

CIRCULAR LETTER NO. 529

May 1, 2003

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Fiscal Year 2004 Open Requisitions

This letter is to notify you that **now is the time** to submit open requisitions for Fiscal Year 2004. To allow sufficient time for processing and enable us to provide timely feedback to our customers, we have established a cut-off date of **June 27, 2003**, for all open requisitions. **Open requisitions for noncongressional products received after this date will not be processed until all previously submitted requisitions have been processed (which could be after October 1, 2003).** See the “Congressional Materials” enclosure for important information regarding GPO’s receipt of open requisitions for Congressional products.

*NOTE:* We are experiencing an increase in duplicate requisitions for the same item. Please DO NOT mail and/or fax duplicate requisitions for the same item, unless instructed to do so.

To help us avoid problems or delays in processing your requisitions, please ensure that:

- The total quantity of each product and the quantity totals indicated on distribution lists agree.
- Delivery addresses, names, and telephone numbers of persons indicated on distribution lists are complete and have been verified as current. This will help avoid the loss or misdelivery of your products.

The following information **must** appear on each requisition:

- The previous year's requisition number and jacket number. This information is used to cross-check that all your requirements are in. If your requisition is for a new requirement, indicate so on your requisition.
- Your Billing Address Code (BAC), which is necessary to properly identify your order.

Open requisitions for Fiscal Year 2004 should be submitted to GPO through your agency's Washington, DC, headquarters office. Open requisitions and riders for **Regional** programs

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should be sent directly to the appropriate **Region**, not to the Central Office. In addition, consolidation to one distribution location **per agency address** in lieu of multiple room addresses would be greatly appreciated. See the "Congressional Materials" enclosure for important information regarding the delivery of Congressional products. Please note that **open requisition numbers for Fiscal Year 2004 should begin with the prefix 4 (e.g., 4-00001)**.

Requisitions should be submitted for items such as continuance of commercial term contracts, current work programs, dated periodicals, Congressional material, mailings by the Superintendent of Documents (SuDocs), orders for Paper and Materials Control Section, and standing riders (not one-time riders) for materials ordered by other agencies on a continuing basis. (See the following listing of materials for which GPO accepts open requisitions.)

Inquiries concerning ordering of Congressional materials may be directed to Ms. Ann Bennett, 202-512-0224, Congressional Printing Management Division. Any other inquiries concerning this letter may be directed to Ms. Robin Bilger, 202-512-0244, or Mr. Joseph Moore, 202-512-0296, Departmental Account Representative Division.

Sincerely,

JIM BRADLEY  
Managing Director, Customer Services

Enclosure

**Separate rider requisitions are collected by GPO for the following Fiscal Year 2004 titles:**

**OPM**

**(Item #)**

**TITLE**

1235. Notice and Posting System

1236. Salary Table No. 2004, Executive Branch of the Government  
Also available at: <http://www.opm.gov/oca>

1237. OPM Organizational Directory of Key Officials

The following publications are no longer available in a paper format, but may be found at the Web site indicated:

Classification, Compensation and Performance Reference Library  
<http://www.opm.gov/fedclass>

Digest of Significant Classification Decisions and Opinions  
<http://www.opm.gov/classapp>

Handbook of Occupational Groups and Families  
<http://www.opm.gov/classapp>

U.S. Code, Title 5  
<http://www.gpoaccess.gov>

Federal Civilian Workforce Statistics - Employment and Trends  
<http://www.opm.gov/feddata/html/empt.html>

Significant Cases  
<http://www.opm.gov/lmr/sc/index.html>

Operating Manual - SF-113 Summary Data Reporting System  
<http://www.opm.gov/feddata/reporting.asp>

Operating Manual - The Guide to Processing Personnel Actions  
<http://www.opm.gov/feddata/persdoc.html>

Operating Manual - The Guide to Personnel Recordkeeping  
<http://www.opm.gov/feddata/persdoc.html>

Continued: The following publications are no longer available in a paper format, but may be found at the Web site indicated:

Operating Manual - The Federal Wage System

<http://www.opm.gov/oca/wage/>

Operating Manual - The Federal Wage System Nonappropriated Funds

<http://www.opm.gov/oca/wage/>

Operating Manual - Qualification Standards for General Schedule Positions

<http://www.opm.gov/qualifications/>

### **MISCELLANEOUS**

DLA	Directory of DCAA Offices
FERC	Federal Energy Reports
FERC	Federal Energy Guidelines, Statutes and Regulations
GSA	List of Parties Excluded From Federal Procurement or Nonprocurement Prog.
GSA	Federal Travel Regulations and Subsequent Changes
GSA	Commuted Rate Schedule
GSA	Federal Acquisition Circulars
LABOR	General Wage Determinations Issued Under Davis-Bacon and Related Acts
LABOR	Occupational Outlook Handbook
NARA	NARA Bulletin

### **CONGRESSIONAL**

GPO	Daily Congressional Record
GPO	Bound Congressional Record

### **FEDERAL REGISTER**

For publishing in the Federal Register  
For publishing in the Code of Federal Regulations

## Congressional Materials

**Congressional requisitions should be submitted to GPO by June 27, 2003. Requisitions received after August 29, 2003, will not be processed until April the following calendar year (2004).** Before selecting Congressional materials, please review your needs and consider utilizing *GPO Access* in lieu of ordering paper products. All of the products listed below are available on *GPO Access* (<http://www.gpoaccess.gov/legislative.html>) with the exception of the House and Senate Telephone Directories (under “Special Items”) and the House Hearings (under “Appropriation Materials Relating To”).

NOTICE: An agency’s appropriations may be combined with other agencies under the Deficiency and/or Supplemental Appropriations. It is the agency’s responsibility to notify the Congressional Printing Management Division (202-512-0224) when this occurs in order to ensure proper agency distribution.

Use the following list of categories and subject headings to order standing quantities of Congressional materials for Fiscal Year 2004. The completed GPO order form provided will be the only order form accepted by GPO, along with the department requisition. A separate requisition indicating "As ordered" (entered in the quantity block) should be submitted to request copies of individual publications. The actual quantity should be indicated at the time the order is placed when calling the Congressional Printing Management Division at 202-512-0224. Be sure to specify the previous year’s requisition number on the “As ordered” requisitions.

Ordering agencies must specify a single address per requisition and all copies will be shipped in bulk to that address. It is then the agencies' responsibility to redistribute them to individual offices. **Please carefully indicate quantities of each item required.**

If copies of all Hearings are desired (both Appropriation and Non-appropriation) enter quantity here \_\_\_\_\_. (If different quantities are required, use the listing below and on the next page.)

### APPROPRIATION MATERIALS RELATING TO:

	<u>House Hearings</u>	<u>Senate Hearings</u>	<u>Bills</u>	<u>Reports</u>	<u>Laws</u>
1. Agriculture and Related Agencies.....	_____	_____	_____	_____	_____
2. Commerce-Justice-State-Judiciary-Related Agencies.....	_____	_____	_____	_____	_____
3. Defense.....	_____	_____	_____	_____	_____
4. Deficiency and/or Supplemental Appropriation.....	_____	_____	_____	_____	_____
5. District of Columbia.....	_____	_____	_____	_____	_____
6. Energy and Water Development.....	_____	_____	_____	_____	_____
7. Foreign Operations.....	_____	_____	_____	_____	_____
8. Homeland Security.....	_____	_____	_____	_____	_____
9. HUD-Independent Agencies.....	_____	_____	_____	_____	_____
10. Interior.....	_____	_____	_____	_____	_____
11. Labor-HHS-Education-Related Agencies.....	_____	_____	_____	_____	_____
12. Legislative.....	_____	_____	_____	_____	_____
13. Military Construction.....	_____	_____	_____	_____	_____
14. Transportation-Treasury-Postal Service-General Government.....	_____	_____	_____	_____	_____

NON-APPROPRIATION HEARINGS ONLY

HOUSE

- 15. Agriculture .....
- 16. Banking and Financial Services .....
- 17. Budget .....
- 18. Commerce .....
- 19. Education and the Workforce.....
- 20. Government Reform .....
- 21. House Administration.....
- 22. International Relations .....
- 23. Judiciary .....
- 24. Armed Services .....
- 25. Resources .....
- 26. Science .....
- 27. Small Business .....
- 28. Transportation and Infrastructure.....
- 29. Veterans' Affairs.....
- 30. Ways and Means .....

SENATE

- 31. Agriculture, Nutrition, and Forestry.....
- 32. Armed Services .....
- 33. Banking, Housing, & Urban Affairs .....
- 34. Budget .....
- 35. Commerce, Science, & Transportation.....
- 36. Energy and Natural Resources .....
- 37. Environment and Public Works .....
- 38. Finance .....
- 39. Foreign Relations .....
- 40. Governmental Affairs.....
- 41. Judiciary .....
- 42. Health, Education, Labor, and Pensions.....
- 43. Small Business .....
- 44. Veterans' Affairs.....

JOINT COMMITTEE

- 45. Joint Economic Committee .....

The following subject headings indicate Congressional materials based on legislative form and include all such materials for the fiscal year, regardless of Congressional committee origin.

- 46. Public Bills and Resolutions.....
- 47. Reports on Public Bills and Resolutions .....
- 48. Private Bills .....
- 49. Reports on Private Bills.....

- 50. Public Laws.....
- 51. Private Laws.....
- 52. Documents (including President's Messages) .....

SPECIAL ITEMS

President's Messages \_\_\_\_\_ House Telephone Directories \_\_\_\_\_ Senate Telephone Directories \_\_\_\_\_

CALENDARS

HOUSE: Monday only \_\_\_\_\_ Daily \_\_\_\_\_ SENATE: Daily \_\_\_\_\_