



***Retirement and Insurance Service
Benefits Administration Letter***

Number: 99-701

Date: September 9, 1999

Subject: Federal Employees Health Benefits (FEHB) Program: The New FEHB Handbook

The purpose of this letter is to announce the revision of the FEHB Handbook and its availability on CD ROM.

The FEHB Handbook (RI 75-11) content was last issued in 1989. The Handbook contains complete and detailed information on the FEHB Program, including the information enrollees, agency personnel, and payroll offices need to carry out their responsibilities under the Federal Employees Health Benefits Program.

The Handbook is available for viewing and downloading on our web site (www.opm.gov/insure). It will also be available on CD. ***There will be no printed version of the Handbook.***

THE FEHB HANDBOOK ON CD

The **FEHB Handbook on CD** contains the same information as the Internet version. The CD contains all text, tables, and charts.

The **FEHB Handbook on CD** puts information at your fingertips, allowing staff time to be spent more productively providing customer service. We believe this CD will change the way you work.

T Hypertext links allow the user to jump directly to other linked parts of the CD.

T Users can copy sections of the CD to be used in other documents without the need for re-keying.

T You can also print selected pages or sections to use as employee handouts.

T The CD will run on a local area network, so one copy is accessible by everyone at his/her own desktop computer. You can provide desktop access to all staff members who need it for a fraction of the cost of providing each person with a paper copy.

The user friendly CD easily installs the chapters in a directory on your computer hard drive.

Some sections are in Adobe Acrobat PDF format. Adobe Acrobat creates documents that look the same on the screen as they do on paper. You can view and/or print Acrobat PDF ("Portable Document Format") files even if you don't own a copy of the software which created it by using the Acrobat Reader. The Acrobat Reader software is free and will be distributed on the CD or may be downloaded from the Adobe web page (www.adobe.com).

The cost for the **FEHB Handbook on CD** is \$100. We plan to begin shipping the CD in October.

Complete ordering information for the **FEHB Handbook on CD** is included on the attached order form.



Abby L. Block, Chief
Insurance Policy
and Information Division

Attachment

FEHB HANDBOOK ON CD ORDER FORM

Name:		
Agency/Organization:		
Business Address:		
City:	State:	Zip:
Internet Email Address:		
Daytime Phone:	FAX:	
Please send the FEHB Handbook on CD at \$100 per copy. _____ Copies on CD-ROM		
PAYMENT: Total: \$ _____		
Payment by Purchase Order? _____ Yes _____ No		
Payment by Credit Card? _____ Yes _____ No		
Name on credit card: _____		
Credit card number: _____		
Expiration date: _____		
Signature: _____		
Phone number on credit card holder: _____		

Fax this order form to: (202) 606-0633, or mail to: Insurance Policy and Information Division, **FEHB Handbook on CD** Orders, 1900 E St., NW, Room 3425, Washington DC 20415-3660