

# United States Office of Personnel Management

# Rider Information

*November 2005 List of Upcoming OPM Publications*  
 (Rider Information was not published in September and October 2005)

## Merit System Principles Wallet Card

The Office of Personnel Management is offering a reprint of The Merit System Principles Wallet Card. The Card is a credit card sized durable plastic card listing the adapted language of all nine Merit System Principles and twelve Prohibited Personnel Practices printed in two colors. This is a quick reference tool that can be used as a handout or as a mailer to promote Merit System Principles awareness. For example, agencies may find it helpful to distribute the wallet cards as part of employee orientation, Merit System Principles training, management development, or supervisory training programs. The wallet cards cost approximately \$0.20 each.

**Inquiries:** *Human Capital Leadership and Merit System Accountability, Wanda Baez (202) 606-1861.*

## 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 cost by using the information given in the description of each publication. 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 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 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.

**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.

FY 05		ID	Refer To	Requisition (SF-1)
Item No.	Publication Title	Number	Edition Date	To GPO By
1396	Merit System Principles Wallet Cards	MSE-02-01	5/2002	11/21/2005

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 regarding Rider Information, please call (202) 606-1844.