

CIRCULAR LETTER NO. 535

July 7, 2003

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Rider Orders for the *United States Government Manual*, 2003/04 edition, revised June 15, 2003

The Office of the Federal Register has issued a letter to agency Requisition Officers announcing the opportunity to submit rider orders for the *United States Government Manual*, 2003/04 edition, revised June 15, 2003 (copy enclosed). We are distributing this information by Circular Letter to help ensure that agencies receive this information in a timely manner.

Please note that your requisitions (SF-1s) for the above products are due to the Government Printing Office no later than **July 25, 2003**. Be sure to indicate the number of copies needed for all of the activities in your organization and include the OFR requisition number (**No. 3-00009-NF**) and **GPO jacket number 193-760** on your requisitions. This publication will be available in paper cover only and the estimated rider rate is \$7 per copy. (Please note that rider rates apply to single destination, local delivery orders only. Mailing costs, if incurred, will comprise an additional charge.) 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 about the information contained in this Circular Letter, please contact your GPO Account Representative or call the Departmental Account Representative Division on 202-512-0238.

Sincerely,

JIM BRADLEY
Managing Director, Customer Services

Enclosure



*National Archives and Records Administration
Office of the Federal Register*

Dear Authorizing Officer:

The **United States Government Manual, 2003/04** edition, revised June 15, 2003, is being prepared for printing.

In accordance with 1 CFR 12.3 (b), your organization may obtain copies for official use at actual cost. In order for your organization to obtain these copies, it is necessary that your Printing and Binding Requisition (Standard Form No. 1), covering the number of copies needed for all the activities in your organization, reach the **Requisition Section, Departmental Account Representative Division (Stop CSA), Government Printing Office, Washington, DC 20401 [telephone 202-512-0244]**, not later than **July 25, 2003**:

Federal Register Requisition No.
3-00009-NF

GPO Jacket No.
193-760

The Federal Register Requisition No. and the GPO Jacket Number must appear on your Standard Form No. 1.

KAREN ALLEN
Program Specialist
Office of the Federal Register (NF)