

CIRCULAR LETTER NO. 722

March 9, 2009

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 8-1/2" 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, 45, and 50-year certificates will be gold embossed. A sample copy may be obtained by calling Karen Johnson of GPO Agency Strategic Team (AST) 5 on (202) 512-1239.

The estimated rider rate for these certificates is \$17.50 per 50 copies or .35 cents each, which applies to single destination, local delivery.

**PLEASE NOTE: CERTIFICATES FOR 5 TO 30 YEARS OF SERVICE WILL ONLY BE AVAILABLE IN PACKAGES OF 50. CERTIFICATES FOR 35 TO 50 YEARS OF SERVICE AND RETIREMENT CERTIFICATES WILL BE AVAILABLE IN UNITS AS SPECIFIED.**

**ANY DEPT. OF DEFENSE (DOD) AFFILIATES THAT DO NOT HAVE A PUBLICATIONS OFFICER OR ARE UNSURE OF YOUR PUBLICATIONS OFFICER, PLEASE CONTACT PAUL DORSETTE AT 703-325-9932 OR PAUL.DORSETTE@DLA.MIL**

Mailing charges, if incurred, will be added to your account. Requisitions should be forwarded to Print Procurement (Customer Services), Agency Publishing Services, AST 5, Room C817, Stop CSAPS, U.S. Government Printing Office, Washington, DC 20401, by March 27, 2009. Please be sure to indicate GPO Jacket No. 340-121 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 Karen Johnson on 202-512-1239.

Sincerely,

DR. RICARDO GARCIA  
Managing Director, Print Procurement

Enclosure

Attached to SF-1

OPM Federal Career Service and Retirement Certificates  
(March 2009 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 \_\_\_\_\_

Item Nos.	Certificate Titles	Quantity 8" X 10"	Quantity 8-1/2" X 11"
1251/1262	5- Year (bronze)		
1252/1263	10- Year (bronze)		
1253/1264	15- Year (bronze)		
1254/1265	20- Year (silver)		
1255/1266	25- Year (silver)		
1256/1267	30- Year (gold)		
1257/1268	35-Year (gold)		
1258/1269	40-Year (gold)		
1259/1270	45-Year (gold)		
1260/1271	50-Year (gold)		
1261/1272	Retirement		

Deliver \_\_\_\_\_  
To: \_\_\_\_\_  
\_\_\_\_\_