



**United States**  
**Office of Personnel Management**  
**Retirement and Insurance Service**

**Benefits Administration Letter**

Number: 98-704

Date: March 16, 1998

**SUBJECT: Availability of the CSRS and FERS Handbook on Disk**

The purpose of this letter is to inform you that the revised **CSRS and FERS Handbook on Disk** is now available. The **Handbook on Disk** provides the entire, revised *CSRS and FERS Handbook for Personnel and Payroll Offices* in an electronic format that allows you to search for any word or phrase and use hypertext links to jump directly to linked parts of the **Handbook on Disk**.

The **Handbook on Disk** contains the instructions agency personnel and payroll offices need to carry out their responsibilities for basic benefits under the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS). The **Handbook on Disk** is complete. All text, tables, and charts are on the disk.

Since the **Handbook on Disk** puts information at your fingertips, staff time is spent more productively providing customer service. No more searching through stacks of paper looking for the right chapter and then wondering if all the update pages have been inserted. The **Handbook on Disk** contains all published chapters with updates integrated into the chapters.

The **Handbook on Disk** changes the way you work.

- ✓ Search capabilities allow the user to search for any word or phrase and jump to that location in the document.
- ✓ Hypertext links allow the user to jump directly to other linked parts of the **Handbook on Disk**.
- ✓ Users can copy sections of the **Handbook on Disk** to be used in other documents without the need for re-keying. For example, employee information sheets and sample letter text can be copied directly into the user's word processing program.
- ✓ You can also print selected pages, or sections to use as worksheets or employee handouts.

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*Civil Service  
Retirement  
System*

*Federal Employees  
Group Life  
Insurance*

*Federal Employees  
Health Benefits  
Program*

*Federal Employees  
Retirement  
System*


- ✓ The **Handbook on Disk** will run on a local area network, so one copy is accessible by everyone at their own desktop PC. 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 **Handbook on Disk** easily installs the chapters in a directory on your computer hard drive.

The chapters are in Adobe Acrobat PDF format. Adobe Acrobat creates documents that look the same on the screen as they do on paper. Acrobat PDF ("Portable Document Format") files can be viewed and/or printed by you 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 with the **Handbook on Disk** or may be downloaded from the Adobe web page ([www.adobe.com](http://www.adobe.com)).

The **Handbook on Disk** will be available on either 3.5" diskettes or CD-ROM. The cost for the **Handbook on Disk** on either a set of diskettes or CD-ROM is \$75. We will begin shipping the **Handbook on Disk** around May 1, 1998.

Complete ordering information for the **Handbook on Disk** can be found on the attached order form. Information about the **Handbook on Disk** and the order form can also be found on the Office of Personnel Management's web site ([www.opm.gov/asd](http://www.opm.gov/asd)) and OPM ONLINE (202-606-4800).

  
Mary M. Sugar, Chief  
Agency Service Division

Attachment

## HANDBOOK ON DISK ORDER FORM

Name:		
Agency/Organization:		
Business Address:		
City:	State:	Zip:
Internet Email Address:		
Daytime Phone:	FAX:	
Please send the <b>Handbook on Disk</b> at \$75 per copy.  _____ Copies on CD-ROM  _____ Copies on diskette.		
<b>PAYMENT:</b>	Total: \$ _____	
<b>Payment by Purchase Order?</b>	_____ Yes _____ No	
<b>Payment by Credit Card?</b>	_____ Yes _____ No	
Name on credit card:	_____	
Credit card number:	_____	
Expiration date:	_____	
Signature:	_____	
Phone number of credit card holder:	_____	

Fax this order form to: (202) 606-1108, or mail to:  
Agency Services Division Handbook on Disk, P.O. Box 57, Washington DC 20044.