

CIRCULAR LETTER NO. 820

June 9, 2011

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Fiscal Year 2012 Open Requisitions

This letter is to notify you that **now is the time** to submit open requisitions for Fiscal Year 2012. To allow sufficient time for processing and enable us to provide timely feedback to our customers, we have established a cut-off date of *July 08, 2011*, for all open requisitions. **Open requisitions received after that date will not be processed until after October 1, 2011, or until all previously submitted requisitions have been processed. Please review the “Congressional Materials” enclosure for important information regarding their open requisitions.**

Your requisitions should be processed to Government Printing Office (GPO) through your agency’s Washington, D.C. headquarters office and forwarded to: Customer Services, Support Operation, Communication & Status Center, Stop CSA, Rm. C-807, U.S. Government Printing Office, Washington, D.C. 20401. You can fax your requisition to (202) 512-1260. Open requisitions and riders for Regional programs should be sent directly to the appropriate Regions and not to the Central Office.

**NOTE:** We are experiencing an increase in duplicate requisitions for the same item. **Please DO NOT** mail and/or fax duplicate requisitions for the same item, unless instructed to do so. Requisitions submitted must be signed by your agency’s authorized personnel as reflected in our agency signature files.

**TO AVOID FINANCIAL AND BILLING ISSUES**

Please indicate in the additional information block of the SF-1 if:

- Credit Card payments will be placed against this program.
- Line of Accounting (LOA) information is required.
- Treasury Account System (TAS) number is required.
- Additional requisition requirements, for example:
  - Information will be added to the end of the required requisition number.
  - Additional numeric and/or alpha characters, up to 11 characters.
  - Contains one numeric number followed by one alpha character.
- Additional information, other than listed above, that will assist in avoiding billing issues.
- Provide the names, email addresses, and/or phone numbers for your agencies financial personnel, whom we may contact if any billing issues occur.

### **IMPORTANT INFORMATION ABOUT BILLING ADDRESS CODES**

- Your Billing Address code (BAC), is necessary to properly identify your agency.
- When identifying the BAC on your requisition **PLEASE NOTE** the BAC you indicate will be used throughout the Fiscal Year for that specific term contract. If you have multiple bureaus that use the same term contract you should submit a separate requisition for each BAC.

### **TO AVOID PROBLEMS OR DELAYS IN PROCESSING YOUR REQUISITIONS**

- The total quantity of each product and the quantity totals indicated on distribution lists agree.
- Delivery addresses, names, and telephone numbers of persons indicated on distribution lists are complete and have been verified as current. This will help avoid the loss or non-delivery of your products.

The following information **must** appear on each requisition:

- Requisition numbers for Fiscal Year 2012 should begin with the prefix 2 (e.g., 2-00001).
- Requisitions submitted must be signed by your agency authorized personnel as reflected in our agency signature files.
- The previous year's requisition number and jacket number. This information is used to cross-check that all your requirements are in. If your requisition is for a new requirement, indicate so on your requisition.

Requisitions should be submitted for items such as continuance of commercial term contracts, current work programs, dated periodicals, Congressional materials, mailings by Information Dissemination (SuDocs), orders for the Paper and Materials Control Section, and standing riders (**not one-time riders**) for materials ordered by other agencies on a continuing basis. Refer to the following listing of materials for which GPO accepts open requisitions. In addition, consolidation to one distribution location per agency address in lieu of multiple room addresses would be greatly appreciated. See the "Congressional Materials" enclosure for important information regarding the delivery of Congressional products.

Inquiries concerning the ordering of Congressional materials may be directed to Ms. Ann Mason, Congressional Publishing Service, on 202-512-0224. Please direct all inquiries regarding non-congressional products to Mr. Dwayne Ikaika, Chief, Communication & Status Center (COMSTAT), on 202-512-0222.

Sincerely,

R.T. SULLIVAN  
Acting Managing Director, Customer Services

Enclosures

## MISCELLANEOUS

LABOR Occupational Outlook Handbook – **Do no send in Requisitions for FY12. A Circular Letter will be posted on GPO Website & sent to those who are on our distribution List when it is time to do so.**

## 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

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

Classification, Compensation and Performance Reference Library  
<http://www.opm.gov/fedclass>

Digest of Significant Classification Decisions and Opinions  
<http://www.opm.gov/classapp>

Handbook of Occupational Groups and Families  
<http://www.opm.gov/classapp>

Federal Civilian Workforce Statistics - Employment and Trends  
<http://www.opm.gov/feddata/html/empt.html>

Significant Cases  
<http://www.opm.gov/lmr/sc/index.html>

Operating Manual - SF-113 Summary Data Reporting System  
<http://www.opm.gov/feddata/reporting.asp>

NARA Bulletin

<http://www.archives.gov/records-mgmt/bulletins>

Operating Manual - The Guide to Processing Personnel Actions  
<http://www.opm.gov/feddata/persdoc.html>

Continued:

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

Operating Manual - The Guide to Personnel Recordkeeping

<http://www.opm.gov/feddata/persdoc.html>

Operating Manual - The Federal Wage System

<http://www.opm.gov/oca/wage/>

Operating Manual - The Federal Wage System Non-appropriated Funds

<http://www.opm.gov/oca/wage/>

Operating Manual - Qualification Standards for General Schedule Positions

<http://www.opm.gov/qualifications/>

Federal Travel Regulations and Subsequent Changes (GSA Publication)

<http://www.gsa.gov>

Commuted Rate Schedule (GSA Publication)

<http://www.gsa.gov>

General Wage Determination Issued Under Davis-Bacon and Related Acts

<http://www.dol.gov>

Federal Energy Reports, Guidelines, Statutes, and Regulations

<http://elibrary.ferc.gov>

Salary Tables (OPM Publication)

<http://www.opm.gov>

### Congressional Materials

**Congressional requisitions should be submitted to GPO by July 11, 2011. Requisitions received after this date will not be processed until April the following calendar year (2012).** Before selecting Congressional materials, please review your needs and consider utilizing FDsys in lieu of ordering paper products. All of the products listed below are available on FDsys (<http://www.gpo.gov/fdsys>) with the exception of the House and Senate Telephone Directories (under "Special Items"). Committee publications are printed at the direction of the committee.

NOTICE: An agency's appropriations may be combined with other agencies under the Deficiency and/or Supplemental Appropriations. It is the agency's responsibility to notify the Congressional Publishing Service (202-512-0224) when this occurs in order to ensure proper agency distribution.

Separate SF1 s should be submitted for copies of the Congressional Record and Committee Calendars.

Use the following list of categories and subject headings to order standing quantities of Congressional materials for Fiscal Year 2012. The completed GPO order form provided will be the only order form accepted by GPO, along with the department requisition. A separate requisition indicating "As ordered" (entered in the quantity block) should be submitted to request copies of individual publications and **Authorization Appropriations**. The actual quantity should be indicated at the time the order is placed when calling the Congressional Publishing Services on 202-512-0224. Be sure to specify the previous year's requisition number on the "As ordered" requisitions.

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

If copies of all Hearings are desired (both Appropriation and Non-appropriation) enter quantity here \_\_\_\_\_. (If different quantities are required, use the listing below and on the next page.) In some cases House and Senate Appropriations Subcommittees have combined.

#### APPROPRIATION MATERIALS RELATING TO:

	<u>House Hearing</u>	<u>Senate Hearings</u>	<u>Bills</u>	<u>Reports</u>	<u>Law</u>
1. Agriculture Rural Development and Related Agencies .....	_____	_____	_____	_____	_____
2. Science, Justice, Commerce and Related Agencies .....	_____	_____	_____	_____	_____
3. Defense.....	_____	_____	_____	_____	_____
4. Deficiency and/or Supplemental Appropriation.....	_____	_____	_____	_____	_____
5. Financial Services and General Government .....	_____	_____	_____	_____	_____
6. Energy and Water Development.....	_____	_____	_____	_____	_____
7. Sate, Foreign Operations, and Related Agencies .....	_____	_____	_____	_____	_____
8. Homeland Security .....	_____	_____	_____	_____	_____
9. Transportation, HUD and Related Agencies.....	_____	_____	_____	_____	_____
10. Interior .....	_____	_____	_____	_____	_____
11. Labor, Health and Human Services, Education and Related Agencies.....	_____	_____	_____	_____	_____
12. Legislative .....	_____	_____	_____	_____	_____
13. Military Construction and Veterans Affairs.....	_____	_____	_____	_____	_____

NON-APPROPRIATION HEARINGS ONLY

HOUSE

- 14. Agriculture .....
- 15. Financial Services .....
- 16. Budget .....
- 17. Energy and Commerce .....
- 18. Education and the Workforce.....
- 19. Oversight and Government Reform.....
- 20. House Administration .....
- 21. Foreign Affairs.....
- 22. Judiciary.....
- 23. Armed Services.....
- 24. Natural Resources .....
- 25. Science, Space, and Technology.....
- 26. Small Business .....
- 27. Transportation and Infrastructure.....
- 28. Veterans' Affairs.....
- 29. Ways and Means.....
- 30. Homeland Security.....

SENATE

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

SPECIAL ITEMS

President's Messages \_\_\_\_\_ House Telephone Directories \_\_\_\_\_ Senate Telephone Directories \_\_\_\_\_

CALENDARS

HOUSE: Monday Only \_\_\_\_\_ Daily \_\_\_\_\_ SENATE: Daily\_\_\_\_\_