

CIRCULAR LETTER NO. 563

July 21, 2004

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Rider Orders for the *United States Government Manual*, 2004/05 edition, revised June 1, 2004

The Office of the Federal Register has issued a letter to agency Requisition Officers announcing the opportunity to submit rider orders for the *United States Government Manual*, 2004/05 edition, revised June 1, 2004 (copy enclosed). We are distributing this information by Circular Letter to help ensure that agencies receive this information in a timely manner.

Please note that your requisitions (SF-1s) for the above products are due to the Government Printing Office no later than **August 13, 2004**. Be sure to indicate the number of copies needed for all of the activities in your organization and include the OFR requisition number (**No. 4-00009-NF**) and **GPO jacket number 198-805** on your requisitions. This publication will be available in paper cover only and the estimated rider rate is \$7 per copy. (Please note that rider rates apply to single destination, local delivery orders only. Mailing costs, if incurred, will comprise an additional charge.) 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 about the information contained in this Circular Letter, and you are with Army, Homeland Security, Agriculture, the Office of Management and Budget, Health and Human Service, Housing and Urban Development, Treasury, Social Security Administration, General Accounting Office, Department of Transportation, Interior, Commerce, Veterans Administration, Federal Emergency Management Agency, or the State Department, call Agency Publishing Services on 202-512-0320. All other departments/agencies should contact the Departmental Account Representative Division, on 202-512-0238.

Sincerely,

JIM BRADLEY  
Managing Director, Customer Services

Enclosure



# *National Archives and Records Administration*

## *Office of the Federal Register*

July 16, 2004

Dear Government Manual Requisition Officer:

The United States Government Manual, 2004/05 edition, revised June 1, 2004, is being prepared for printing.

In accordance with 1 CFR 12.3 (b), your organization may obtain copies for official use at actual cost. In order for your organization to obtain these copies, it is necessary that your Printing and Binding Requisition (Standard Form No. 1), covering the number of copies needed for all the activities in your organization, reach the Requisition Section, Departmental Account Representative Division (Stop CSA), Government Printing Office, Washington, DC 20401 [please see telephone numbers in GPO GPO Circular Letter No. 563], not later than **August 13, 2004:**

Federal Register Requisition No.  
**4-00009-NF**

GPO Jacket No.  
**198-805**

The Federal Register Requisition No. and the GPO Jacket Number must appear on your Standard Form No. 1.

Sincerely,

Karen L. Allen  
Program Specialist  
Office of the Federal Register (NF)