

CIRCULAR LETTER NO. 853

June 14, 2012

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Fiscal Year 2013 Open Requisitions

This letter is to notify you that **now is the time** to submit open requisitions for Fiscal Year 2013. To allow sufficient time for processing and enable us to provide timely feedback to our customers, we have established a cut-off date of *July 13, 2012*, for all open requisitions. **Open requisitions received after that date will not be processed until after October 1, 2012, or until all previously submitted requisitions have been processed. Please review the “Congressional Materials” enclosure for important information regarding open requisitions.**

Your requisitions should be processed through your agency’s Washington, DC headquarters office and forwarded to: Customer Services, Support Operation, Communication & Status Center, Stop CSA, Rm. C-807, U.S. Government Printing Office, Washington, DC 20401. Or you may use the option to **fax** your requisition to (202) 512-1260.

NOTE: We are experiencing an increase in duplicate requisitions for the same item, so if you decide to fax, **please DO NOT** mail duplicate requisitions for the same item unless instructed to do so. Open requisitions and riders for Regional programs should be sent directly to the appropriate Regions and not to the Central Office. Requisitions submitted must be signed by your agency’s authorized personnel as reflected in our agency signature files.

TO AVOID FINANCIAL AND BILLING ISSUES

Please indicate in the additional information block of the SF-1 if:

- Credit Card payments will be placed against this program.
- Line of Accounting (LOA) information is required.
- Treasury Account System (TAS) number is required.
- Additional requisition requirements, for example:
 - Information will be added to the end of the required requisition number.
 - Additional numeric and/or alpha characters, up to 11 characters.
 - Contains one numeric number followed by one alpha character.
- Additional information, other than listed above, that will assist in avoiding billing issues.
- Provide the names, email addresses, and/or phone numbers for your agencies financial personnel, whom we may contact if any billing issues occur.

IMPORTANT INFORMATION ABOUT BILLING ADDRESS CODES

- Your Billing Address Code (BAC) is necessary to properly identify your agency.
- When identifying the BAC on your requisition **PLEASE NOTE** the BAC you indicate will be used throughout the Fiscal Year for that specific term contract. If you have multiple bureaus that use the same term contract you should submit a separate requisition for each BAC.

TO AVOID PROBLEMS OR DELAYS IN PROCESSING YOU'RE REQUISITIONS

- 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 non-delivery of your products.

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

- Requisition numbers for Fiscal Year 2013 should begin with the prefix 3 (e.g., 3-00001).
- Requisitions submitted must be signed by your agency authorized personnel as reflected in our agency signature files.
- 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.

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

Inquiries concerning the ordering of Congressional materials may be directed to Ms. Vicki Wallace, Congressional Publishing Services, on 202-512-0224. Please direct all inquiries regarding non-congressional products to Mr. Dwayne Ikaika, Chief, Communication & Status Center (COMSTAT), on 202-512-0222.

Sincerely,

R.T. SULLIVAN
Managing Director, Customer Services

Enclosures

MISCELLANEOUS

LABOR Occupational Outlook Handbook – **Do not send in Requisitions for FY13. A Circular Letter will be posted on GPO Website & sent to those who are on our distribution list when it is time to do so.**

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

The following publications below 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>

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>

NARA Bulletin

<http://www.archives.gov/records-mgmt/bulletins>

Operating Manual - The Guide to Processing Personnel Actions
<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 Guide to Personnel Recordkeeping

<http://www.opm.gov/feddata/persdoc.html>

Operating Manual - The Federal Wage System

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

Operating Manual - The Federal Wage System Non-appropriated Funds

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

Operating Manual - Qualification Standards for General Schedule Positions

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

Federal Travel Regulations and Subsequent Changes (GSA Publication)

<http://www.gsa.gov>

Commuted Rate Schedule (GSA Publication)

<http://www.gsa.gov>

General Wage Determination Issued under Davis-Bacon and Related Acts

<http://www.dol.gov>

Federal Energy Reports, Guidelines, Statutes, and Regulations

<http://elibrary.ferc.gov>

Salary Tables (OPM Publication)

<http://www.opm.gov>

Congressional Materials

Congressional requisitions should be submitted to GPO by July 13, 2012. Requisitions received after this date will not be processed until April the following calendar year (2013). Before selecting Congressional materials, please review your needs and consider utilizing FDsys in lieu of ordering paper products. All of the products listed below are available on FDsys (<http://www.gpo.gov/fdsys>) with the exception of the House and Senate Telephone Directories (under "Special Items"). Committee publications are printed at the direction of the committee.

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 Publishing Service (202-512-0224) when this occurs in order to ensure proper agency distribution.

Separate SF1's should be submitted for copies of the Congressional Record and Committee Calendars.

Use the following list of categories and subject headings to order standing quantities of Congressional materials for Fiscal Year 2013. 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 and **Authorization Appropriations**. The actual quantity should be indicated at the time the order is placed when calling the Congressional Publishing Services on 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.) In some cases House and Senate Appropriations Subcommittees have been combined.

APPROPRIATION MATERIALS RELATING TO:

	<u>House Hearing</u>	<u>Senate Hearings</u>	<u>Bills</u>	<u>Reports</u>	<u>Law</u>
1. Agriculture Rural Development and Related Agencies	_____	_____	_____	_____	_____
2. Science, Justice, Commerce and Related Agencies	_____	_____	_____	_____	_____
3. Defense.....	_____	_____	_____	_____	_____
4. Deficiency and/or Supplemental Appropriation.....	_____	_____	_____	_____	_____
5. Financial Services and General Government	_____	_____	_____	_____	_____
6. Energy and Water Development.....	_____	_____	_____	_____	_____
7. State, Foreign Operations, and Related Agencies	_____	_____	_____	_____	_____
8. Homeland Security	_____	_____	_____	_____	_____
9. Transportation, HUD and Related Agencies.....	_____	_____	_____	_____	_____
10. Interior	_____	_____	_____	_____	_____
11. Labor, Health and Human Services, Education and Related Agencies.....	_____	_____	_____	_____	_____
12. Legislative	_____	_____	_____	_____	_____
13. Military Construction and Veterans Affairs.....	_____	_____	_____	_____	_____

NON-APPROPRIATION HEARINGS ONLY

HOUSE

- 14. Agriculture
15. Financial Services
16. Budget
17. Energy and Commerce
18. Education and the Workforce
19. Oversight and Government Reform
20. House Administration
21. Foreign Affairs
22. Judiciary
23. Armed Services
24. Natural Resources
25. Science, Space, and Technology
26. Small Business
27. Transportation and Infrastructure
28. Veterans' Affairs
29. Ways and Means
30. Homeland Security

SENATE

- 31. Agriculture, Nutrition, and Forestry
32. Armed Services
33. Banking, Housing and Urban Affairs
34. Budget
35. Commerce, Science, and Transportation
36. Energy and Natural Resources
37. Environment and Public Works
38. Finance
39. Foreign Relations
40. Homeland Security and 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 Presidents' Message)

SPECIAL ITEMS

President's Messages _____ House Telephone Directories _____ Senate Telephone Directories _____

CALENDARS

HOUSE: Monday Only _____ Daily _____ SENATE: Daily _____