

CIRCULAR LETTER NO. 809

March 2, 2011

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 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. 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.**

**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**

Requisitions should be forwarded to Customer Services, Agency Publishing Services, Communication & Status Center (COMSTAT), Mail Stop CSA, Room C-807, U.S. Government Printing Office, Washington, DC 20401; e-mailed to [requisition@gpo.gov](mailto:requisition@gpo.gov); or faxed to (202) 512-1260 by **March 28, 2011**. Please be sure to indicate GPO Jacket No. 365-211 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,

R.T. SULLIVAN  
Acting Managing Director, Customer Services

Enclosure

Attached to SF-1

OPM Federal Career Service and Retirement Certificates  
(March 2011) 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: \_\_\_\_\_  
\_\_\_\_\_