

GPO

GPO

**U.S. GOVERNMENT PUBLISHING OFFICE**

732 North Capitol Street, NW, Washington, DC 20401

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# Federal Register and Code of Federal Regulations

Publishing information for Federal agencies

## Background

The U.S. Government Publishing Office is mandated by law to publish documents required or authorized in the *Federal Register* (FR) notices and the *Code of Federal Regulations* (CFR).<sup>1</sup> Also by law, agencies are required to reimburse GPO for the services performed.<sup>2</sup>

## Open Requisitions

Federal agencies are required to submit open requisitions to GPO using the Standard Form 1 (SF1) before the beginning of each Fiscal Year. Agencies should submit an SF1 for publishing in the FR and a separate SF1 for publishing in the CFR. Click on the following link for the SF1 and downloadable instructions <https://www.gpo.gov/how-to-work-with-us/agency/forms-and-standards> Completed SF1s can be emailed to [OJG@gpo.gov](mailto:OJG@gpo.gov); or mailed to Official Journals of Government (OJG), Room C846, Washington, DC 20401; or faxed to **888.579.5907**.

## CFR Riders

On a quarterly basis, GPO sends out a Circular Letter for requisitions to obtain printed rider copies of the CFR. These rider SF1s can be emailed to [OJG@gpo.gov](mailto:OJG@gpo.gov); or mailed to Official Journals of Government (OJG), Room C846, Washington, DC 20401; or faxed to **888.579.5907**.

You can track the anticipated delivery dates of the CFR Titles at <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/ofr-publishing-services>.

## Circular Letters

GPO issues a Circular Letter (usually mid-June) as a reminder to agency personnel to submit the open requisitions. Circular Letters are a vital communications link between the GPO and its customers in the Federal community. If you would like to receive Circular Letters, send your email address, name, and the name of your agency to [circulars@gpo.gov](mailto:circulars@gpo.gov). You may also access a complete list of Circular Letters here: <https://www.gpo.gov/how-to-work-with-us/agency/circular-letters>

## Publishing Rates

The CFR is charged at a page rate of **\$85**.

The FR is charged at a per column rate (published columns) depending on the format the submission to the Office of the Federal Register (OFR). Publishing rates are as follows: Word Document (P)-**\$159/column**; Camera Copy (C) -**\$174/column**; Manuscript Copy (M)-**\$174/column**.

## Required Billing Information

**Billing Address Code (BAC):** A BAC is a unique 6-digit account identifier assigned by GPO. The BAC identifies the particular agency and is assigned to a single Agency Location Code (ALC). The BAC provides GPO with information regarding the method of payment. A separate open requisition SF1 must be submitted for each publishing BAC.

**It is important to note that when submitting documents for publishing to the OFR your agency liaison must ensure that each article contains the proper BAC.**

Providing an improper BAC or failure to furnish a BAC with the article leads to delays in your agency's invoicing for the publication.

**Treasury Account Symbol (TAS)- Business Event Type Code (BETC):**

The TAS identifies a U.S. Treasury account and joined with a BETC classifies the transaction against the fund balance with the Department of Treasury. Ensure you have submitted the appropriate TAS/BETC on the open requisition SF1.

The agency liaison is responsible in representing their agency in all matters related to submission of documents to GPO and the OFR. The agency liaison and the budget officer should ensure funding obligations are secure prior to submission of article to OFR. If you require assistance in identifying your agency liaison contact OFR at [fedreg.info@nara.gov](mailto:fedreg.info@nara.gov).

Questions, contact the OFR Publishing Services at **202.512.2100** or email [OJG@gpo.gov](mailto:OJG@gpo.gov)

<sup>1</sup> Chapter 15, Title 44, United States Code (see specifically section 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 Publishing 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).