

*Office of Personnel Management*  
*Retirement and Insurance Service*



1920



1954



1959



1986

**Benefits Administration Letter**

*Number: 95-708*

*Date: June 2, 1995*

**SUBJECT:** Availability of Retirement Video  
*Benefits ... Get Serious*

**GENERAL**

We are pleased to announce the availability of the video "**Benefits ... Get Serious**". This 12-minute video developed by our office emphasizes the flexibility in the Federal employee benefits package to meet employees' needs throughout their lives, and through life events such as marriage, the arrival of children, or divorce.

The video focuses on the retirement, health insurance, and life insurance components of the benefits package. It points out that, while some changes occur automatically, others require employees to take action--sometimes within certain timeframes.

The video is intended for use either as part of employee briefings or for viewing by individual employees.

The reactions of agency benefits officers who previewed the video have been very positive. They say that it is well done, has an appropriate amount of technical information, and enough entertainment value to keep people's attention. An open-captioned version is available.

ORDERING  
INFORMATION

We will provide one copy to the agency retirement counselor in each agency. Agencies can purchase additional copies of the video. Pricing is as follows:

1-5 copies, \$25 each;

6-10 copies, \$20 each;

11 or more copies, \$15 each.

An order form is attached.

Mary M. Sugar, Chief  
Agency Services Division

# Benefits ... Get Serious ORDER FORM

*Benefits ... Get Serious* is a 12-minute video developed by the Agency Services Division of the Retirement and Insurance Service emphasizes the flexibility in the Federal employee benefits package to meet employees' need throughout their lives, and through life events such as marriage, the arrival of children, or divorce. The video is intended for use either as part of employee briefings or for viewing by individual employees.

An open-captioned version is also available.

YES, please send me *Benefits ... Get Serious*

**TOTAL** Number of copies ordered. \_\_\_\_\_

Number of **OPEN-CAPTIONED** copies ordered. \_\_\_\_\_

The total cost of my order is \$ \_\_\_\_\_ .     1-5 copies, \$25 each;  
6-10 copies, \$20 each;  
11 or more copies, \$15 each.

Name \_\_\_\_\_

Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Please enclose a check payable to OPM with order form. Unfortunately we are not able to handle credit card purchases.

Send all order forms and checks to:

**Attn: Retirement Video  
Agency Services Division  
P.O. Box 57  
U.S. Office of Personnel Management  
Washington, D.C. 20044**

If you are a **Federal** Agency and would prefer to be billed, you may fax your order to 202-606-1108. Please provide the following information:

Agency Location Code (ALC) - \_\_\_\_\_

Agency Accounting Data - \_\_\_\_\_

(include all accounting information required for proper billing, such as Document/Purchase Order/Requisition No., Index/Dept. code)