

CIRCULAR LETTER NO. 673

January 16, 2008

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Rider Requisitions for the Federal Career Service and Retirement Certificates

The Government Printing Office (GPO) is now accepting rider orders for the Office of Personnel Management (OPM) Federal Career Service and Retirement Certificates. They are intended to be used with career service and retirement emblems, and will be available in two different sizes: 203 x 254mm and 216 x 279mm (8"x 10" and 8 ½" x 11") to accommodate either a folder or frame, as requested by agencies. 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. A sample copy may be obtained by calling OPM's Human Capital Leadership Merit Systems and Accountability Outreach Office on (202) 606-8017.

The estimated rider rate for these certificates is \$12.50 per 50 copies or .25 cents each, which applies to single destination, local delivery. Mailing charges, if incurred, will be added to your account. Requisitions should be forwarded to Agency Publishing Services, Requisition Section, Stop CSA, U.S. Government Printing Office, Washington, DC 20401, by **March 14, 2008**. Please be sure to indicate GPO Jacket No. 342-354 on your requisition and submit the attached order form (Note: Each certificate has a different item number.) Field or regional activities should coordinate their requirements with their Washington, DC, area headquarters' printing officers before submitting any paperwork.

If you have any questions, please contact your GPO Agency Publishing Specialist or call Agency Publishing Services on 202-512-1239.

Sincerely,

JIM BRADLEY
Managing Director, Customer Services

Enclosure

Attached to SF-1

OPM Federal Career Service and Retirement Certificates

(January 2008 Rider Information Attachment)

Please fill out the following form to order various quantities of the titles listed below and attach it to your agencies 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 addresses 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>
1504/1515	5-Year (bronze)		
1505/1516	10-Year (bronze)		
1506/1517	15-Year (bronze)		
1507/1518	20-Year (silver)		
1508/1519	25-Year (silver)		
1509/1520	30-Year (gold)		
1510/1521	35-Year "		
1511/1522	40-Year "		
1512/1523	45-Year "		
1513/1524	50-Year "		
1514/1525	Retirement		

Deliver _____

To: _____
