Office of Personnel Management

Retirement and Insurance Group









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Benefits Administration Letter

Number: 95-710 Date: October 10, 1995

SUBJECT October 1995 Rider Information

Attached is the October 1995 list of Retirement and Insurance Service's (RIS) Rider. Your agency should receive the rider through regular distribution of the rider. Agencies may order the publications listed by riding the OPM printing items indicated below. Field and regional offices should submit their requirements to their department or agency Washington, DC, area headquarters printing office before November 24, 1995, which is the cutoff date. For further information, call (202) 606-1844.

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

Mary M. Sugar, Chief Agency Services Division

Attachment

RIDER INFO

economical way to obtain bulk supplies.

October 1995 List of Upcoming OPM Publications

OPM is offering a reprint of the following pamphlets. All inquiries on this rider should be directed to Retirement and Insurance Service (202) 606-0623.

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This is the latest edition, September 1993. The pamphlet addresses those questions about benefits under the Civil Service Retirement System most frequently asked by retirees and their families.

This 48-page pamphlet is 89 x 216mm (3 1/2" x 8 1/2") and is printed in black ink on white sub. 50 offset book stock with a self cover. The previous printing cost was approximately

\$.50 per copy. **OPM does not stock this item.** This item is stocked for sale by the Superintendent of Documents, GPO, but riding OPM's printing requisition is the most

f f u u This is the latest edition, July 1995. The pamphlet describes survivors' entitlement to benefits under 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 35-page pamphlet is $89 \times 216 \text{ mm}$ (3 $1/2" \times 8 \times 1/2"$) and is printed in black ink on white sub. 50 offset book stock with a self cover. The printing cost is approximately \$.15 per copy. **OPM does not stock this item**. This item is stocked for sale by the Superintendent of Documents, GPO, but riding OPM's printing requisition is the most economical way to obtain bulk supplies.

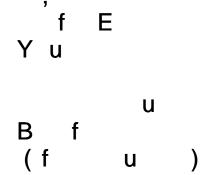
u , B f f This is the revised November 1995 edition. It addresses a child's entitlement to benefits as the survivor of a deceased former Federal employee, including the continuation of entitlement between the ages of 18 and 22 if the child is a student, and continued entitlement beyond age 18 if the child is disabled.

This 20-page pamphlet is 89×216 mm (3 $1/2" \times 8 \times 1/2"$) and is printed in black ink on white sub. 40 offset book stock with a self cover. The previous printing cost was \$.25 per copy. **OPM does not stock this item.** This item is stocked for sale by the Superintendent of Documents, GPO, but riding OPM's printing requisition is the most economical way to obtain bulk supplies.

f f u This is the latest edition, March 1995, of the pamphlet which describes the eligibility, benefits, and limitation of disability retirement under the Civil Service Retirement System.

The pamphlet describes annuity computation, medical reviews, earnings while receiving disability benefits, reemployment, future annuity rights, and other information.

This is a 28-page, 89 x 216 mm (3 1/2" x 8 1/2") pamphlet, printed in black ink on white sub. 40 offset book stock with a self cover. The previous printing cost was approximately \$.10 per copy. **OPM does not stock this item**. This item is stocked for sale by the Superintendent of Documents, GPO, but riding OPM's printing requisition is the most economical way to obtain bulk supplies.



This pamphlet, dated October 1995, 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.

This pamphlet is $140 \times 216 \text{ mm}$ (5-1/2" $\times 8$ -1/2"), printed in black ink on white sub. 50 offset book stock with a vellum cover. Since this is a new pamphlet, no previous cost information is available. **OPM will not stock this item.** Therefore, riding OPM's printing requisition is the only way agencies can obtain copies.

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FE B

This form, dated January 1995, is used by employees and annuitants to assign their FEGLI coverage to another person(s), firm(s) or trust(s).

This three-part carbon-interleaf form is 216 x 279 mm (8 1//2" x 11"), printed in black ink on sub. 20 cw writing blue stock. The previous printing cost was \$.10 per hundred. **OPM does not stock this item.** Riding OPM's printing requisition is the only way agencies can obtain copies.

This is the latest edition, February 1995, 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.

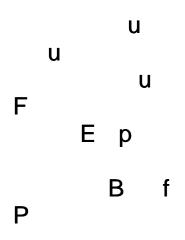
This 32-page pamphlet is $89 \times 216 \text{ mm}$ (3 $1/2" \times 8 \cdot 1/2"$), and is printed in black ink on white sub. 50 offset book stock with a self cover. The previous printing cost was \$.10 per copy. **OPM does not stock this item.** This item is stocked for sale by the Superintendent of Documents, GPO, but riding OPM'S printing requisition is the most economical way to obtain bulk supplies.

This is the first time this item has been offered through the Rider system. This is the latest edition, April 1995. Previous editions are not usable. This is the official Description and Certification of Enrollment in the FEGLI Program. Every employee should have been given one this spring. In addition, all new employees and all employees newly eligible to elect FEGLI must be given a copy. It is 23 pages long and side-stapled. The cost is estimated to be \$.25 per copy. **OPM will not stock this item**. Therefore, riding OPM's printing requisition is the only way agencies can obtain copies.



This is the latest edition, October 1995. It 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 latest information about termination of coverage, eligibility for temporary continuation of coverage, and conversion rights.

This 36-page pamphlet is $89 \times 216 \text{ mm}$ (3 $1/2" \times 8 \times 1/2"$), and is printed in black ink on white sub. 50 offset book stock with a self cover. The previous cost was \$.08 per copy. **OPM does not stock this item**. This item is stocked for sale by the Superintendent of Documents, GPO, but riding OPM'S printing requisition is the most economical way to obtain bulk supplies.



This is the latest edition, June 1992. It describes the conditions individuals must meet in order 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.

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This is a 20-page, 92 x 216 mm (3 5/8" x 8 1/2") pamphlet, printed on 20 lb. CW writing paper with a self cover. The estimated cost is \$.15 per copy. **OPM does not stock this item.** Riding OPM's printing requisition is the only way agencies can obtain copies.

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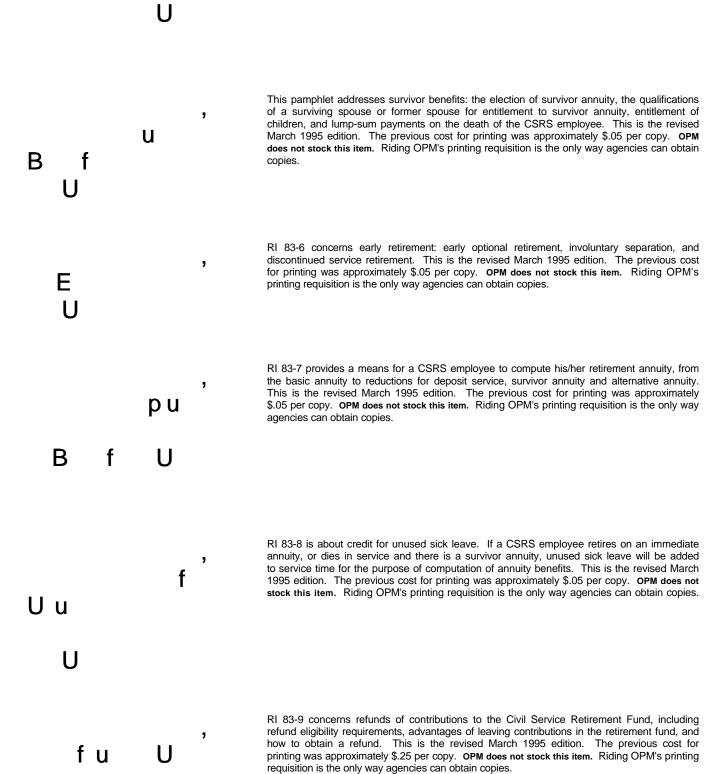
The Retirement Facts pamphlets present concise information on individual aspects of the Civil Service Retirement System (CSRS). The intended audience is current Federal employees who are participating in the Civil Service Retirement System. These pamphlets can also be of value to personnel offices in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

These pamphlets are approximately 96 x 216 mm (3 3/4" x 8 1/2") and range from 4 to 12 pages; they are printed in blue (PMS 287) ink on white sub. 60 offset book stock. **OPM does not stock these items.** Riding OPM's printing requisition is the only way agencies can obtain copies.

This 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 March 1995 edition. Previous editions are not usable. The previous cost of printing was approximately \$.10 per copy. **OPM does not stock this item**. Riding OPM's printing requisition is the only way agencies can obtain copies.

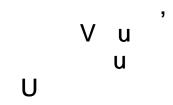
f U Pamphlet RI 83-2 describes credit for military service, waiving military retired pay, and making deposits for military service. This is the revised March 1995 edition. The previous cost for printing was approximately \$.20 per copy. **OPM does not stock this item.** Riding OPM's printing requisition is the only way agencies can obtain copies.

р р U RI 83-3 is directed to those circumstances when a CSRS employee may make deposits and/or redeposits for service credit and annuity computation. This is the revised March 1995 edition. The previous cost for printing was approximately \$.05 per copy. **OPM does not stock this item.** Riding OPM's printing requisition is the only way agencies can obtain copies.



is the only way agencies can obtain copies.

RI 83-4 is dedicated to the subject of disability retirement eligibility and computation of annuity benefits. This is the revised March 1995 edition. The previous cost for printing is approximately \$.10 per copy. **OPM does not stock this item.** Riding OPM's printing requisition



This is the revised March 1995 edition. RI 83-10 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 contributions. The previous cost for printing was approximately \$.05 per copy. **OPM does not stock this item.** Riding OPM's printing requisition is the only way agencies can obtain copies.

, U This April 1991 pamphlet provides a plain language explanation of the important actions that an employee needs to accomplish when preparing for retirement, 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.

This is a 12-page booklet, 140 x 216 mm (5 1/2" x 8 1/2"), printed in blue ink on white sub. 60 offset book stock. The previous printing cost was approximately \$.10 per copy. **OPM does not stock this item.** Riding OPM's printing requisition is the only way agencies can obtain copies.

 This pamphlet contains information about refunds, deferred annuity benefits, conversion privileges for health and life insurance, and temporary extension of FEHB coverage for separating CSRS and CSRS Offset employees who are not eligible for an immediate annuity. This is the revised March 1995 edition. The estimated cost for printing is \$.05 per copy. **OPM does not stock this item.** Riding OPM's printing requisition is the only way agencies can obtain copies.

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This pamphlet, dated March 1995, 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 FEHB and FEGLI. The previous printing cost was approximately \$.10. **OPM does not stock this item.** Riding OPM's printing requisition is the only way agencies can obtain copies.

EW E

This new pamphlet dated October 1995, covers CSRS Offset benefits. It will explain how regular and disability annuities are computed and reduced. Since this is a new pamphlet, no previous cost information is available. **OPM will not stock this item.** Therefore, riding OPM's printing requisition is the only way agencies can obtain copies.

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This new pamphlet dated October 1995 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. Since this is a new pamphlet, no previous cost information is available. **OPM will not stock this item.** Therefore, riding OPM's printing requisition is the only way agencies can obtain copies.

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The CSRS Preretirement Counseling and Seminar Guide consists of a package of materials to be used by Federal personnel offices to counsel employees planning to retire under the Civil Service Retirement System (CSRS). The material may be used for one-on-one sessions or for group seminars, and can also serve as an excellent informational source for personnel officers.

Each module in the package includes a lesson plan, masters from which overhead transparencies can be made, and masters of comprehensive informational handouts which can be photocopied for the employees being counseled. The package includes sections addressing the following topics, each geared to CSRS retirees:

- 1. Instructions to the seminar leader or counselor
- 2. Overview
- 3. Eligibility to retire
- 4. Computation of annuity
- 5. Survivor annuities
- 6. Deposits for civilian and military service
- Alternative form of annuity
- 8. Health Benefits and Life insurance
- 9. Preparing to retire
- 10. Processing of retirements
- 11. Thrift Savings Plan

You may ride separate OPM requisitions for: a) the complete text of the modules listed above; b) tab dividers to be inserted into the package; and c) the printed binder for the package. If desired, you may thereby order a small number of sets of the text (for your printing purposes), and a large number of binders and sets of tab dividers for the copies you make yourself. Other possibilities would be for you to order large numbers of sets of the text, or to order the text without the binders (purchasing your own binders or dividers). Below are descriptions of the three separate items you may order.

- a. Copy of the text of the CSRS Preretirement Guide (approximately 431 pages). This includes all printed pages in the Guide, including each module's lesson plan, masters for transparencies, and masters for informational handouts. The text is printed in black ink on one sided, 50 lb. offset book paper, 216 x 279 mm (8 1/2" X 11"). The pages you receive will be collated and 3-hole punched, so that you may use the clean masters for photocopying. The previous cost for printing was approximately \$4.50 per copy.
- b. Set of tab dividers for the CSRS Preretirement Guide You will receive a set of 11 titled tab dividers for the 11 modules in the package. Dividers are printed on white index paper stock, sub 110, 216 x 279 mm (8 1/2" x 11"), 3-hole punched for inserting into a 3-ring binder. The tab portion of each divider will be laminated with a short title appearing on it. The previous cost for printing was approximately \$.90 per copy.
- c. Binder for the CSRS Guide

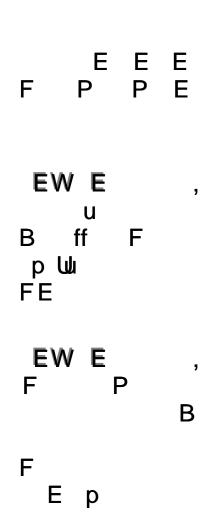
You will receive a handsome yellow, acrylic 3-ring binder, 279 x 292 mm (11" x 11 1/2"), with a 4" spine. The rings will be D-shaped for ease of opening the binder and turning pages. The OPM and CSRS logos will appear in black lettering on the cover and spine. The previous cost for printing was approximately \$3.50 per copy.

OPM does not stock these items. Riding OPM's printing requisition is the only way agencies can obtain copies.

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The Retirement Facts pamphlets, dated October 1995, 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 the Federal



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Employees Retirement System. These pamphlets can also be of value to personnel offices in handling questions from CSRS and FERS employees about various aspects of the systems.

These pamphlets are approximately $152 \times 229 \text{ mm}$ (6" x 9"), and range from 5 to 15 pages; they are printed in black ink on 60 offset book stock with a separate grey vellum cover.. **OPM will not stock this item**. Therefore, riding OPM's printing requisition is the only way agencies can obtain copies.

This new pamphlet covers both CSRS and FERS employees who need information on courtordered benefits for former spouses.

Since this is a new pamphlet, no previous cost information is available. **OPM will not stock this item.** Therefore, riding OPM's printing requisition is the only way agencies can obtain copies.

Since this is a new pamphlet, no previous cost information is available. **OPM will not stock this item.** Therefore, riding OPM's printing requisition is the only way agencies can obtain copies.

This pamphlet is a companion to the **New Item RI 38-126** (For Annuitants). This one gives information for employees when various circumstances in their lives change. It also lets them know who to contact.

Since this is a new pamphlet, no previous cost information is available. **OPM will not stock this item.** Therefore, riding OPM's printing requisition is the only way agencies can obtain copies.

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Each new Federal employee automatically becomes a member of the Federal Employees Retirement System (FERS). This booklet describes the new employee's retirement program, including the Social Security benefit, basic FERS benefit, and Thrift Savings Plan components of the FERS program. This is the new October 1995 revised edition. The October 1995 edition is the only usable edition.

This pamphlet is $152 \times 229 \text{ mm}$ (6" x 9"), and is printed in blue-and-red ink on white sub. 60 offset book stock. The previous cost was approximately \$.20 per copy. **OPM does not stock this item.** This item is stocked for sale by the Superintendent of Documents, GPO, but riding OPM'S printing requisition is the most economical way to obtain bulk supplies.

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This is a newly revised edition, October 1995. 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 90 pages (8 1/2" x 11"). It is printed in blue ink on 60 lb offset book, with a separate vellum cover. **OPM will not stock this item**. Therefore riding OPM's printing requisition is the most economical way to obtain bulk supplies.

f f FE u This is the revised November 1995 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 the FERS retirement 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.

This is a 60-page, 89×216 mm ($3 \times 1/2$ " x $8 \times 1/2$ "), pamphlet, printed in blue ink 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, but riding OPM'S printing requisition is the most economical way to obtain bulk supplies. **OPM does not stock this item**.

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This pamphlet is the FERS counterpart of RI 83-13, described above. This is the March 1995 edition. The estimated cost for printing is \$.15 per copy.

f u This pamphlet is $95 \times 216 \text{ mm}$ ($3 \times 3/4 \times 8 \times 1/2$ ") with 12 pages; it is printed in blue ink (PMS 287) on buff paper. **OPM does not stock this item.** Riding OPM's printing requisition is the only way agencies can obtain copies.

f f FE u u This pamphlet, dated October 1993, describes survivors' entitlement to benefits under FERS; this includes widows, widowers, former spouses, and children of deceased Federal employees and annuitants.

This 36-page pamphlet is 89 x 216 mm (3 1/2" x 8 1/2") and is printed in blue ink on buff colored paper. We estimate the printing cost at \$.30 per copy.

OPM does not stock this item. Riding OPM's printing requisition is the only way agencies can obtain copies.

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This pamphlet dated March 1995 is the FERS counterpart of RI 83-18, described previously. The previous printing cost was \$.10. **OPM does not stock this item**. Riding OPM's printing requisition is the only way agencies can obtain copies.

This pamphlet is 95 x 216 mm (3 3/4" x 8 1/2"); it is printed in blue ink (PMS 287) on buff paper.

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This pamphlet, dated August 1995, 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, 89 x 216 mm (3 1/2" x 8 1/2"), pamphlet, and is printed in blue ink on sub. 50 offset buff stock. We estimate the printing cost at \$.25 per copy. **OPM does not stock this item.** Riding OPM's printing requisition is the only way agencies can obtain copies.



Departments and agencies may order the publications listed in this issue by riding the OPM printing items indicated below. 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 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.

OPM regrets this inconvenience; however, your agency headquarters printing officer may be able to assist you.

Some of the publications listed below may be purchased from the Superintendent of Documents, U.S. Government Printing Office, 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 obtain copies of documents not stocked by the Superintendent of Documents. Superintendent of Documents. Agencies may order a bulk supply from GPO and make their own distribution to component 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.

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PLEASE NOTE: OPM has 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. The items in parentheses are for OPM use only.

553. 554. 555. 556. 557.	Information for Annuitants (ZR00 22) Information for Survivor Annuitants (ZR00 1) Survivor Benefits for Children (ZR00 2) Information for Disability Annuitants (ZR00 23) Life Events and Your Retirement and	RI 20-059 RI 25-026 RI 25-027 RI 30-013	09/93 07/95 11/95 03/95	11/24/95 11/24/95 11/24/95 11/24/95
	Insurance Benefits (for Annuitants) (ZR00 36) Assignment of FEGLI Insurance (ZR00 32) Information for Civil Service Retires About	RI 38-126 RI 76-010	10/95 01/95	11/24/95 11/24/95
560.	the Federal Employee's Group Life Insurance (ZR00 37) FEGLI Booklet (ZR00 38) Information for Civil Service Retirees and Survivor	RI 76-012 RI 76-021	02/95 04/95	11/24/95 11/24/95
561.	Annuitants About the FEHB Program (ZR00 4)	RI 79-002	10/95	11/24/95
	Retirement Pamphlets			
562. 563. 564. 565. 566.	Retirement Facts Pamphlets on CSRS (ZR00 9) Retirement Facts Pamphlet on Military Service Credit (ZR00 10) Retirement Facts Pamphlet on Deposits and Redeposits (ZR00 11) Retirement Facts Pamphlet on Disability Retirement (ZR00 12)	RI 83-001 RI 83-002 RI 83-003 RI 83-004	03/95 03/95 03/95 03/95	11/24/95 11/24/95 11/24/95 11/24/95
567. 568	Retirement Facts Pamphlet on Survivor Benefits (ZR00 13) Retirement Facts Pamphlet on Computing Retirement Retirement Facts Pamphlet on Computing Retirement	RI 83-005 RI 83-006	03/95 03/95	11/24/95 11/24/95
567. 568. 569.	Retirement Facts Pamphlet on Survivor Benefits (ZR00 13) Retirement Facts Pamphlet on Early Retirement (ZR00 14) Retirement Facts Pamphlet on Computing Retirement Benefits (ZR00 15) Retirement Facts Pamphlet on Credit for Unused			

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571. 572. 573.	Retirement Facts Pamphlet on Voluntary Contributions (ZR00 18) Thinking About Retirement? (ZR00 20)	RI 83-010 RI 83-011	03/95 04/91	11/24/95 11/24/95
574. 575. 576. 577. 578. 579. 580.	Information for Separating (ZR00 20) Information for Separating CSRS Employees Who Are Not Eligible for an Immediate Annuity (ZR00 19) CSRS Preretirement Counseling Guide (text) (ZR00 27) CSRS Preretirement Counseling Guide (tab dividers) (ZR00 28) CSRS Preretirement Counseling Guide (binder) (ZR00 29) Information About Reemployment for CSRS Annuitants (ZR00 30) CSRS Offset Retirement Provisions (ZR00 39) Law Enforcement and Firefighter CSRS Retirement (ZR00 40) Court-ordered Benefits for Former Spouses	RI 83-013 RI 83-016 " RI 83-018 RI 83-019 RI 83-020	03/95 06/94 06/94 06/94 03/95 10/95	11/24/95 11/24/95 11/24/95 11/24/95 11/24/95 11/24/95 11/24/95
581.	Court-ordered Benefits for Former Spouses Under CSRS and FERS (ZR00 41) Federal Payments That May Be Available to Federal Employees and Their Families When Employees are Injuried or Die on the Job (ZR00 42)	RI 84-001	10/95	11/24/95
582.	Life Events and Your Retirement and	RI 84-002	10/95	11/24/95
583.	Insurance Benefits (for Employees) (ZROO 43)	RI 84-003	10/95	11/24/95
584. 585. 586. 587. 588.	Insurance Benefits (for Employees) (ZROO 43) Temporary Continuation of Coverage (TCC) Under the Federal Employees Health Benefits Program (ZR00 5) Federal Employees Retirement System (ZR00 6) FERS Transfer Handbook (ZR00 44) Information for FERS Annuitants (ZR00 7) Information for FERS Survivor Annuitants (ZR00 26)	RI 79-027 RI 90-001 RI 90-003 RI 90-008 RI 90-012	06/92 10/95 10/95 11/95 10/93	11/24/95 11/24/95 11/24/95 11/24/95 11/24/95
589. 590.	Information for Separating FERS Employeès Who Are Not Eligible for an Immediate Annuity (ZR00 21) Information About Reemployment for FERS Annuitants (ZR00 31) Information for FERS Disability Annuitants (ZR00 8)	RI 90-011 RI 90-018 RI 98-002	03/95 03/95 08/95	11/24/95 11/24/95 11/24/95

Additional information on the publications listed in this issue may be obtained from the sources listed under inquiries following each listing. If you have any questions or suggestions regarding Riderinfo, please call (202) 606-1844 or (202) 606-1822.