



# United States Department of the Interior



## FISH AND WILDLIFE SERVICE

External Affairs, Division of Marketing Communications  
Branch of Printing and Publishing  
5275 Leesburg Pike, Falls Church, VA 22041

In Reply Refer to:  
FWS/EA/MarCom-BPP  
061615annreq

June 16, 2015  
Memorandum

To: Regional Offices for Contracting and General Services, Regional Publications Coordinators

From: Mark Newcastle  
Chief, Branch of Printing & Publishing,  
Printing Management Officer

Subject: Assignment of Annual Requisition Numbers for Printing and Publishing, Government Printing Office (GPO), Fiscal Year 2016

The following numbers have been assigned to your Region for FY 2016 for use when submitting requisitions to the GPO Regional Printing Procurement Offices as described in the GPO Agency Procedural Handbook. As in previous years all Regional requisition numbers must be followed by "I-FWS" (example 6-14751 I-FWS). These numbers are to be used as of 10/01/15.

Assignment of new Billing Address Codes (BACs) will replace all existing one will also take effect 10/01/2015. I have attached a draft spread sheet of those changes to the BACs for your review and update.

Please note that the suffix numbers remain the same as previous years. The prefix number will change from "5" to a "6". I will update the GPO Express Program numbers. Please do not use them.

Headquarters.....6-07000 to 6-07950, Eagle Repository 6-07951 to 6-07999

Region 1.....6-14751 to 6-14850 and \*6-15701 to 6-15800

Region 2.....6-14851 to 6-14950

Region 3.....6-14951 to 6-15050

Region 4.....6-15051 to 6-15150  
Region 5.....6-15151 to 6-15250  
Region 6.....6-15251 to 6-15550  
Region 7.....6-15551 to 6-15650  
Denver Engineering Center.....6-15651 to 6-15700  
Region 8 (Refuges).....6-15701 to 6-15800  
\*Region 8 (via R1)..... \*6-15801 to 6-15850