Why were these forms revised?

- **National Security —** To improve GPO processes concerning handling classified and sensitive but unclassified materials, in addition to other instances regarding the handling of Personally Identifiable Information (PII).
- **Customer Focus —** To improve the billing processes by collecting more comprehensive billing information up front.
- **Changing Technology —** To update the printing specification section based on current technologies.

Ordering Instructions are being provided as guidance material that will assist form users in accurately describing their print-related requirements.

The SF-1 states "Previous Editions Not Useable". Does that mean that I cannot use an older version?

That line is standard GSA language on the standard forms. GPO is encouraging all agencies to switch to the new forms. New required fields have been added to the SF-1. If an old form is received and the required information is not included on the request, GPO will have to contact the agency to acquire the appropriate information. This could slow down the processing of your job.

Why is this a paper-based process?

GPO is in the process of developing an on-line work flow for order placement. Agencies will be notified when this system is launched.

If I need help filling out the new SF-1 who do I call?

An agency may call the National Account Managers, the Central Office Team or Regional Office who will be administrating their work, or the office of the in-house service that you require. You can find the appropriate contact information at **https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-teams**.

What is the Line of Accounting (LOA) used for?

Agencies use the LOA to meet their own requirements. It is not required by GPO. If you would like accounting identification information to appear on your IPAC bill, it can be entered into the LOA field.

I have two different Line of Accountings (LOAs). Where do I put the second one?

One LOA can be entered into the indicated box. A comment should be made in the box that an additional LOA is located in the Additional Information space.

What does it mean if I check the "Rush" block? What constitutes a rush order?

Any SF-1 that indicates that it is a Rush will be given priority over other customer orders, no matter what the schedule is. For this priority service, a 16% surcharge will be added to the first $350,000, with any excess amount above the ceiling being assessed a 2% surcharge, plus a $15 handling charge.

Where can I get instructions for filling out each form field?

You can download a set of instructions from the GPO Web site at **https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/guides-and-instructions.** A video tutorial will also be available at that link.

Who is authorized to sign the SF-1?

The SF-1 must be signed by a person who is authorized by their agency to obligate funds on behalf of their agency. Agency authorization must be on file at GPO. For more information go to **https://www.gpo.gov/how-to-work-with-us/agency/circular-letters/signature-authorization-for-departments-and-agencies-submitting-printing-and-binding-requisitions-to-gpo.**

Will GPO accept digital signatures?

Yes, GPO will accept electronic signatures. Please see **https://www.gpo.gov/how-to-work-with-us/agency/circular-letters/signature-authorization-for-departments-and-agencies-submitting-printing-and-binding-requisitions-to-gpo.**

"Estimate (For GPO Use Only)" — Do I need to provide an estimate for this or is it for GPO use only?

This space is for GPO only.

If the "Estimate" block is not for agency estimates, where should our estimate appear?

If you would like to put an estimate on the SF-1, it should go in the Additional Information block.

Is the Treasury Account Symbol (TAS) required?

All Central Accounting Reporting System (CARS) reporting agencies are required to provide a TAS-BETC, assigned by Treasury, for each order submitted to GPO. As a CARS reporter, your TAS-BETC was provided to your financial department during registration. Your finance department should be prepared to provide the required TAS-BETC information for your agency.

On the SPA Work Order, "Contractor Total Quote", is this the contractor's price plus GPO surcharge and handling fee?

No. This is the total quote given by the contractor at time of award. GPO will add the surcharge and handling fee when billing the agency. The contractor will also give the cost of any Superintendent of Documents rider copies so that GPO will know exactly what to charge Superintendent of Documents.

What if I don't have enough space to describe my order in "Additional Information"?

A Supplemental Information page has been designed to capture that information. Certain publication identifiers from the face of the form will automatically populate the Supplemental Information page in order to identify the specifications should the second page get separated from the job and to reduce keying errors.