



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*

*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

*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

For additional information email 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: _____