

CIRCULAR LETTER NO.861

September 6, 2012

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: 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, 40, 45, and 50-year certificates will be gold embossed. A PDF copy may be obtained by calling GPO Agency Strategic Team (AST) 2 on (202) 512-1239.

The estimated rider rate for these certificates is \$7.50 per 50 copies or .15 cents each, which applies to single destination, local delivery. Mailing charges, if incurred, will be added to your account.

**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.**

**ALL DOD CUSTOMERS SHOULD GO TO THEIR LOCAL DLA DOCUMENT SERVICES OFFICE. IF YOU DO NOT KNOW THAT INFORMATION, PLEASE CONTACT PAUL DORSETTE AT 703-325-9932 OR PAUL.DORSETTE@DLA.MIL**

Send requisitions to GPO by September 26, 2012. Please be sure to indicate GPO Jacket No. 372-690 on the SF-1 form. The preferred method of submitting requisitions is to e-mail them to *requisition@gpo.gov* with the Jacket Number in the Subject line. If you cannot e-mail requisitions, they may be faxed to 202-478-1762 or mailed to Agency Publishing Services COMSTAT, Stop CSA, U.S. Government Printing Office, Washington, DC 20401. 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 or for technical questions call Agency Publishing Services Team 2 on 202-512-1239.

Sincerely,

SANDRA MacAFEE  
Acting Managing Director, Customer Services

Enclosure

Attach to SF-1

OPM Federal Career Service and Retirement Certificates  
(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"
WPS 101/WPS 101-A	5- Year (bronze)		
WPS 102/WPS 102-A	10- Year (bronze)		
WPS 103/WPS 103-A	15- Year (bronze)		
WPS 104/WPS 104-A	20- Year (silver)		
WPS 105/WPS 105-A	25- Year (silver)		
WPS 106/WPS 106-A	30- Year (gold)		
WPS 107/WPS 107-A	35-Year (gold)		
WPS 108/WPS 108-A	40-Year (gold)		
WPS 109/WPS 109-A	45-Year (gold)		
WPS 110/WPS 110-A	50-Year (gold)		
WPS 111/WPS 111-A	Retirement		

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