



**Retirement and Insurance Service
Benefits Administration Letter**

Number: 00-109

Date: June 30, 2000

Subject: Rider Information

Attached is the **June 2000** Retirement and Insurance Service (RIS) Rider. Your agency should also receive the rider through regular printing officer channels. Agencies may order the publications on the attached list by riding (piggy backing) the U.S. Office of Personnel Management's requisition. Your field and regional offices should submit requirements to your department or agency Washington, DC, area headquarters printing office before the **August 31, 2000**, cutoff date. For further information, call (202) 606-0623 or send email to benefits@opm.gov.

The actual cost will vary, depending upon the various specifications and quantity. However the most economical way to obtain bulk quantities is to ride OPM's printing requisitions.

A handwritten signature in cursive script that reads "Mary Sugar".

Mary M. Sugar, Director
Benefits Officers Resource Center
Retirement and Insurance Service

Attachment

*Civil Service
Retirement
System*

*Federal Employees
Group Life
Insurance*

*Federal Employees
Health Benefits
Program*

*Federal Employees
Retirement
System*

RETIREMENT AND INSURANCE RIDER INFO

June 2000 List of Upcoming Publications

The U.S. Office of Personnel Management (OPM) is offering reprints through the rider system of the following publications in the retirement and insurance areas. While some of the items are available from the Superintendent of Documents, Government Printing Office (GPO), riding OPM's printing requisition is the most economical way to obtain bulk supplies. Items available from the Superintendent of Documents are noted. **OPM does not stock supplies of any of the publications.** In addition, most items are available from the Internet at www.opm.gov/benefits. If you have questions about this rider, please call (202) 606-0623 or send email to asd@opm.gov.

In addition to the pamphlets and brochures that normally are on our rider, for the convenience of our customers, this rider also includes the Social Security Handbook. It is also on the Social Security web site at www.ssa.gov. You also can buy the Social Security Handbook from the Government Printing Office for \$35.00 per copy.

We have not included the CSRS and FERS Handbook for Personnel and Payroll Offices since we will be updating it later this year. The next opportunity to order products from a Retirement and Insurance Service (RIS) rider will be in Fiscal Year 2001. However, as noted above, many of our publications are now on our web site at www.opm.gov/asd/htm/pub.htm. Since you can download and print as needed, this may be a better alternative for items you need in smaller quantities. Items that are not on the web site are noted.

The actual cost of items will vary, depending upon the various specifications and quantity. However, the most economical way to obtain bulk quantities is to ride OPM's printing requisitions.

Pamphlets for CSRS Retirees These pamphlets are useful in counseling CSRS employees who plan to retire soon.

RI 20-59, This is the April 1999 edition. Previous editions are not usable.
Information for The pamphlet addresses those questions about benefits under the
Annuitants Civil Service Retirement System most frequently asked by retirees and their families.

This 24-page pamphlet is 140 x 216 mm (5 ½" x 8 ½") and is printed in two color ink, black and teal (PMS 314), on white sub. 50 offset book stock with a self cover. The previous printing cost was approximately \$.50 per copy. This item also is stocked for sale by the Superintendent of Documents, GPO, but is not available via Internet.

RI 25-26, This is the August 1999 edition. Previous editions are not usable.
Information for The pamphlet describes survivors' entitlements to benefits under
Survivor Annuitants CSRS; this includes widows, widowers, former spouses, and children of deceased Federal employees and annuitants. A more detailed discussion of children's benefits is found in RI 25-27.

This 24-page pamphlet is 140 x 216 mm (5 ½" x 8 ½") and is printed in two color ink, black and teal (PMS 34), on white sub. 50 offset book stock with a self cover. The printing cost is approximately \$.15 per copy. This item also is stocked for sale by the Superintendent of Documents, GPO, but is not available via Internet.

RI 25-27,
Survivor Benefits
for Children

This is the revised August 1999 edition. The April 1997 edition is not usable. It addresses a child's entitlement to benefits as the survivor of a deceased former Federal employee, including the continuation of entitlement between the ages of 18 and 22 if the child is a student, and continued entitlement beyond age 18 if the child is disabled.

This 24-page pamphlet is 89 x 216 mm (3 2" x 8 2") and is printed in two color ink, black and teal (PMS 314), on white sub. 50 offset book stock with a self cover. The previous printing cost was \$.25 per copy. This item is stocked for sale by the Superintendent of Documents, GPO.

RI 38-126,
Life Events and Your
Retirement
and Insurance
Benefits For
Annuitants)

This is the revised July 1998 edition. Prior editions are not usable. It gives information retirees need when various circumstances in their lives change. For example, when they move, they marry or they divorce. It tells the best way to get in touch with OPM and what OPM needs to know in order to help them more quickly. This is a helpful pamphlet to give retiring employees.

Health and Life Insurance Publications

The following items concern health and life insurance issues.

RI 76-10
Assignment of EGLI
Insurance

This form, dated April 2000, is used by employees and annuitants to assign their Federal Employees' Group Life Insurance coverage to another person(s), firm(s) or trust(s). Previous editions are not usable.

This three-part carbon-interleaf form is 216 x 279 mm (8 2" x 11"), printed in black ink on sub. 20 cw writing blue stock. The previous cost was \$.10 per hundred.

RI 76-12
Information for
Civil Service Retirees
About the Federal
Employees' Group Life
Insurance

This May 2000 edition of this pamphlet that describes the Federal Employees' Group Life Insurance Program. It provides information on how coverage after retirement changes and may be changed, the effect of reemployment in the Federal Government, how to designate a beneficiary for life insurance, and how that beneficiary may apply for benefits in the event of the death of the insured. Previous editions are not usable.

This 32-page pamphlet is 89 x 216 mm (3 2 x 8 2"), and is printed

in two color ink, black and teal (PMS 314), on white sub. 50 offset book stock with a self cover. The previous printing cost was \$.10 per copy. This item is stocked for sale by the Superintendent of Documents, GPO.

RI 79-2,
Information for
Retirees and Survivor
Annuitants About the
Federal Employees
Health Benefits
Programs

This is the revised May 2000 edition of this pamphlet that describes those provisions of the Federal Employees Health Benefits Program most relevant to annuitants and survivors, including eligibility for coverage, the events for which coverage may be changed, and the latest information about termination of coverage, eligibility for temporary continuation of coverage, and conversion rights. Previous editions are usable.

This pamphlet is approximately 36 pages, 89 x 216 mm (3 ½ x 8 ½), and is printed in 2 color ink, black and teal (PMS 314), on white sub, 50 offset book stock with a self cover. The estimated cost is \$.15 per copy.

RI 79-27,
Temporary Continuation
of Coverage (TCC)
Under the Federal
Employees Health
Benefits Program

This is the revised June 1997 edition. The previous edition is usable. (The revision was for cover color only.) It describes the conditions individuals must meet to be eligible for temporary continuation of coverage (TCC) under the Federal Employees Health Benefits Program when their regular coverage ends. The pamphlet also explains how to enroll for TCC, how much it costs, and how long it can continue.

This is a 20-page, 89x216 mm (3 ½" x 8 ½") pamphlet, printed in two color ink, black and magenta (PMS 234), on white sub. 50 offset book stock with a self cover. The estimated cost is \$.15 per copy.

**RI 83,
Retirement Facts
Pamphlets**

The Retirement Facts pamphlets present concise information on individual aspects of the Civil Service Retirement System (CSRS). The intended audience is current Federal employees who are participating in the Civil Service Retirement System. These pamphlets can also help personnel offices in handling questions from CSRS employees about various aspects of the CSRS.

These pamphlets are approximately 89 x 216 mm (3 ½" x 8 ½") and range from 4 to 20 pages; they are printed in two color ink, black and teal on white sub. 50 lb. Offset book stock. The pamphlets are listed below.

RI 83-1,
The Civil Service
Retirement System

Retirement Facts 1 is an overview of the Civil Service Retirement System, including when you may retire, how annuities are computed, disability retirement, election of survivor annuity, and alternative annuity. This is the revised October 1997 edition. The March 1995 edition is usable. The previous cost of printing was approximately \$.10 per copy.

<p>RI 83-2, Military Service Credit Under the CSRS</p>	<p>Retirement Facts 2 describes credit for military service, waiving military retired pay, and making deposits for military service. This is the revised October 1997 edition. Previous editions are not usable. The previous cost for printing was approximately \$.20 per copy.</p>
<p>RI 83-3, Deposits and Redeposits Under the CSRS</p>	<p>Retirement Facts 3 is directed to those circumstances when a CSRS employee may make deposits and/or redeposits for service credit and annuity computation. This is the October 1997 edition. The 3/95 edition is usable. The estimated cost for printing is approximately \$.10 per copy.</p>
<p>RI 83-4, Disability Retirement Under the CSRS</p>	<p>Retirement Facts 4 is dedicated to the subject of disability retirement eligibility and computation of annuity benefits. This is the October 1997 edition. The September 1996 edition is usable. The previous cost for printing was approximately \$.10 per copy.</p>
<p>RI 83-5, Survivor Benefits Under the CSRS</p>	<p>Retirement Facts 5 addresses survivor benefits: the election of survivor annuity, the qualifications of a surviving spouse or former spouse for entitlement to survivor annuity, entitlement of children, and lump-sum payments on the death of the CSRS employee. This is the October 1997 edition. The September 1996 edition is usable. The estimated cost for printing is approximately \$.10 per copy.</p>
<p>RI 83-6, Early Retirement Under the CSRS</p>	<p>Retirement Facts 6 concerns early retirement: early optional retirement, involuntary separation, and discontinued service retirement. This is the October 1997 edition. Previous editions are not usable. The estimated cost for printing was approximately \$.10 per copy.</p>
<p>RI 83-8, Credit for Unused Sick Leave Under the CSRS</p>	<p>Retirement Facts 8 is about credit for unused sick leave. If a CSRS employee retires on an immediate annuity, or dies in service and there is a survivor annuity, unused sick leave will be added to service time to compute annuity benefits. This is the October 1997 edition. The previous edition is usable. The previous cost for printing was approximately \$.10 per copy.</p>
<p>RI 83-9, Refunds Under the CSRS</p>	<p>Retirement Facts 9 concerns refunds of contributions to the Civil Service Retirement Fund, including refund eligibility requirements, advantages of leaving contributions in the retirement fund, and how to obtain a refund. This is the October 1997 edition. The March 1995 edition is usable. The previous edition is usable. The previous cost for printing was approximately \$.25 per copy.</p>
<p>RI 83-10, Voluntary Contributions</p>	<p>Retirement Facts 10 explains the subject of voluntary contributions under CSRS, from the requirements and procedures, to the effect of contributions on annuity, to receiving a refund of voluntary</p>

Under the CSRS

contributions.

This is the October 1997 edition. The September 1996 edition is usable. The estimated cost for printing is approximately \$.10 per copy.

RI 83-13,
Information for
Separating CSRS
Employees Who
Are Not Eligible
for an Immediate
Annuity

Retirement Facts 11 contains information about refunds, deferred annuity benefits, conversion privileges for health and life insurance, and temporary extension of health insurance coverage for separating CSRS and CSRS Offset employees who are not eligible for an immediate annuity. This is the October 1997 edition. The previous edition is usable. The estimated cost for printing is \$.10 per copy.

RI 83-18,
Information About
Reemployment for
CSRS Annuitants

Retirement Facts 12 was revised October 1997. It contains information about the effect of reemployment with the Federal government on a CSRS retiree's annuity. It also addresses future annuity rights, computation of additional benefits, and effect of reemployment on health and life insurance. The previous printing cost was approximately \$.10 per copy. The previous edition is usable.

RI 83-19,
CSRS Offset
Retirement

Retirement Facts 13 was revised in April 1998. It covers CSRS Offset benefits. It explains how OPM computes regular and disability annuities for Offset employees. The previous printing cost was approximately \$.15 per copy. Previous editions are not usable.

RI 83-20,
Law Enforcement
And Firefighter
CSRS Retirement

Retirement Facts 14 was revised October 1997. It covers the special retirement provisions for law enforcement officers and firefighters. It contains information about the retirement definition of a law enforcement officer and firefighter, authority to approve a position for the special coverage, retirement eligibility, and benefit computation. The previous printing cost for this pamphlet was approximately \$.10 per copy. The September 1996 edition is usable.

**Pamphlets For
both CSRS and
FERS Employees**

These pamphlets present concise information on individual aspects of both the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS). The intended audience is current Federal employees who are participating in the Civil Service Retirement System or Federal Employees Retirement System. These pamphlets can also be of value to personnel offices answer questions from CSRS and FERS employees about various aspects of the systems.

These pamphlets are approximately 89 x 216 mm (3 ½" x 8 ½") and range from 4 to 20 pages; they are printed in two color ink, black and teal on gray sub. 50 lb. Offset book stock. These

RI 83-11,
Thinking About
Retirement

pamphlets are listed below.

This October 1997 edition provides a simple explanation of the important actions that an employee needs to accomplish when preparing for retirement. It indicates the activities that agency personnel and payroll offices must perform to prepare the benefit application package; and emphasizes the importance for the employee to begin work with the local agency personnel office well in advance of his or her planned retirement date. The October 1996 edition is usable.

RI 84-1,
Court-Ordered
Benefits for
Former Spouses
Under CSRS
and FERS

This pamphlet, revised February 1999, is for employees who need information on court-ordered benefits for former spouses. The previous edition is not usable.

The previous printing cost was approximately \$.10 per copy.

RI 84-2,
Work-Related
Injuries and
Fatalities=What
You and Your
Family Need to
Know About
Your Benefits

This pamphlet was revised in February 1999. It describes a variety of benefits available to both CSRS and FERS employees and their survivors, relating to Workers Compensation, Retirement, Insurance, Thrift Savings, Social Security, and Public Safety Officers= Benefits. The intended audience is employees who suffer work-related injuries or disease, and the family members of employees who die as a result of work-related injury or disease. The previous edition is not usable.

The previous printing cost was approximately \$.10 per copy.

RI 84-3,
Life Events and
Your Retirement
and Insurance
Benefits (For
Employees)

This pamphlet was revised in February 1999. It provides benefits related information employees need to consider when various circumstances in their lives change. For example, benefits and/or designated beneficiaries may change should they move, marry, have children, etc. The pamphlet explains some of the impact of these changes, and who can help advise them. The previous edition is not usable.

The previous printing cost was approximately \$.10 per copy.

**Pamphlets for
FERS
Employees**

The following publications are for FERS employees and retirees.

RI 90-1,
The Federal
Employees
Retirement
System

Each new Federal employee automatically becomes a member of the Federal Employees' Retirement System (FERS). This booklet describes the new employees retirement program, including the Social Security benefit, basic FERS benefit, and Thrift Savings

(An Overview
of Your Benefits)

Plan components of the FERS program. This is the April 1998 revised edition. The previous edition is usable.

This pamphlet is 152 x 229 mm (6" x 9"), and is printed in black, teal and magenta ink on white sub. 60 offset book stock with a separate litho cover. The previous cost was approximately \$.20 per copy. This is also stocked for sale by the Superintendent of Documents, GPO.

RI 90-3,
FERS
Transfer
Handbook

This is the revised April 1998 edition. The 1996 and 1997 editions are usable. This handbook is for employees who have a choice between CSRS or CSRS Offset coverage and FERS coverage. It contains important comparison information employees need to consider in deciding which retirement system has the features he/she wants most.

This handbook is approximately 80 pages (8 1/2" x 11"). It is printed in three color ink, black, teal and magenta, on 60 lb. Offset book, with a separate litho cover. The previous printing cost was approximately \$.50 per copy. This item is on our web site at www.opm.gov/asd/htm/pub.htm and www.opm.gov_fers election.

RI 90-8,
Information for
FERS Annuitants

This is the revised January 2000 edition of the pamphlet that provides annuitants retired under the Federal Employees Retirement System with information about their retirement benefits. It covers computation of the various portions of FERS benefits, cost-of-living adjustments, taxes and other deductions, alternative annuities, disability annuity, employment in the private sector and reemployment in the Federal Government, survivor elections both at and after retirement, and death benefits for survivors. The previous edition is not usable.

This is a 48-page, 89 x 216 mm (3 1/2" x 8 1/2"), pamphlet, printed in two color ink, black and magenta (PMS 314), on sub. 50 offset buff stock. The previous cost was \$.25 per copy. This item is stocked for sale by the Superintendent of Documents, GPO.

RI 90-11,
Information for
Separating FERS
Employees Who
Are Not Eligible
for an Immediate
Annuity

This pamphlet is the FERS counterpart of RI 83-13, described on page 6. This is the revised October 1997 edition. The September 1996 edition is usable. The estimated cost for printing is \$.15 per copy.

This pamphlet is 89 x 216 mm (3 1/2" x 8 1/2") with 12 pages; it is printed in two color ink, black and magenta (PMS 234), on sub. 50 offset book buff paper.

RI 90-12,
Information for
FERS Survivor

This pamphlet, revised April 1998, describes survivors' entitlement to benefits under FERS; this includes widows, widowers, former spouses, and children of deceased Federal employees and

Annuitants	annuitants. The previous edition is usable.
	This 44-page pamphlet is 89 x 216 mm (3 2" x 8 2") with 12 pages; it is printed in two color ink, black and magenta (PMS 234), on sub. 50 offset book buff paper. The estimated cost is \$. 30 per copy.
RI 90-18, Information Reemployment for FERS Annuitants	This pamphlet revised October 1997 is the FERS counterpart of RI 83-18, described previously. The previous printing cost was \$.10 per copy. Previous editions are usable.
	This pamphlet is a 16-page, 89 x216 mm (3 2" x 8 2"); it is printed in two color ink, black and magenta (PMS 234), on sub 50 offset book buff paper.
RI 98-2, Information for FERS Disability Annuitants	This pamphlet, revised April 1998, is intended for disability retirees under the Federal Employees Retirement System. It addresses such issues as computation of annuity, periodic medical reviews, earnings while receiving FERS disability annuity benefits, reemployment, and future annuity rights.
	This is a 24-page, 89x216 mm (3 2@ x 8 2@), pamphlet, printed in two color ink, black and magenta (PMS 234), on sub. 50 offset book buff stock. We estimate the printing cost at \$.25 per copy.
Social Security Handbook Social Security Handbook SSA Pub. No. 65-08	Prepared by the Social Security Administration, the Handbook is a basic tool for personnelists who need to answer employees' questions about Social Security benefits. This is the 1997 edition of this 560-page book.
	This item is on the Social Security Administration's web site at www.ssa.gov . It also is stocked by the Superintendent of Documents, GPO.

Ordering, Cost Estimate and Distribution Information

Departments and agencies may order the publications listed in this issue by riding the OPM printing items indicated on page 10. Field and regional offices should submit their requirements to their department or agency Washington, DC, area headquarters printing officer before the cutoff date shown.

Agencies may estimate costs by using the current GPO price list of printing services and the information given in the description of each publication. **PLEASE NOTE:** The U.S. Office of Personnel Management cannot provide agencies with the exact cost of the individual publications listed in this flyer. The cost agencies will pay is an actual production cost, which varies greatly, depending upon the various specifications of the publication, especially the quantity. Individual unit cost can vary significantly, usually decreasing as the total quantity printed increases. Since we are unable to estimate the total number of copies that agencies will order, accurate estimates are nearly impossible to gauge.

We regret this inconvenience; however, your agency headquarters printing officer may be able to assist you. Some of the publications listed may be purchased from the Superintendent of

Documents, U.S. Government Printing Office (GPO), Washington, DC 20402; however, the most economical way of obtaining bulk quantities is to ride OPM's printing requisitions. Riding OPM's printing requisition is the **only** way to make their own distribution to component o obtain printed copies of documents not stocked by the Superintendent of Documents. Agencies may order a bulk supply from GPO and offices or have GPO make the distribution (distribution list should be attached to the Standard Form 1 showing the number of copies to be sent to each address).

NOTE: Field or regional activities should coordinate their requirements with their Washington, DC, area headquarters printing officer before submitting any paperwork. GPO will return all requisitions sent directly from field or regional offices.

Item No. FY00	Publication Title	ID Number	Refer to Edition	Cutoff Date to GPO (SF 1)
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PLEASE NOTE: We have discontinued listing requisition numbers; instead, we are asking you to refer to the item number and title when ordering these publications. Please substitute the item number in the requisition number space on the SF-1. Thank you for your observance of this important change.

1032 Information for Annuitants.....	RI 20-059	04/99	07/30/00
1033 Information for Survivor Annuitants	RI 25-026	04/99	07/30/00
1034 Survivor Benefits for Children	RI 25-027	08/99	07/30/00
1035 Life Events and Your Retirement and Insurance Benefits (For Annuitants)	RI 38-126	07/98	07/30/00
1036 Assignment of FEGLI Insurance	RI 76-010	04/00	07/30/00
1037 Information for CSRS Retirees about the Federal Employees' Group Life Insurance.....	RI 76-012	05/00	07/30/00
Retirement Pamphlets			
1038 Retirement Facts Pamphlet on CSRS	RI 83-001	10/97	07/30/00
1039 Retirement Facts Pamphlet on Military Service Credit.....	RI 83-002	10/97	07/30/00
1040 Retirement Facts Pamphlet on Deposits and Redeposits	RI 83-003	10/97	07/30/00
1041 Retirement Facts Pamphlet on Disability Retirement.....	RI 83-004	10/97	07/30/00
1042 Retirement Facts Pamphlet on Survivor Benefits.....	RI 83-005	10/97	07/30/00
1043 Retirement Facts Pamphlet on Early Retirement.....	RI 83-006	10/97	07/30/00
1044 Retirement Facts Pamphlet on Computing Retirement Benefits.....	RI 83-007	10/97	07/30/00
1045 Retirement Facts Pamphlet on Credit for Unused Sick Leave.....	RI 83-008	10/97	07/30/00
1046 Retirement Facts Pamphlet on Refunds	RI 83-009	10/97	07/30/00
1047 Retirement Facts Pamphlet on Voluntary Contributions.....	RI 83-010	10/97	07/30/00
1048 Thinking About Retirement?	RI 83-011	10/97	07/30/00
1049 Information for Separating CSRS Employees			

Who Are Not Eligible for an Immediate Annuity.....	RI 83-013	10/97	07/30/00
1050 Information About Reemployment for CSRS Annuitants	RI 83-018	10/97	07/30/00
1051 CSRS Offset Retirement Provisions	RI 83-019	04/98	07/30/00
1052 Law Enforcement and Firefighter CSRS Retirement	RI 83-020	10/97	07/30/00
1053 Court-ordered Benefits for Former Spouses Under CSRS and FERS	RI 84-001	02/99	07/30/00
1054 Work-Related Injuries and Fatalities--What You and Your Family Need to Know About Your Benefits	RI 84-002	02/99	07/30/00
1055 Life Events and Your Retirement and Insurance Benefits (for Employees).....	RI 84-003	02/99	07/30/00
1056 Temporary Continuation of Coverage (TCC) Under the Federal Employees Health Benefits Programs	RI 79-027	06/97	07/30/00
1057 Information for Retirees and Survivor Annuitants About the Federal Employees Health Benefits Programs.....	RI 79-2	05/00	07/30/00
1058 Federal Employees Retirement System (Overview).....	RI 90-001	04/98	07/30/00
1059 FERS Transfer Handbook.....	RI 90-003	04/98	07/30/00
1060 Information for FERS Annuitants	RI 90-008	01/00	07/30/00
1061 Information for FERS Survivor Annuitants.....	RI 90-012	04/98	07/30/00
1062 Information for Separating FERS Employees Who Are Not Eligible for an Immediate Annuity.....	RI 90-011	10/97	07/30/00
1063 Information About Reemployment for FERS Annuitants	RI 90-018	10/97	07/30/00
1064 Information for FERS Disability Annuitants.....	RI 98-002	04/98	07/30/00
1065 Social Security Handbook (SSA Pub. No. 65-008).....		1997	07/30/00

Additional information on the publications listed in this Rider, or questions or suggestions regarding this **RIS Rider**, may be obtained from the Retirement and Insurance Service by calling us on (202) 606-0623 or emailing us at benefits@opm.gov.