



PAYROLL OFFICE LETTER

U. S. Office of Personnel Management

Number: P-98-08

Date: August 26, 1998

Subject: Federal Employees' Group Life Insurance: The New FEGLI Handbook on CD

We want to advise you that the Federal Employees Group Life Insurance (FEGLI) Handbook has been revised and is available on CD ROM. The FEGLI Handbook content, which was last issued in 1993, provides the information payroll and personnel offices need to fulfill their responsibilities under the FEGLI Program. Please refer to the attached Benefits Administration Letter 98-705 for further information about the CD and also includes an order form, should you be interested in obtaining copies.

A handwritten signature in cursive script, appearing to read "Robert A. Yuran".

Robert A. Yuran, Chief
Financial Policy Staff
Retirement and Insurance Service

Attachments



United States
Office of Personnel Management
Retirement and Insurance Service

Benefits Administration Letter

Number: 98-705

Date: July 15, 1998

Subject: Federal Employees' Group Life Insurance: The New FEGLI Handbook

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

The FEGLI Handbook (RI 76-26) content was last issued in 1993. The Handbook contains complete and detailed information on the FEGLI Program, including the information agency personnel and payroll offices need to carry out their responsibilities under the Federal Employees' Group Life Insurance Program.

The Handbook is available for viewing and downloading on our web site (www.opm.gov/insure/life). It will also be available on CD. ***There will be no printed version of the Handbook.*** (Please note that the FEGLI Handbook and the FEGLI Booklet are two different documents. The Booklet (RI 76-21) is the brochure given to new and newly eligible employees to familiarize them with the FEGLI Program. It also has recently been revised and is available on our web site and in hard copy; instructions for obtaining it were given in BAL 98-204.)

THE FEGLI HANDBOOK ON CD

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

The **FEGLI 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.

- ✓ 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 CD.
- ✓ Users can copy sections of the CD to be used in other documents without the need for re-keying.
- ✓ You can also print selected pages or sections to use as employee handouts.

*Civil Service
Retirement
System*

*Federal Employees
Group Life
Insurance*

*Federal Employees
Health Benefits
Program*

*Federal Employees
Retirement
System*

- ✓ 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.

The chapters 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 **FEGLI Handbook on CD** is \$75. We plan to begin shipping the CD in August.

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



Abby L. Block, Chief
Insurance Policy
and Information Division

Attachment

*Civil Service
Retirement
System*

*Federal Employees
Group Life
Insurance*

*Federal Employees
Health Benefits
Program*

*Federal Employees
Retirement
System*

FGLI HANDBOOK ON CD ORDER FORM

Name:		
Agency/Organization:		
Business Address:		
City:	State:	Zip:
Internet Email Address:		
Daytime Phone:	FAX:	
Please send the FGLI Handbook on CD at \$75 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, **FGLI Handbook on CD** Orders, 1900 E St., NW, Room 3425, Washington DC 20415-3660