Attached is the June 1997 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 on the attached list by riding the Office of Personnel Management's requisition. Field and regional offices should submit their requirements to their department or agency Washington, D.C., area headquarters printing office before August 15, 1997, which is the cutoff date. For further information, call (202) 606-1844 or send e-mail to asd@opm.gov.

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
June 1997 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 e-mail to asd@opm.gov.

**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 2 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 June 1997 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 28-page pamphlet is 89 x 216 mm (3 1/2” x 8 1/2”) and is printed in 2 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 20-page pamphlet is 89 x 216 mm (3 1/2” x 8 1/2”) and is printed in 2 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 30-13, Information for Disability Annuitants**

This is the revised June 1997 edition of the pamphlet which describes the eligibility, benefits, and limitation of disability retirement under the Civil Service Retirement System including annuity computation, medical reviews, earnings while receiving disability benefits, reemployment, future annuity rights, and other information.

This is approximately a 28-page, 89 x 216 mm (3 1/2” x 8 1/2”) pamphlet, printed in 2 color ink, black and teal (PMS 314), on white sub. 50 offset book stock with a self cover. The previous printing cost was approximately $.10 per copy. This item also is stocked for sale by the Superintendent of Documents, GPO.
This pamphlet, revised June 1997, 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 x 216 mm (7" x 8-1/2"), printed in 2 colors, on white sub. 50 offset book stock with a vellum cover. The previous printing cost was approximately $.15 per copy.

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.

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

This is the revised June 1997 edition. 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 pamphlet is approximately 36 pages, 89 x 216 mm (3 1/2" x 8 1/2"), and is printed in 2 color ink, black and teal (PMS 314), on white sub. 50 offset book stock with a self cover. The previous cost was $.08 per copy. This item also is stocked for sale by the Superintendent of Documents, GPO.

This is the revised June 1997 edition. (The revision is 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, 92 x 216 mm (3 5/8" x 8 1/2") pamphlet, printed in 2 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.
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 2 color ink, black and teal (PMS 314), on white sub. 60 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 June 1997 edition. The previous cost of printing was approximately $.10 per copy.

**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 June 1997 edition. The previous cost for printing was approximately $.20 per copy.

**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 June 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 June 1997 edition. The previous cost for printing was approximately $.10 per copy.

**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 June 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 June 1997 edition. The previous cost for printing was approximately $.05 per copy.

**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 June 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 June 1997 edition. The previous cost for printing was approximately $0.05 per copy.

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 $0.25 per copy.

RI 83-10, Voluntary Contributions Under the CSRS

This is the revised June 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 $0.05 per copy.

RI 83-11, Thinking About Retirement

This June 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 12-page booklet, 140 x 216 mm (5 1/2" x 8 1/2"), printed in 2 color ink, black and teal (PMS 314), ink on white sub. 60 offset book stock. The previous printing cost was approximately $0.10 per copy.

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 FEHB coverage for separating CSRS and CSRS Offset employees who are not eligible for an immediate annuity. This is the revised June 1997 edition. The estimated cost for printing is $0.05 per copy.

RI 83-18, Information About Reemployment for CSRS Annuitants

This pamphlet, revised June 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 FEHB and FEGLI. The previous printing cost was approximately $0.10 per copy.

RI 83-19, CSRS Offset Retirement Provisions

This pamphlet, revised June 1997, covers CSRS Offset benefits. It explains how regular and disability annuities are computed and reduced. The previous printing cost was approximately $0.15 per copy.

RI 83-20, Law Enforcement and Firefighter CSRS Retirement

This pamphlet, revised 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.

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
7. 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 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
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 range from 4 to 16 pages; they are printed in 2 color ink, black and on 60 offset book stock with a separate vellum cover.

This pamphlet, revised June 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 pamphlet, revised June 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 pamphlet, revised June 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.

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

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

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 June 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 also is stocked for sale by the Superintendent of Documents, GPO.
RI 90-3, FERS Transfer Handbook

This is the revised June 1997 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 76 pages (8 1/2" x 11"). It is printed in 3 color ink, black, teal and magenta, on 60 lb offset book, with a separate litho cover. The previous printing cost was approximately $.47 per copy.

RI 90-8, Information for FERS Annuitants

This is the revised June 1997 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 2 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 June 1997 edition. The estimated cost for printing is $.15 per copy.

This pamphlet is 95 x 216 mm (3 3/4" x 8 1/2") with 12 pages; it is printed in 2 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 June 1997, 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 2 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 June 1997 is the FERS counterpart of RI 83-18, described previously. The previous printing cost was $.10.

This pamphlet is a 12-page, 95 x 216 mm (3 3/4" x 8 1/2"); it is printed in 2 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 June 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 2 color ink, black and magenta (PMS 234), on sub. 50 offset book buff stock. We estimate the printing cost at $.25 per copy.
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 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.

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 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.

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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.
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<td>08/15/97</td>
</tr>
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<td>33.</td>
<td>Information for FERS Annuitants (ZR00 7)</td>
<td>RI 90-008</td>
<td>06/97</td>
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<td>34.</td>
<td>Information for FERS Survivor Annuitants (ZR00 26)</td>
<td>RI 90-012</td>
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<td>35.</td>
<td>Information for Separating FERS Employees Who Are Not Eligible for an Immediate Annuity (ZR00 21)</td>
<td>RI 90-011</td>
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<td>36.</td>
<td>Information About Reemployment for FERS Annuitants (ZR00 31)</td>
<td>RI 90-018</td>
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<td>37.</td>
<td>Information for FERS Disability Annuitants (ZR00 8)</td>
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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 (202) 606-0623.