

CIRCULAR LETTER NO. 832

November 16, 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 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.**

**ALL DOD CUSTOMERS SHOULD GO TO THEIR LOCAL DLA DOCUMENT SERVICES OFFICE. IF YOU DO NOT KNOW THAT INFORMATION, PLEASE CONTACT PAUL DORSETTE AT 703-325-9932 OR PAUL.DORSETTE@DLA.MIL**

Requisitions should be submitted by one of the three following methods: mailed to Customer Services, Agency Publishing Services, Communications & Status Center (COMSTAT), Mail Stop CSA, U.S. Government Printing Office, Washington, DC 20401; faxed to (202) 512-1260 or, e-mailed to [requisition@gpo.gov](mailto:requisition@gpo.gov) by **November 30, 2011**. Please be sure to indicate GPO Jacket No.372-690 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 AST 5 on 202-512-1239.

Sincerely,

R.T. SULLIVAN  
Managing Director, Customer Services

Enclosure

Attach to SF-1

OPM Federal Career Service and Retirement Certificates  
(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: \_\_\_\_\_  
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