

**CIRCULAR LETTER NO. 964****March 3, 2016****TO:** Printing and Publishing Officials of the Federal Government**SUBJECT:** Rider Requisitions for the Merit System Principles Wallet Card (Rev. Date May 2011)

The Government Publishing Office (GPO) is now accepting rider orders for the Office of Personnel Management (OPM) reprint of The Merit System Principles Wallet Card (Rev. Date May 2011). The durable plastic wallet card is credit card size, and printed in two colors. The current version of the wallet cards is an abbreviated list of the 9 Merit System Principles and 12 Prohibited Personnel Practices (not including #13). The most recent Prohibited Personnel Practices #13 could not be added in the wallet card design due to its length which was not appropriate for abbreviation.

Therefore OPM is recommending that agencies to use the official links listed below with the official language for both Merit System Principles and Prohibited Personnel Practices:

The Merit System Principles are basic standards governing the management of the executive branch workforce. The principles are part of the Civil Service Reform Act of 1978, and can be found at 5 U.S.C. § 2301(b). The principles can also be viewed at <http://www.mspb.gov/meritsystemsprinciples.htm>

Prohibited Personnel Practices were enacted to prohibit certain actions by Government agencies and employees by establishing rules for what must or must not be done in the areas of Government employment. You can view a full list of the prohibited practices at <http://www.mspb.gov/ppp/ppp.htm>

The estimated rider rate for this wallet card is \$.15 each, which applies to single destination, local delivery. Mailing charges, if incurred, will be added to your account.

All DoD clients should contact their local DLA Document Services Office. You can find your local office at: <http://www.documentservices.dla.mil/> or you can call the DLA Document Services Customer Support Center at: 1-866-736-7010.

Send requisitions to GPO by **March 21, 2016**. Please be sure to indicate GPO Jacket No. 393-499, Requisition No. 6-00024, and Print Order No. 10005 on your requisition. The preferred method of submitting requisitions is to e-mail them to [requisition@gpo.gov](mailto:requisition@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 Procurement Services COMSTAT, Stop CSPS, U.S. Government Publishing 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, please contact Dalton Everett, Agency Publishing Specialist on 202-512-1239 or 202-512-0307.

Sincerely,

**BRUCE SEGER**  
Managing Director, Customer Services