

**CIRCULAR LETTER NO. 991**

June 7, 2017

**TO:** Publishing and Printing Officials of the Federal Government

**SUBJECT:** Open Requisitions (SF1) for Federal Register and Code of Federal Regulations

This letter is to notify you that **now is the time** to submit open requisitions for Fiscal Year 2018 for your agency's information (content) to be published in both the Federal Register (FR) and Code of Federal Regulations (CFR) publications (an individual open requisition is required for each publication). **You may know that GPO is required by law to publish Federal Register notices.<sup>1</sup> Also, by law, agencies are required to reimburse GPO for the services performed.<sup>2</sup>**

Reimbursement is only achievable with your cooperation by furnishing us with a Standard Form 1 (SF1) containing your valid BAC number.

Your requisitions (SF1) <http://www.gpo.gov/customers/sf1.htm> should be submitted to the Office of Official Journals (OJG), Room C-846, U.S. Government Publishing Office, Washington, DC 20401, faxed to 888.579.5907, or submitted to email address [ojg@gpo.gov](mailto:ojg@gpo.gov). To allow for sufficient time for processing and enable us to provide timely feedback to our customers, we have established a cut-off date of **September 1, 2017**, for receipt of all open requisitions.

**NOTE:** All agencies will be required to provide GPO with their TAS-BETC information for all IPAC transactions. Please refer to GPO Circular Letters No. 882, 893, 903 and 922.

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

- A requisition number beginning with the number eight (8) to represent FY 2018 (e.g., 8-00001).
- Your Billing Address Code (BAC), which is necessary to properly identify your agency/bureau and a Line of Accounting Number (LOA if required by your agency).
- Credit Card information if using this method for payment.
- Clearly identify on the requisition in the "Title" box that it is for publishing in the FR or the CFR for FY 2018.
- A valid signature signed by your agency's authorized personnel as reflected in our agency signature files.
- Contact information (email, phone number).

If you have any questions concerning this circular please contact OFR Publishing Services, phone 202.512.2100 or email [ojg@gpo.gov](mailto:ojg@gpo.gov).

**Rates for FY 2018 are as follows:**

Federal Register  
*MS Word submission*  
*Manuscript Copy*

\$477/per page	\$159/per column
\$522/per page	\$174/per column

<i>Camera Copy</i>	\$522/per page	\$174/per column
Code of Federal Regulations	\$85/per page	N/A

Sincerely,

BRUCE SEGER,  
Managing Director, Customer Services

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1 Chapter 15, Title 44, United States Code. See specifically sections 1502, 1504

2 44 U.S.C. § 1509:

(a) The cost of printing, reprinting, wrapping, binding, and distributing the Federal Register and the Code of Federal Regulations, and, except as provided in subsection (b), other expenses incurred by the Government Printing Office in carrying out the duties placed upon it by this chapter shall be charged to [GPO's] revolving fund provided in section 309. Reimbursements for such costs and expenses shall be made by the Federal agencies and credited, together with all receipts, as provided in section 309(b).