



## ORGANIZATIONAL ANNOUNCEMENT

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**TO:** All ASRC Energy Services Employees who are Benefits Eligible  
**FROM:** AES Human Resources (AES HR)  
**SUBJECT:** AES Open Enrollment Memo  
**DATE:** November 4, 2020

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Open enrollment is your opportunity to make or change your medical, vision, dental, and voluntary benefit elections for 2021. This year, the open enrollment period is scheduled from November 9 - December 14, 2020.

No action is needed if you do not want to make changes to your current benefit coverage (except for flexible spending accounts or pet insurance, which must be applied for annually).

If you want to make changes to your benefits, attendance at ASRC's virtual informational meetings is encouraged. In addition to ASRC's Virtual informational meetings, ASRC Benefits will offer two, additional virtual information meetings on a weekly basis specifically for AES:

- Tuesdays, November 9<sup>th</sup> - December 14<sup>th</sup> from 5:30 am until 6:30 am
- Thursdays, November 9<sup>th</sup> - December 14<sup>th</sup> from 5:30 pm until 6:30 pm

*Please note that these additional meetings are not identified in ASRC's memo. Spouses are welcome to attend.*

### **10to8 Virtual Support**

Since AES HR will not travel onsite this year, the team has added a new service called 10to8 Virtual Support. This service guarantees you 1:1 time with AES employees to address enrollment questions and/or issues. Employees can schedule a time to meet with an AES HR representative for enrollment assistance through the attached "2021 AES HR Open Enrollment 10to8 Virtual Support" application.

### **FEHB Enrollment Forms**

The attached, electronic FEHB enrollment forms mean you no longer need to print, sign, and scan forms. Use of electronic forms are strongly encouraged. If you are unable to utilize an electronic form, you can submit completed enrollment forms using secure drop boxes at the Anchorage Tower. If you need additional assistance, please contact your AES HR representative.

### **Attachments**

For additional information, please review the attachments included in this email.

- 2021 ASRC HR Announcement – Open Enrollment memo: contains all critical points for open enrollment and the schedule for virtual informational meetings
- 2021 Open Enrollment FAQs: commonly asked questions as an added resource



- 2021 Open Enrollment Virtual Webinars: login instructions for virtual informational meetings
- 2021 AES HR Open Enrollment 10to8 Virtual Support: schedule a time to meet with AES HR
- 2021 AES HR Open Enrollment – Enrollment Form 1 Pager: AES specific instructions on how to fill out forms
- 2021 Open Enrollment – FEHB Enrollment Form 2809 (Electronic with Instructions): health benefits election form with detailed instructions
- 2021 Open Enrollment – FEHB Enrollment Form 2809 (Electronic): health benefits election form without detailed instructions

If you have any questions, please contact ASRC Benefits with plan-specific questions at (877) 339-6850 or [asrcbenefits@asrc.com](mailto:asrcbenefits@asrc.com).