

CIRCULAR LETTER NO. 891

July 16, 2013

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Rider Orders for the United States Government Manual 2013 Edition, Revised August 2013.

The GPO is providing this Circular Letter to announce the opportunity to submit orders for the United States Government Manual, 2013 edition, revised August 2013. The Government Manual provides comprehensive information on the agencies of the Legislative, Judicial, and Executive Branches. It also includes information on quasi-official agencies; international organizations in which the United States participates; and Federal boards, commissions, and committees.

The estimated rider rate for the 2013 edition printed publication is \$13.50 per copy. Please note that GPO will make every effort to include any orders (SF-1's) received after the **August 12th deadline** in the original printing at the rider rate pricing. However, due to the Government Manual production process and schedule, orders received late may be directed to the Superintendent of Documents for fulfillment at the higher post-production sales rates.

Rider rates apply to single destination, local delivery orders only. Mailing costs, if incurred, will be included as an additional charge. **Unlike previous editions of the Manual, this edition and subsequent editions will not be automatically distributed by the National Archives and Records Administration through the Office of the Federal Register. If you wish to receive a copy of this publication it must be ordered through the Government Printing Office.**

Send requisitions to GPO by **August 12th, 2013**. The preferred method of submitting requisitions is to e-mail them to requisition@gpo.gov and include the following in the Subject line of the e-mail "Rider Requisition for Jacket Number 230-102". Please be sure to indicate your agencies unique **Requisition Number** and your agencies **Billing Address Code (BAC)** for your bureau/office. Including the originating **GPO Jacket Number 230-102** in the section of the SF-1 that reference "This Order Rides" to further expedited processing. Also, please include your **Line of Accounting (LOA)** number on the SF-1 if your agency requires this information for billing processing.

Alternatively, requisitions can be faxed to 202.478.1762 or mailed to Agency Publishing COMSTAT, Stop CSA, U.S. Government Printing Office, Washington, DC 20401. 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.

Sincerely,

TED PRIEBE
Acting Managing Director, Customer Services