



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

**Benefits Administration Letter**

Number: 97-705

Date: October 10, 1997

**Subject:** *Benefits Center Is Now Available*

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*Benefits Center --  
Now Available.*

We are pleased to announce that our new, interactive CD-ROM, *Benefits Center* is now available for ordering.

What Is It?

This virtual, interactive CD-ROM provides easy to understand, accurate information about benefits for employees who are in career transition, as well as those who simply want information about their benefits.

*Benefits Center* was developed to help agencies cope with increased workloads. It can help an agency maximize efficiency by providing a tool which employees can use to quickly and easily obtain their own clear, concise answers to many questions. By helping to answer many questions, the program facilitates better use of the time counselors spend with employees, making counseling resources go further.

*Benefits Center* allows employees to go directly to information specific to their situation. As a result, the options become clearer and when they do speak with a counselor, they know what questions to ask.

*Benefits Center* is ideal for Career Transition Centers, agency facilities without benefits specialists, and any site where you are trying to maximize the use of resources. The program was developed by Office of Personnel Management experts on Federal employee benefits.

How Does It Work?

*Benefits Center* is a **new, interactive** learning adventure that's a fast and easy way for employees to learn about their benefits. Employees explore a **virtual** information mall where they learn about the benefits that are available to them in retirement, reemployment, or career transition. Each of the stores in the mall provides information about a specific benefit, such as severance pay. The program actually allows the users to specifically tailor their questions to their personal situations by selecting different options on the screen. This allows

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**Civil Service  
Retirement  
System**

**Federal Employees  
Group Life  
Insurance**

**Federal Employees  
Health Benefits  
Program**

**Federal Employees  
Retirement  
System**

*Benefits Center* to provide a quick, accurate response that's both useful and easy to understand!

In *Benefits Center*, specialty stores are always there when you need them and are easily found. For example, where there are different benefit options under the Civil Service and the Federal Employees Retirement Systems, you will find a store for each. If you are eligible to retire immediately, you will be presented with different selections than if your retirement will begin at a later date. In *Benefits Center*, there's no one size fits all. Options are available to fit the differences in each employee's specific situation. In addition, you'll find stores for life insurance, health insurance, and the Thrift Savings Plan.

*Benefits Center* is a truly unique package that quickly delivers accurate answers to your questions. Whether you're just browsing or doing some serious comparison shopping, *Benefits Center* is the tool you need.

A quick demonstration of *Benefits Center* can be seen at OPM's web site. The *Benefits Center* demo is at [www.opm.gov/bc-demo](http://www.opm.gov/bc-demo)

For additional information email [asd@opm.gov](mailto:asd@opm.gov), fax (202) 606-1108, or call (202) 606-0777 ext. 954.

Ordering  
Information

Order the *Benefits Center* CD-ROM now and receive a free updated version of *Benefits Center* in Spring 1998. The updated version will contain any changes in the law or regulations. You can be confident that employees are getting accurate information. Get both *Benefits Center* and the free Spring 1998 update for only \$100 per copy. Complete the attached order form and fax or mail us for prompt delivery. We can accept Purchase Orders or government issued Visa credit cards.



Mary M. Sugar, Chief  
Agency Services Division  
Retirement and Insurance Service

Attachment

# Benefits Center Order Form

To Order *Benefits Center*:

Fax this form to (202) 606-1108,  
or mail to: U.S. Office of Personnel Management  
Agency Services Division  
P.O. Box 57  
Washington DC 20044-0057

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Agency: \_\_\_\_\_

Street address: \_\_\_\_\_

Address (cont.): \_\_\_\_\_

Address (cont.): \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

Email: \_\_\_\_\_

Please send me \_\_\_\_\_ copies of *Benefits Center* at \$100.00 per copy.

**Payment Method:** Credit Card (Visa or Mastercard) / Purchase Order / Check

Name on Credit Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_