

CIRCULAR LETTER NO. 1029

May 10, 2019

TO: Publishing and Printing Officials of the Federal Government

SUBJECT: Open Requisitions (SF-1) for Congressional Materials, Fiscal Year 2020 (FY20)

This letter provides notice that the time has come to submit open requisitions for FY20 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 **July 12, 2019**.

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 Publishing 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 July 12, 2019 will not be processed until April 1, 2020.

TO SUPPORT SUCCESSFUL PROCESSING OF REQUISITIONS

The following information must appear on each SF-1:

- Requisition numbers for FY20 should begin with the prefix 0 (e.g., 0-00001).
- 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 address, name, and telephone number of person indicated on distribution list should be complete and have been verified as current. This will help avoid the loss or non-delivery of your products.
- 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.

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/Customer_TAS_BETC_Presentation.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. 0-00001). With additional identifiers added, the number may be longer (i.e. 0-00001/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 FY20 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. Natalya Panyan, 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. Circular Letters are located online at <https://www.gpo.gov/how-to-work-with-us/agency/circular-letters>.

Sincerely,

SANDRA MacAFEE
Managing Director, Customer Services

Enclosure (two pages)

Congressional Materials

Congressional requisitions should be submitted to GPO by July 12, 2019. Requisitions received after this date will not be processed until April the following calendar year (2020). Before selecting Congressional materials, please review your needs and consider utilizing Govinfo in lieu of ordering paper products. All of the products listed below are available on Govinfo (<http://www.govinfo.gov>) *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 Congressional Publishing Services (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 2020. 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 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	_____	_____	_____	_____	_____

NON-APPROPRIATION HEARINGS ONLY

HOUSE

SENATE

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|-----|--|-------|
| 14. | Agriculture | _____ |
| 15. | Financial Services | _____ |
| 16. | Budget | _____ |
| 17. | Energy and Commerce..... | _____ |
| 18. | Education and Labor..... | _____ |
| 19. | Oversight and Reform..... | _____ |
| 20. | House Administration | _____ |
| 21. | Foreign Affairs..... | _____ |
| 22. | Judiciary..... | _____ |
| 23. | Armed Services..... | _____ |
| 24. | Natural Resources | _____ |
| 25. | Science, Space, and Technology..... | _____ |
| 26. | Small Business | _____ |
| 27. | Transportation and Infrastructure..... | _____ |
| 28. | Veterans' Affairs..... | _____ |
| 29. | Ways and Means | _____ |
| 30. | Homeland Security..... | _____ |

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| 31. | Agriculture, Nutrition, and Forestry..... | _____ |
| 32. | Armed Services | _____ |
| 33. | Banking, Housing and Urban Affairs | _____ |
| 34. | Budget..... | _____ |
| 35. | Commerce, Science, and Transportation..... | _____ |
| 36. | Energy and Natural Resources | _____ |
| 37. | Environment and Public Works..... | _____ |
| 38. | Finance | _____ |
| 39. | Foreign Relations..... | _____ |
| 40. | Homeland Security and Governmental Affairs | _____ |
| 41. | Judiciary | _____ |
| 42. | Health, Education, Labor, and Pensions..... | _____ |
| 43. | Small Business..... | _____ |
| 44. | Veterans' Affairs | _____ |

JOINT COMMITTEE

45. Joint Economic Committee

The following subject headings indicate Congressional materials based on legislative form and include all such materials for the fiscal year, regardless of Congressional committee origin.

46. Public Bills and Resolutions
47. Reports on Public Bills and Resolutions.
48. Private Bills
49. Reports on Private Bills

50. Public Laws _____
51. Private Laws _____
52. Documents (Including Presidents' Message) _____

SPECIAL ITEMS

President's Messages _____ House Telephone Directories _____ Senate Telephone Directories _____
Daily Congressional Record _____ Bound Congressional Record _____

CALENDARS

HOUSE: Monday Only_____Daily_____

SENATE: Daily_____