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OHCAccess Bulletin –2/1/2016

For Distribution to All TSA Employees

Reminder: Limited Enrollment Opportunity

This is a reminder that a Limited Enrollment Period begins February 1 and will end February 29, 2016, for employees currently enrolled in a Self and Family Federal Employees Health Benefits (FEHB) plan who wish enroll in the new Self Plus One option. Unless an employee has a qualifying life event, this will be the final opportunity to enroll in Self Plus One until Open Season begins in November.

This Limited Enrollment Period is to allow employees who missed the opportunity during Open Season to make the change. **It is not an extension of Open Season, and the following rules apply:**

- Only for employees currently enrolled in Self and Family
- Only for employees who participate in premium conversion (pre-tax premium)
- Change to Self Plus One is the only allowable change
- Changes in plan, options, increases or other decreases are not allowed

Elections can be made through the Employee Personal Page or by submitting an [SF 2809, Health Benefits Election Form](#), to the OHCAccess Shared Service Center by fax or mail. The qualifying life event code required on the SF 2809 in Part D #1, Event Code, should be 1Z to indicate the change is associated with the Limited Enrollment Period.

Fax: 1-877-872-7993

Mail: TSA OHCAccess Shared Service Center
Metroplace 1, Suite 200
2650 Park Tower Drive
Vienna, VA 22180-7300

Limited Enrollment Period changes will be effective the first full pay period after the SF 2809 is received by the OHCAccess Service Center. Forms must be received no later than Monday, February 29, 2016.

If you have any questions, please contact the OHCAccess Help Desk at 1-877-872-7990 or helpdesk@mailserver-hraccess.tsa.dhs.gov. Executives, please contact the Executive Help Desk at 1-877-872-7991 or ESO@mailserver-hraccess.tsa.dhs.gov.