

CIRCULAR LETTER NO. 462

April 6, 2000

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Fiscal Year 2001 Open Requisitions

This letter is to notify you that **now** is the time to submit open requisitions for Fiscal Year 2001. To allow sufficient time for processing and enable us to provide timely feedback to our customers, we have established a cut-off date of *June 19, 2000*, for all open requisitions. **Open requisitions for noncongressional products received after this date will not be processed until all previously submitted requisitions have been processed (which could be after October 1, 2000). Please see the "Congressional Materials" enclosure for important information regarding GPO's receipt of open requisitions for Congressional products.**

To help us avoid any problems or delays in processing your requisitions, please ensure that:

- The total quantity of each product and the quantity totals indicated on distribution lists agree.
- Delivery addresses indicated on distribution lists are complete and have been verified as current in order to avoid loss or misdelivery of products.

In addition, the following information must appear on each requisition:

- Citation of the previous year's requisition number and jacket number, which we use to cross-check that all your requirements are in. If your requisition is for a new requirement, please indicate so on your requisition.
- Your Billing Address Code (BAC), which is necessary to properly identify your order.

Open requisitions for Fiscal Year 2001 should be submitted to GPO through your agency's Washington, DC, headquarters office. Open requisitions and riders for Regional programs should be sent directly to the appropriate Region, not to the Central Office. In addition, consolidation to one distribution location per agency address in lieu of multiple room addresses would be greatly appreciated. Please note that **open requisition numbers for Fiscal Year 2001 should begin with the prefix 1 (e.g., 1-00001).**

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

Inquiries concerning ordering of Congressional materials may be directed to Ms. Ann Bennett, 202-512-0224, Congressional Printing Management Division. Any other inquiries concerning this letter may be directed to Ms. Linda Davis, 202-512-1184, or Ms. Yvonne Chase, 202-512-1239, Departmental Account Representative Division.

Sincerely,

JIM BRADLEY
Director, Customer Services

Enclosure

Separate rider requisitions are collected by GPO for the following Fiscal Year 2001 titles:

| <u>OPM</u> <u>(Item#)</u> | <u>TITLE</u> |
|--|---|
| 1007. | Notice and Posting System |
| 1008. | Operating Manual – Guide to Processing Personnel Actions. Also available from http://www.opm.gov/feddata/gppa/gppa.htm |
| 1009. | Operating Manual – Federal Wage System |
| 1010. | Operating Manual – Federal Wage System Non-appropriated Funds |
| 1011. | Operating Manual – Qualification Standards for General Schedule Positions (formerly Qualifications Standards Handbook) Also available on the CD-ROM - HRCD: GS Position Classification and FWS Job Grading Standards |
| 1012. | CD-ROM: HRCD: GS Position Classification and FWS Job Grading Standards which includes: <ul style="list-style-type: none">- Digest of Significant Classification Decisions and Opinions- Handbook of Occupational Groups and Families- Qualifications Standards for General Schedule Positions- U.S. Code, Title 5 For CD-ROM ordering instructions, see: http://www.opm.gov/fedclass/html/whatsnew.htm |
| 1013. | Salary Table No. 2001, Executive Branch of the Government |
| 1014. | Federal Civilian Workforce Statistics – Employment and Trends Also available at: http://www.opm.gov/feddata/html/empt.htm |
| 1015. | Workforce Performance |
| 1016. | OPM Information Directory (formerly OPM Telephone Directory) |
| 1017. | OPM Organizational Directory of Key Officials |

OPM (continued)

- 1018. FOCUS
- 1019. Work Years and Personnel Costs, FY 2000
Also available at: <http://www.opm.gov/feddata/html/wypc.htm>
- 1020. Pay Structure of the Federal Civil Service, March 31, 2001
Also available at: <http://www.opm.gov/feddata/html/paystr.htm>
- 1021. OPM Message to the SES
Also available at: <http://www.opm.gov/ses/index.htm>
- 1022. New Developments in Employee and Labor Relations
- 1023. Significant Cases
- 1024. Handbook of Occupational Groups and Families
Also available at: <http://www.opm.gov>
- 1025. The Fact Book
- 1026. Demographic Profile of the Federal Workplace
- 1027. Biennial Report of Employment by Geographic Area, December 31, 1990

The following publications are no longer available in a paper format, but may be found at the website indicated:

Operating Manual – Guide to Personnel Recordkeeping
<http://www.opm.gov/feddata/html/opf.htm>

Operating Manual – SF-113 Summary Data Recordkeeping Reporting System
<http://www.opm.gov/feddata/html/sf113rpt.htm>

Please specify the method of distribution on each SF-1 submitted for the **Operating Manuals**.
The three available choices are:

1. Bulk: Ordering agencies can specify a single address and request that all copies be shipped to that address. It is then the agency's responsibility to distribute the copies to internal offices.
2. Direct Delivery/Small Parcel Carrier: Ordering agencies can have issuances sent directly from the printer to the furnished destination by use of a small parcel carrier.
NOTE: This is the method automatically used unless otherwise specified.
3. Direct Delivery/US Postal Service: The printer will use 4th Class Mail to make distribution.

MISCELLANEOUS

| | |
|-------|---|
| DLA | Directory of DCAA Offices |
| DAPS | DOD Telephone Directory |
| FERC | Federal Energy Reports |
| FERC | Federal Energy Guidelines, Statutes and Regulations |
| GSA | List of Parties Excluded From Federal Procurement or Nonprocurement Prog. |
| GSA | Federal Travel Regulations and Subsequent Changes |
| GSA | Commuted Rate Schedule |
| GSA | Federal Acquisition Circulars |
| LABOR | General Wage Determinations Issued Under Davis-Bacon and Related Acts |
| LABOR | Occupational Outlook Handbook |
| NARA | NARA Bulletin |
| STATE | Maximum Travel Per Diem Allowance for Foreign Areas |
| STATE | Standardized Regulations |

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

Congressional Materials

NOTE: Congressional requisitions should be submitted to GPO by June 19, 2000. Requisitions received after September 1, 2000, will not be processed until April the following calendar year (2001). Use the following list of categories and subject headings to order standing quantities of Congressional materials for Fiscal Year 2001. The completed GPO order form provided will be the only order form accepted by the GPO, along with the department requisition. (A separate requisition with quantity "As ordered" may be submitted for charging of individual orders for specific legislation and related materials.)

Ordering agencies can specify a single address per requisition and request that all copies be shipped in bulk to that address. It is then the agencies' responsibility to redistribute the issuances to individual offices. **Please carefully indicate quantities of each item required.**

If all Hearings are desired (both Appropriation and Non-appropriation) enter quantity here _____. (If different quantities are required, use listing below and on next page.)

APPROPRIATION MATERIALS RELATING TO:

| | <u>House</u> <u>Hearings</u> | <u>Senate</u> <u>Hearings</u> | <u>Bills</u> | <u>Reports</u> | <u>Laws</u> |
|--|---------------------------------|----------------------------------|--------------|----------------|-------------|
| 1. Agriculture and Related Agencies | _____ | _____ | _____ | _____ | _____ |
| 2. Commerce-Justice-State-Judiciary-Related Agencies | _____ | _____ | _____ | _____ | _____ |
| 3. Defense | _____ | _____ | _____ | _____ | _____ |
| 4. Deficiency and/or Supplemental Appropriation | _____ | _____ | _____ | _____ | _____ |
| 5. District of Columbia | _____ | _____ | _____ | _____ | _____ |
| 6. Energy and Water Development | _____ | _____ | _____ | _____ | _____ |
| 7. Foreign Operations | _____ | _____ | _____ | _____ | _____ |
| 8. HUD-Independent Agencies | _____ | _____ | _____ | _____ | _____ |
| 9. Interior | _____ | _____ | _____ | _____ | _____ |
| 10. Labor-HHS-Education-Related Agencies..... | _____ | _____ | _____ | _____ | _____ |
| 11. Legislative | _____ | _____ | _____ | _____ | _____ |
| 12. Military Construction | _____ | _____ | _____ | _____ | _____ |
| 13. Transportation | _____ | _____ | _____ | _____ | _____ |
| 14. Treasury-Postal Service-General Government | _____ | _____ | _____ | _____ | _____ |

NON-APPROPRIATION HEARINGS ONLY

HOUSE

- 15. Agriculture
- 16. Banking and Financial Services
- 17. Budget
- 18. Commerce.....
- 19. Education and the Workforce.....
- 20. Government Reform
- 21. House Administration.....
- 22. International Relations
- 23. Judiciary
- 24. Armed Services
- 25. Resources.....
- 26. Science
- 27. Small Business
- 28. Transportation and Infrastructure
- 29. Veterans' Affairs
- 30. Ways and Means

SENATE

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

SPECIAL ITEMS

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

CALENDARS

HOUSE: Monday only _____ Daily _____ SENATE: Daily _____

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