

## United States Office of Personnel Management

# Rider Information

*November 2001 List of Upcoming OPM Publications*

(Rider Information was not published in October 2001)

### Career Service and Retirement Certificates

These are the same certificates announced in the May 2001 Rider Info. Please do not Submit Duplicate Requisitions.

The U.S. Office of Personnel Management is offering Career Service and Retirement Certificates for agencies use through the Government Printing Office (GPO). Intended to be used with career service and retirement emblems, the certificates will be available in two sizes: 203 x 254 mm and 216 x 279 mm (8"x 10" and 8½" x 11") to accommodate either a folder or frame.

Certificates for 5, 10, and 15 years of service will be embossed in bronze; 20- and 25-year certificates will be embossed in silver, 30-, 35-, 40-, 45-, and 50-year certificates will be gold embossed. For agencies that are unfamiliar with these certificates, a sample copy may be obtained by calling OPM's Incentive Awards Division, (202) 606-2720.

Agencies may obtain these certificates by riding OPM's printing requisitions. (Note: Each certificate has a different item number.) These certificates are not stocked by the Government Printing Office, so riding OPM's order is the only way to obtain copies. Attached to this Rider Info is an order form which is to be submitted along with the agency's rider requisition to GPO.

In placing orders, agencies are encouraged to anticipate their needs over a 12-month period and order accordingly. The previous printing cost was \$12.50 per 50 copies.

**Inquiries:** *Workforce Compensation and Performance Service*  
(202) 606-2720.

(Continued on the next page)

# 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.

**PLEASE NOTE:** OPM 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 that varies greatly. Depending upon the specifications of the publication and the total quantity ordered. 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 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 requisition(s). 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 office before submitting any paperwork. GPO will return all requisitions sent directly from field or regional offices

**PLEASE NOTE:** 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. The commodity codes in parentheses are for OPM use only.

FY 02 Item No.	Publication Title	ID Number	Refer To Edition Date	Requisition (SF-1) To GPO By
<b>Federal Career Services and Retirement Certificates</b>				
	Career Service Certificates			
1151	.....Size 8" x 10".....	(T012-00-0000014)	... (5-Yr.) .....	WPS-101 ..... 1/11/02
1152	.....	(T012-00-0000015)	... (10-Yr.) .....	WPS-102 ..... 1/11/02
1153	.....	(T012-00-0000016)	... (15-Yr.) .....	WPS-103 ..... 1/11/02
1154	.....	(T012-00-0000017)	... (20-Yr.) .....	WPS-104 ..... 1/11/02
1155	.....	(T012-00-0000018)	... (25-Yr.) .....	WPS-105 ..... 1/11/02
1156	.....	(T012-00-0000019)	... (30-Yr.) .....	WPS-106 ..... 1/11/02
1157	.....	(T012-00-0000020)	... (35-Yr.) .....	WPS-107 ..... 1/11/02
1158	.....	(T012-00-0000021)	... (40-Yr.) .....	WPS-108 ..... 1/11/02
1159	.....	(T012-00-0000022)	... (45-Yr.) .....	WPS-109 ..... 1/11/02
1160	.....	(T012-00-0000023)	... (50-Yr.) .....	WPS-110 ..... 1/11/02
1161	Retirement Certificates	(T012-00-0000035)	... .....	WPS-111 ..... 1/11/02
1162	.....Size 8" x 11".....	(T012-00-0000024)	... (5-Yr.) .....	WPS-101A ..... 1/11/02
1163	.....	(T012-00-0000025)	... (10-Yr.) .....	WPS-102A ..... 1/11/02
1164	.....	(T012-00-0000026)	... (15-Yr.) .....	WPS-103A ..... 1/11/02
1165	.....	(T012-00-0000027)	... (20-Yr.) .....	WPS-104A ..... 1/11/02
1166	.....	(T012-00-0000028)	... (25-Yr.) .....	WPS-105A ..... 1/11/02
1167	.....	(T012-00-0000029)	... (30-Yr.) .....	WPS-106A ..... 1/11/02
1168	.....	(T012-00-0000030)	... (35-Yr.) .....	WPS-107A ..... 1/11/02
1169	.....	(T012-00-0000031)	... (40-Yr.) .....	WPS-108A ..... 1/11/02
1170	.....	(T012-00-0000032)	... (45-Yr.) .....	WPS-109A ..... 1/11/02
1171	.....	(T012-00-0000033)	... (50-Yr.) .....	WPS-110A ..... 1/11/02
1172	..Retirement Certificates..	(T012-00-0000034)	... .....	WPS-111A ..... 1/11/02

**(See Order Form Attached for Items Nos. 1151 through 1172)**

Any 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 regard Rider Info, please call (202) 606-1844.

**FY 2002 OPM Federal Service and Retirement  
Certificates**

(November 2001 Rider Information Attachment)

Please fill out the following form to order various quantities of the titles listed below and attach it to your SF-1, Requisition for Printing and Binding. Only one requisition number is necessary per request if this form is used. One delivery address is recommended; additional ones may be attached to this form.

Agency \_\_\_\_\_

REQ# \_\_\_\_\_ B.A.C. \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

<i>Item Nos.</i>	<i>Certificate Titles</i>	<i>Quantity # of each</i>	
		<i>8" X 10"</i>	<i>8 1/2" X 11"</i>
1151/1162	5-Year (bronze)		
1152/1163	10-Year "		
1153/1164	15-Year "		
1154/1165	20-Year (silver)		
1155/1166	25-Year "		
1156/1167	30-Year (gold)		
1157/1168	35-Year "		
1158/1169	40-Year "		
1159/1170	45-Year "		
1160/1171	50-Year "		
1161/1172	Retirement		

Deliver To: \_\_\_\_\_

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