - Submitted my ORIGINAL signed paper SF 2817 election form to arrive in Human Resources by September 30, 2016.
 - (No emailed forms, no faxes - only the original signed paper form is valid)
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