

AI for Federal Employee Benefits (Self-Paced)

Learn to use AI tools responsibly to research and compare your federal employee benefits—FEHB health plans, FEDVIP dental and vision, FEGLI life insurance, FSAFEDS accounts, and FLTCIP long-term care. In four hands-on hours, you will practice crafting safe, PII-free prompts and verifying every AI answer against official OPM sources, reflecting current 2026 federal benefits and AI-use policy.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/courses/ai-for-federal-employee-benefits-self-paced>



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Course Outline

Module 1: Understanding AI — What It Is and How to Use It Responsibly (~45 min)

- Define AI, machine learning, and large language models in non-technical terms.
- Distinguish between what AI can and cannot reliably do for benefits research.
- Identify the federal policies governing responsible AI use (EO 14179; OMB M-25-21 and M-25-22; agency AI policies).
- Explain why PII (such as SSN, date of birth, and health details) must never be entered into public AI tools.
- Recognize AI hallucinations and apply strategies to verify outputs.
- Survey AI tools currently available to federal employees and typical agency usage rules.

Module 2: Using AI to Understand Federal Health Benefits (FEHB, FEDVIP & PSHB) (~60 min)

- Use AI to research and compare FEHB plan options using publicly available plan data.
- Apply AI to interpret benefits terminology and simplify complex plan brochures (premiums, deductibles, out-of-pocket maximums, formularies).
- Explore FEDVIP dental and vision options and how they complement FEHB coverage.
- Distinguish how the Postal Service Health Benefits (PSHB) Program differs from FEHB for postal employees and annuitants.
- Build an AI-assisted framework for Open Season and qualifying-life-event enrollment decisions.
- Verify AI-generated health-benefit information against OPM.gov, official plan brochures, and BENEFEDES.

Module 3: Using AI for Life Insurance, Flexible Spending & Long-Term Care (FEGLI, FSAFEDS & FLTCIP) (~60 min)

- Explore FEGLI coverage levels—Basic plus Options A, B, and C—and cost implications with AI assistance.
- Use AI to think through how much life-insurance coverage fits a situation, and FEGLI limits versus private options.
- Investigate FSAFEDS accounts—Health Care FSA, Limited Expense HCFSAs, and Dependent Care FSA—and model eligible-expense and contribution scenarios using current 2026 limits.

- Use AI to summarize FLTCIP long-term care coverage and understand the current suspension on new enrollments.
- Verify AI outputs against OPM.gov, the FEGLI calculator, FSAFEDS.gov, and LTCFEDS.gov.

Module 4: Practical Application Workshop — Putting AI to Work on Your Benefits (~60 min)

- Apply AI tools to scenario-based benefits exercises (Open Season, new hire, qualifying life event).
- Practice crafting effective, PII-free prompts for benefits questions.
- Compare AI-generated outputs against official OPM, BENEFEDS, and FSAFEDS resources.
- Evaluate AI responses for accuracy, completeness, and appropriate limitations.
- Recognize when to bring in an Agency Benefits Officer, HR specialist, or licensed professional.
- Develop a personal action plan of AI-assisted next steps for managing your federal benefits.