Office of Personnel Management
Retirement and Insurance Service

CSRS
Civil Service
Retirement System
1920

FEGLI
Federal Employees
Group Life Insurance
1954

FEHB
Federal Employees
Health Benefits Program
1959

FERS
Federal Employees
Retirement System
1986

Benefits Administration Letter

Number: 95-712   *Date:* November 22, 1995

SUBJECT: Availability of the CSRS and FERS Handbook on Disk

The purpose of this letter is to inform you that **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**.

Additional information about the **Handbook on Disk** and how to order copies can be found in the attachment. A complimentary copy of the **Handbook on Disk** will be distributed to headquarters level agency benefits officers at the next IAG meeting.

Mary M. Sugar, Chief
Agency Service Division

Attachment

CSRS and FERS
Handbook on Disk

It's here!

The **CSRS and FERS Handbook for Personnel and Payroll Offices** can be at your fingertips) right on your PC.

The **CSRS and FERS Handbook for Personnel and Payroll Offices**, formerly FPM Supplement 830-1, is now available on floppy disks. 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* provides

! *enhanced productivity*
! *improved customer service*
! *document integrity*
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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.

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CSRS and FERS Handbook on Disk Table of Contents	Chapter Table of Contents	Part of Chapter

$\longrightarrow$ $\longrightarrow$

✓ 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.

The *Handbook on Disk* is complete. All text, tables, charts and forms are on the disk. Future updates will contain the complete *Handbook on Disk*. The need for the time consuming, and frequently incomplete, process of inserting change pages is eliminated. We are planning to issue an update in the Spring 1996.

Reduce costs.
The cost of the *Handbook on Disk* is significantly lower than paper copies. The *Handbook on Disk* will run on a LAN, 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 you'd normally pay.

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

Adobe Acrobat
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.

Ordering Information
Complete the order form and mail or fax to OPM for prompt delivery of the *Handbook on Disk*.

The *Handbook on Disk* subscription price of $250 includes the current complete handbook, plus an updated version in the Spring 1996.   Both the DOS and Windows versions of the Adobe Acrobat Reader software that is used to view, search, read and print are provided as well.

For more information call 202-606-0777 ext. 798 or fax us at 202-606-1108.

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DOS Acrobat Reader requires 4 MB RAM and DOS 4.0 or higher. A mouse is highly recommended. Windows Acrobat Reader requires 4 MB RAM and Windows 3.1 or higher.

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