

CIRCULAR LETTER NO. 895

August 23, 2013

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: E-mail Address Changed on Circular Letter 892

The purpose of this Circular Letter is to notify you that the e-mail address on Circular Letter 892 Federal Career Service and Retirement Certificates has changed from contactcenter@gpo.gov to laurelfdc2@gpo.gov. The certificates are available year round. If you have any questions in regards to ordering certificates or if you have any questions concerning an order that was placed, please contact the GPO Contact Center on (866) 512-1800 or (202) 512-1800 / laurelfdc2@gpo.gov.

The Government Printing Office (GPO) is now accepting 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) 2 on (202) 512-1239.

The price for these certificates is \$7.00 per 25 copies or .40 cents each, which applies to single destination, local delivery. Mailing charges, if incurred, will be added to your account. All domestic and international shipments will be made by traceable means. Domestic shipments will be made within 7 to 10 business days and international shipments will be made within 14 business days.

PLEASE NOTE: CERTIFICATES FOR 5 TO 30 YEARS OF SERVICE WILL ONLY BE AVAILABLE IN PACKAGES OF 25. CERTIFICATES FOR 35 TO 50 YEARS OF SERVICE AND RETIREMENT CERTIFICATES MAY BE ORDERED IN ANY QUANTITY.

"ALL DoD CLIENTS SHOULD CONTACT THEIR LOCAL DLA DOCUMENT SERVICES OFFICE. YOU CAN FIND YOUR LOCAL OFFICE AT: <http://www.documentservices.dla.mil/> OR YOU CAN CALL THE DLA DOCUMENT SERVICES CUSTOMER SUPPORT CENTER AT: 1-866-736-7010."

Agencies can order certificates online by accessing the GPO Bookstore at <http://bookstore.gpo.gov> / (Search OPM) and paying online via credit card or deposit account, or order certificates by faxing a SF-1 form and the attached form to (202)512-2104 or via e-mail to: laurelfdc2@gpo.gov. Please be sure to indicate GPO Jacket No.

378-469 and **TOTAL QUANTITY** on the SF-1 form. Agencies will be available to place their orders for certificates year round through the GPO website.

Sincerely,

TED PRIEBE
Acting Managing Director, Customer Services

Enclosure

Attach to SF-1

OPM Federal Career Service and Retirement Certificates
(Information Attachment)

Please fill out the following form to order the titles listed below and attach it to your agencies SF-1, Requisition for Printing and Binding. NOTE: Certificates for 5 to 30 Years of Service will only be available in packages of 25. Certificates for 35 to 50 Years of Service and Retirement certificates may be ordered in any quantity. 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: _____

