

CIRCULAR LETTER NO. 989

June 1, 2017

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Open Requisitions (SF-1) for Congressional Materials, Fiscal Year 2018 (FY18)

This letter provides notice that the time has come to submit open requisitions for FY18 Congressional Materials.

Please review the two page “Congressional Materials” enclosure for important ordering information about specific publications. Please include only requisitions for Congressional Materials when responding to this notice. GPO will issue separate Circular Letters for non-congressional orders as well as Federal Register and Code of Federal Regulations to be collected separately by GPO.

Please send requisitions to the Government Publishing Office (GPO) by **August 4, 2017**.

The preferred method for submitting requisitions is to e-mail them to CPS@gpo.gov with “Congressional Materials” in the subject line. If you cannot use e-mail, requisitions may be faxed to Congressional Publication Services on 202-512-1101. The authorized signature of an agency official, as indicated in GPO’s agency signature file, must be included on the submitted requisitions.

NOTE: Field or regional activities should coordinate their requirements with their Washington, DC area headquarters Printing Officers before submitting any paperwork to avoid order duplication and to ensure signature authorization.

The date established for submission allows sufficient time for GPO to process orders and to provide timely feedback to agencies. Requisitions received after August 4, 2017 will not be processed until April 1, 2018.

TO SUPPORT SUCCESSFUL PROCESSING OF REQUISITIONS

The following information must appear on each SF-1:

- Requisition numbers for FY18 should begin with the prefix 8 (e.g., 8-00001).
- 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, please indicate so.
- The total quantity of each product and the quantity totals indicated on distribution lists should agree.
- Delivery addresses, names, and telephone numbers of persons indicated on distribution lists should be complete and have been verified as current. This will help avoid the loss or non-delivery of your products.
- It is requested that agencies consolidate distribution to a single room for each address instead of multiple rooms at each location.

TO SUPPORT THE FINANCIAL AND BILLING PROCESS

For all IPAC transactions, the Department of Treasury requires agencies to provide a Component Treasury Account System (TAS) and Business Event Type Code (BETC) commonly referred to as TAS-BETC on the SF-1. Please refer to GPO Circular Letter No. 882, dated April 16, 2013.

GPO's website provides on demand training for more information about this requirement at [https://www.gpo.gov/pdfs/customers/marketing/Custom TAS BETC Presentation.pdf](https://www.gpo.gov/pdfs/customers/marketing/Custom%20TAS%20BETC%20Presentation.pdf)

On the SF-1, please use the proper fields (or the additional information block) to indicate:

- If credit card payment will be used for orders.
- Line of Accounting (LOA) information, if this information is mandatory for agency payment processing.
- Up to 11 characters, either alpha or numeric, can be added to the requisition number field to assist agencies in identifying the order on the GPO invoice.

For example: The requisition number contains a single digit for the fiscal year followed by a hyphen and five digits assigned by the agency. Usually req. numbers are issued in sequence (i.e. 8 – 00001). With additional identifiers added, the number may be longer (i.e. 8-00001/TXR60001234)

- Names, email addresses, and/or phone numbers for the agency's financial personnel, whom GPO may contact if any billing issues occur.
- Billing Address Code (BAC) to properly identify the ordering agency. **NOTE:** The BAC provided will be used throughout FY18 for a specific publication or order. If multiple bureaus will place orders on the same term contract, submit a separate requisition form for each BAC.
- Any additional information that will support the billing process.

Inquiries concerning the ordering of Congressional materials may be directed to Ms. Vicki Wallace, Congressional Publishing Services, on 202-512-0224.

Please inquire about open requisitions on materials not listed in the enclosure by calling Dwayne Ikaika on 202-512-1382. For further reference, see separate Circular Letters addressing GPO's order collection for non-Congressional materials, Federal Register and Code of Federal Regulations.

Sincerely,

BRUCE SEGER

Managing Director, Customer Services

Enclosure (two pages)

Congressional Materials

Congressional requisitions should be submitted to GPO by August 4, 2017. Requisitions received after this date will not be processed until April the following calendar year (2018). 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 2017. 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 the next page.) In some cases, House and Senate Appropriations Subcommittees have been combined.

APPROPRIATION MATERIALS RELATING TO:

	<u>House Hearings</u>	<u>Senate Hearings</u>	<u>Bills</u>	<u>Reports</u>	<u>Laws</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. State, 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.....	_____	_____	_____	_____	_____

