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OHCAccess Bulletin – 9/2/2016

For Distribution to all TSA Employees

Federal Employees' Group Life Insurance (FEGLI) Open Season

The Office of Personnel Management (OPM) is now holding an open season for the Federal Employees' Group Life Insurance (FEGLI) program from September 1 to 30, 2016.

Employees who wish to participate in the open season must complete a new [Standard Form \(SF\) 2817, Life Insurance Election](#) in its entirety by selecting all the desired coverage (not just the coverage to begin or add).

Forms must be received at the OHCAccess Shared Service Center no later than September 30, 2016. To help identify and route these forms appropriately, please **write OPEN SEASON across the top** of the SF-2817. Choose one of the options below to submit it:

Fax: 1-877-872-7993

Email: helpdesk@mailserver-hraccess.tsa.dhs.gov (for non-executives) or ESO@mailserver-hraccess.tsa.dhs.gov (for executives)

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

Original forms, scanned copies, or faxes will be accepted. Please note, all email attachments containing Personally Identifiable Information (PII) should be encrypted with a password. The password should then be sent in a separate email.

FEGLI Open Season elections will become effective one year later, October 1, 2017, as long as the enrollee is in a pay and duty status.

Employees who are satisfied with their current coverage do not need to take any action during the FEGLI Open Season.

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