In Benefits Administration Letter (BAL) 99-701, issued on September 9, 1999, we announced the revision of the FEHB Handbook and its availability on CD-ROM.

When we issued the BAL, we anticipated shipping the CDs in October 1999. Unfortunately we encountered several unexpected problems in preparing and producing the CDs. We were not able to resolve all the problems, and produce an accurate fully functioning CD, until early 2000. We began shipping the CDs in March. In the meantime, several individuals who ordered the CDs in September and October cancelled their orders due to the delay.

We would like to remind you of the CD and that we have them in stock and available for immediate shipment. The cost for the FEHB Handbook on CD is $100. Complete ordering information is included on the attached order form.

Abby L. Block, Chief
Insurance Policy
and Information Division

Attachment
# FEHB HANDBOOK ON CD ORDER FORM

<table>
<thead>
<tr>
<th>Name:</th>
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<tr>
<td>Agency/Organization:</td>
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<tr>
<td>Business Address:</td>
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<td>Internet Email Address:</td>
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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: ________________________________

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Phone number of 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