

## SERVICE OFFICER REFERENCE MATERIAL

Suggested reference materials are:

The NARFE FH-10 Service Officer Guide

It can be downloaded from NARFE at <http://www.narfe.org/pdf/fh-10.pdf> or the print version ordered at <http://www.narfe.org/oam/F-18.cfm> Either way it is free.

The Federal Employees Almanac

<https://catalog.federaldaily.com/ProductDetails.aspx?ID=79882&PNO=FEAL13> The price of the 2013 Federal Employees Almanac is \$23.95 + \$8.00 Shipping and Handling for a total price of \$31.95. For telephone orders call 1-800-989-3363.

NARFE book called "Questions and Answers"

A compilation of the most common questions and answers from NARFE Magazines.

<http://www.narfe.org/pdf/QandAOrderform.pdf> The price for the Questions and Answers Book is \$10.00. No charge for Shipping and Handling. No Phone Orders.

Several booklets are available free of charge from OPM: RI 20-59, Information for Annuitants; RI 25-26, Information for Survivor Annuitants; RI 38-126, Life Events and Your Retirement and Insurance Benefits (For Annuitants); RI 76-12, FEGLI (Life Insurance) Information for Retirees and Their Families. To request OPM booklets call OPM at 1-888-767-6738. *Actually, I'm not sure these booklets are still available in hard copy form. They can all be found on the OPM web site though.*

OPM has an excellent web site that is a very complete resource for federal annuitants and their families and provides an alternate means for reporting deaths in addition to the many other helpful tools and references it contains. The address is <http://www.opm.gov/retirement-services/>

It also has a wealth of information for current federal employees, including a schedule for counting down to retirement with information about events to verify and things to do as retirement draws nearer.