

**CIRCULAR LETTER NO. 1020**

October 18, 2018

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

**SUBJECT:** Public Papers of the Presidents of the United States, 2018

The Office of the Federal Register has announced the opportunity to submit rider orders for the *Public Papers of the Presidents for Donald Trump, 2018, Books I and II*, which are being prepared for printing. Book I includes material from January 1, 2018, through June 30, 2018, and Book II includes material from July 1, 2018, through December 31, 2018.

In accordance with 1 CFR 12.5 (a) (3), the head of each executive agency receives one official copy (without charge) of each annual volume.

Please note that your requisition (SF-1) for these hardcover publications is due to the Government Publishing Office no later than **December 7, 2018**. Be sure to indicate the number of copies of each book needed for all of the activities in your organization. For Book I, include OFR **requisition number NARA19GPO-F-00007** and **GPO jacket number 245-045** on your requisition. For Book II, include OFR **requisition number NARA19GPO-F-00008** and **GPO jacket number 245-046** on your requisition. Also please include your **Line of Accounting (LOA)** number on the SF-1, and all agencies are required to provide GPO with their **Component Treasury Account System (TAS)** and **Business Event Type Code (BETC)** information for all IPAC transactions. Please refer to GPO Circular Letters No. 882, 893, 903 and 922.

The preferred method of submitting requisitions is to e-mail them to [requisitions@gpo.gov](mailto:requisitions@gpo.gov) with the Jacket Number in the subject line. If you cannot e-mail requisitions, they may be faxed to 202-478-1762 or mailed to Agency Publishing Services COMSTAT, Stop CSA, U.S. Government Publishing Office, Washington, DC 20401.

Because the page counts for these publications are not known, the rider rates have not yet been determined. However, your requisition prior to production allows the printing of these copies during the regular press runs. This results in substantial savings, which we are then able to pass along to you. (Please note that rider rates apply to single destination, local delivery orders only. Mailing costs, if incurred, will comprise an additional charge.) 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 concerning the information contained in this Circular Letter, please contact OFR Publishing Services, phone 202-512-2100 or email [ojg@gpo.gov](mailto:ojg@gpo.gov).

Sincerely,

SANDRA MacAFEE  
Managing Director, Customer Services