



United States
Office of Personnel Management
Retirement and Insurance Service

Benefits Administration Letter

Number: 98-703

Date: March 16, 1998

Subject: Rider Information

Attached is the March 1998 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 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 April 15, 1998, cutoff date. In order to provide products to our customers on a timely basis, this cutoff date will not be extended. Products will be shipped to agency distribution points beginning May 15. The complete shipping schedule will be posted on our web site at www.opm.gov/asd when it becomes available.

A number of agencies have indicated a need to replenish their stocks of the FERS Transfer Handbook. In order to accomplish this, agencies may order copies from this rider. Also, as a service to our customers who prefer paper copies to electronic ones, this rider includes the recently updated CSRS and FERS Handbook for Personnel and Payroll Offices and the current edition of the Social Security Handbook. The updated CSRS and FERS Handbook also is being made available again on diskettes. Benefits Administration Letter 98-704, also dated March 16, 1998, contains information about how to obtain it.

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

Mary M. Sugar, Chief
Agency Services Division
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

March 1998 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. Those items that are available from the Superintendent of Documents are noted. **OPM does not stock supplies of any of the publications.** If you have any questions about this rider, please call (202) 606-0623 or send email to asd@opm.gov.

The cutoff date for ordering items from this rider is April 15, 1998. In order to provide products to our customers on a timely basis, this date will not be extended. Products will be shipped to agency distribution points beginning May 15. The complete shipping schedule will be posted on our web site at www.opm.gov/asd when it becomes available.

In addition to the pamphlets and brochures that normally are on our rider, for the convenience of our customers, this rider also includes the CSRS and FERS Handbook for Personnel and Payroll Offices and the Social Security Handbook. Both products are available on agency web sites (www.opm.gov/asd/htm/hod.htm and www.ssa.gov for the Social Security Administration). In addition, the OPM Handbook is again available to agencies on diskettes. Information on how to order it is in Benefits Administration Letter 98-704, which is posted on our web site at www.opm.gov/asd. While the Social Security Handbook can be purchased from the Government Printing Office for \$35.00 per copy, purchasing through this rider should allow you to obtain copies at a lower price.

The next opportunity to order products from a RIS rider will be early in Fiscal Year 1999. However many of our publications are now on our web site at www.opm.gov/asd/htm/pub.htm. Since they can be downloaded and printed as needed, this may be a better alternative for items you need in smaller quantities. Items that are on the web site are noted. In addition, several items that are not on this rider because they are currently under revision will be put on the web site when updates are completed.

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

**RI 20-59,
Information for
Annuitants**

This is the revised May 1997 edition. The pamphlet addresses those questions about benefits under the Civil Service Retirement System most frequently asked by retirees and their families.

This 36-page pamphlet is 89 x 216 mm (3 1/2" x 8 1/2") 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 approximately \$.50 per copy. This item also is stocked for sale by the Superintendent of Documents, GPO.

**RI 25-26,
Information for
Survivor
Annuitants**

This is the revised February 1998 edition. 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 32-page pamphlet is 89 x 216 mm (3 1/2" x 8 1/2") and is printed in two color ink, black and teal (PMS 314), on white sub. 50 offset book stock with a self cover. The printing cost is approximately \$.15 per copy. This item also is stocked for sale by the Superintendent of Documents, GPO.

**RI 25-27,
Survivor Benefits
for Children**

This is the revised April 1997 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 24-page pamphlet is 89 x 216 mm (3 1/2" x 8 1/2") 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 also is stocked for sale by the Superintendent of Documents, GPO.

**RI 76-10,
Assignment of
FEGLI Insurance**

This form, dated January 1995, is used by employees and annuitants to assign their Federal Employees' Group Life Insurance 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.

**RI 76-12,
Information for Civil
Service Retirees
About the Federal
Employee's Group Life
Insurance**

This is the revised March 1997 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.

This 32-page pamphlet is 89 x 216 mm (3 1/2" x 8 1/2"), 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 on our web site at www.opm.gov/asd/htm/pub.htm. This item also is stocked for sale by the Superintendent of Documents, GPO.

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

This is the revised June 1997 edition. (The revision was for cover color only.) 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.

This is a 20-page, 89 x 216 mm (3 1/2" x 8 1/2") 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 be of value to personnel offices in handling questions from CSRS employees about various aspects of the CSRS.

These pamphlets are approximately 89 x 216 mm (3 1/2" x 8 1/2") and range from 4 to 20 pages; they are printed in two color ink, black and teal (PMS 314), on white sub. 50 lb. offset book stock.

**RI 83-1,
The Civil Service
Retirement System**

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 October 1997 edition. The previous cost of printing was approximately \$.10 per copy. This item is on our web site at www.opm.gov/asd/htm/pub.htm.

**RI 83-2,
Credit for Military
Service Under the CSRS**

Pamphlet RI 83-2 describes credit for military service, waiving military retired pay, and making deposits for military service. This is the revised October 1997 edition. The previous cost for printing was approximately \$.20 per copy. This item is on our web site at www.opm.gov/asd/htm/pub.htm.

**RI 83-3,
Deposits and
Redeposits Under the CSRS**

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 October 1997 edition. The previous cost for printing was approximately \$.05 per copy.

**RI 83-4,
Disability
Retirement Under the CSRS**

RI 83-4 is dedicated to the subject of disability retirement eligibility and computation of annuity benefits. This is the revised October 1997 edition. The previous cost for printing was approximately \$.10 per copy. This item is on our web site at www.opm.gov/asd/htm/pub.htm.

**RI 83-5,
Survivor Benefits
Under the CSRS**

This pamphlet 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 revised October 1997 edition. The previous cost for printing was approximately \$.05 per copy.

**RI 83-6,
Early Retirement
Under the CSRS**

RI 83-6 concerns early retirement: early optional retirement, involuntary separation, and discontinued service retirement. This is the revised October 1997 edition. The previous cost for printing was approximately \$.05 per copy. This item is on our web site at www.opm.gov/asd/htm/pub.htm.

**RI 83-7,
Computing Retirement
Benefits Under the CSRS**

RI 83-7 provides a means for a CSRS employee to compute his/her retirement annuity, from the basic annuity to reductions for deposit service, survivor annuity and alternative annuity. This is the revised October 1997 edition. The previous cost for printing was approximately \$.05 per copy.

**RI 83-8,
Credit for Unused
Sick Leave
Under the CSRS**

RI 83-8 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 for the purpose of computation of annuity benefits. This is the revised October 1997 edition. The previous cost for printing was approximately \$.05 per copy. This item is on our web site at www.opm.gov/asd/htm/pub.htm.

**RI 83-9,
Refunds Under the CSRS**

RI 83-9 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 revised June 1997 edition. The previous cost for printing was approximately \$.25 per copy.

**RI 83-10,
Voluntary
Contributions
Under the CSRS**

This is the revised October 1997 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. This item is on our web site at www.opm.gov/asd/htm/pub.htm.

**RI 83-11,
Thinking About
Retirement**

This October 1997 revision 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 20-page booklet, 140 x 216 mm (5 1/2" x 8 1/2"), printed in two color ink, black and teal (PMS 314), ink on white sub. 60 offset book stock. The previous printing cost was approximately \$.10 per copy. This item is on our web site at www.opm.gov/asd/htm/pub.htm.

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

This pamphlet 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 revised October 1997 edition. The estimated cost for printing is \$.05 per copy. This item is on our web site at www.opm.gov/asd/htm/pub.htm.

**RI 83-18,
Information About
Reemployment for
CSRS Annuitants**

This pamphlet, revised October 1997, 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.

**RI 83-19,
CSRS Offset
Retirement Provisions**

This pamphlet, revised October 1997, covers CSRS Offset benefits. It explains how regular and disability annuities are computed and reduced. The previous printing cost was approximately \$.15 per copy.

**RI 83-20,
Law Enforcement and
Firefighter CSRS Retirement**

This pamphlet, revised October 1997, 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.

**RI 84,
RETIREMENT FACTS
PAMPHLETS**

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 the Federal 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 x 229 mm (6" x 9"), and are 20 pages; they are printed in two color ink, black and teal or black and magenta, on 60 offset book stock.

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

This pamphlet, revised October 1997, covers both CSRS and FERS employees who need information on court-ordered benefits for former spouses.

The previous printing cost was approximately \$.10 per copy. This item is on our web site at www.opm.gov/asd/html/pub.htm.

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

This pamphlet, revised October 1997, 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 printing cost was approximately \$.10 per copy. This item is on our web site at www.opm.gov/asd/html/pub.htm.

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

This pamphlet, revised October 1997, 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 printing cost was approximately \$.10 per copy.

**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 employee's retirement program, including the Social Security benefit, basic FERS benefit, and Thrift Savings Plan components of the FERS program. This is the October 1997 revised edition.

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 item is on our web site at www.opm.gov/asd/html/pub.htm, and also is stocked for sale by the Superintendent of Documents, GPO. This item is on our web site at www.opm.gov/asd/html/pub.htm.

**RI 90-3,
FERS Transfer
Handbook**

This is the revised March 1998 edition. 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.

**RI 90-8,
Information for FERS
Annuitants**

This is the revised February 1998 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 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 above. This is the revised October 1997 edition. 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
Annuitants**

This pamphlet, revised October 1997, describes survivors' entitlement to benefits under FERS; this includes widows, widowers, former spouses, and children of deceased Federal employees and annuitants.

This 44-page pamphlet is 89 x 216 mm (3 1/2" x 8 1/2") and is printed in two color ink, black and magenta (PMS 234), on sub. 50 offset book buff colored paper. We estimate the printing cost at \$.30 per copy.

**RI 90-18
Information About
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.

This pamphlet is a 16-page, 89 x 216 mm (3 1/2" x 8 1/2"); 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 July 1997, 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 two color ink, black and magenta (PMS 234), on sub. 50 offset book buff stock. We estimate the printing cost at \$.25 per copy.

**CSRS and FERS
Handbook for
Personnel and
Payroll Offices**

The CSRS and FERS Handbook for Personnel and Payroll Offices (formerly Federal Personnel Supplement 830-1) contains the instructions needed to administer basic benefits under CSRS and FERS. This is a one-time reprint of the entire 2400 page handbook.

The handbook also is available on our web site at www.opm.gov/asd/htm/hod.htm. In addition it is available again on diskettes as the Handbook on Disk with search capabilities and hypertext links.

**Social Security Handbook
SSA Pub. No. 65-008**

The Social Security Handbook, prepared by the Social Security Administration, is a basic tool for personnelists who need to answer employee's 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.

**SF 3109
Election of Coverage: FERS
(FERS Transfer form)**

This form must be given to all employees who have an opportunity to transfer to FERS. A tear-off receipt copy provides proof that the employee was notified of the opportunity to transfer to FERS. The completed election form is official documentation of an employee's decision to retain current retirement coverage or to switch to FERS.

Ordering, Cost Estimate and Distribution Information

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 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 below 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 obtain printed copies of documents not stocked by the 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.

Item No. FY 98	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.

1.	Information for Annuitants	RI 20-059	05/97	04/15/98
2.	Information for Survivor Annuitants	RI 25-026	02/98	04/15/98
3.	Survivor Benefits for Children	RI 25-027	04/97	04/15/98
4.	Assignment of FEGLI Insurance)	RI 76-010	01/95	04/15/98

Retirement Pamphlets

5.	Retirement Facts Pamphlets on CSRS	RI 83-001	10/97	04/15/98
6.	Retirement Facts Pamphlet on Military Service Credit	RI 83-002	10/97	04/15/98
7.	Retirement Facts Pamphlet on Deposits and Redeposits	RI 83-003	10/97	04/15/98
8.	Retirement Facts Pamphlet on Disability Retirement	RI 83-004	10/97	04/15/98
9.	Retirement Facts Pamphlet on Survivor Benefits	RI 83-005	10/97	04/15/98
10.	Retirement Facts Pamphlet on Early Retirement	RI 83-006	10/97	04/15/98
11.	Retirement Facts Pamphlet on Computing Retirement Benefits	RI 83-007	10/97	04/15/98
12.	Retirement Facts Pamphlet on Credit for Unused Sick Leave	RI 83-008	10/97	04/15/98
13.	Retirement Facts Pamphlet on Refunds	RI 83-009	10/97	04/15/98
14.	Retirement Facts Pamphlet on Voluntary Contributions	RI 83-010	10/97	04/15/98
15.	Thinking About Retirement?	RI 83-011	10/97	04/15/98
16.	Information for Separating CSRS Employees Who Are Not Eligible for an Immediate Annuity	RI 83-013	10/97	04/15/98
17.	Information About Reemployment for CSRS Annuitants	RI 83-018	10/97	04/15/98
18.	CSRS Offset Retirement Provisions	RI 83-019	10/97	04/15/98

Item No. FY 98	Publication Title	ID Number	Refer to Edition	Cutoff Date to GPO (SF 1)
19.	Law Enforcement and Firefighter CSRS Retirement	RI 83-020	10/97	04/15/98
20.	Court-ordered Benefits for Former Spouses Under CSRS and FERS	RI 84-001	10/97	04/15/98
21.	Work-Related Injuries and Fatalities--What You and Your Family Need to Know About Your Benefits	RI 84-002	10/97	04/15/98
22.	Life Events and Your Retirement and Insurance Benefits (for Employees)	RI 84-003	10/97	04/15/98
23.	Temporary Continuation of Coverage (TCC) Under the Federal Employees Health Benefits Program	RI 79-027	06/97	04/15/98
24.	Federal Employees Retirement System	RI 90-001	10/97	04/15/98
25.	FERS Transfer Handbook	RI 90-003	10/97	04/15/98
26.	Information for FERS Annuitants	RI 90-008	02/98	04/15/98
27.	Information for FERS Survivor Annuitants	RI 90-012	10/97	04/15/98
28.	Information for Separating FERS Employees Who Are Not Eligible for an Immediate Annuity	RI 90-011	10/97	04/15/98
29.	Information About Reemployment for FERS Annuitants	RI 90-018	10/97	04/15/98
30.	Information for FERS Disability Annuitants	RI 98-002	07/97	04/15/98
31.	CSRS and FERS Handbook for Personnel and Payroll Offices		03/98	04/15/98
32.	Social Security Handbook (SSA Pub. No. 65-008)		1997	04/15/98
33.	Election of Coverage: FERS	SF 3109	07/89	04/15/98

Additional information on the publications listed in this issue, 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 asd@opm.gov.