



Keeping you informed through government publications—both online and through print.

We oversee the print and electronic requests for the *Code of Federal Regulations* and the *Federal Register* and other Office of the Federal Register publications.



We support and monitor the administrative and production requirements for all OFR documents produced by the GPO.

Process

- In the summer before each new fiscal year, a circular letter is sent out requesting the submission of open requisitions for publishing content in the *Federal Register* and *Code of Federal Regulations*.
- Open requisitions for each new fiscal year are submitted using the Standard Form 1 (SF1) to:
Official Journals of Government (OJG)
Room C-846
Washington, DC 20401
888.579.5907 (fx)
ojg@gpo.gov
- On a quarterly basis, a circular letter is sent out for requisitions to obtain printed rider copies of the *Code of Federal Regulations*. Send your SF1 submission to the same address as listed above.

Billing

By law, GPO must publish documents required or authorized in the *Federal Register* notices and the *Code of Federal Regulations*.¹ Also, by law, agencies are required to reimburse GPO for the services performed.²

¹ Chapter 15, Title 44, United States Code (see specifically sections 1502, 1504 and 1510).

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 Printing 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).

Content

All Agencies that publish material in the *Federal Register* are charged at a per column rate (published columns) depending on the type of article submission to our office. Current rates for submission types are as follows:

- Word document - \$159/column
- Camera copy - \$174/column
- Manuscript copy - \$174/column

Code of Federal Regulations is charged at a per page rate. The current rate for the submission type is \$85/per page.

Billing Address Code (BAC and TAS/BETC)

The Component TAS/BETC is required for agencies that are currently CARS reporters. After October 1, 2014, all agencies will be required to provide GPO with their TAS/BETC information for all IPAC transactions. The BAC is your GPO customer account number. It is a six-digit alpha-numeric field assigned by GPO based on your agency's program or accounting needs. It also includes your agency address, point of contact, and agency location code, when collection is made through Treasury's IPAC system or deposit account designation. A BAC can be created for a specific agency program or sub-program that enables you to easily assign printing costs to your agency's activities.

We use the BAC located at the end of each article published in the *Federal Register* for billing purposes.

- When a document contains an improper BAC it leads to unnecessary "charge backs" and improper billings.
- When a BAC is not included in the article additional administrative hours for proper billing are required and may lead to additional charges to the submitting agency.

Agency Liaison

Your agency liaison is responsible in representing their agency in all matters relating to submission of documents to the Office of the Federal Register for publishing within the *Federal Register*. He/she must also ensure that not only does each article contain a BAC, but that the correct agency BAC is identified for each document submission to the Office of the Federal Register. The Federal Register liaison(s), printing officer(s), and the financial organization of each agency should be involved in the process required for Federal Register and Code of Federal Regulations publishing activities prior to submission of articles to the Office of the Federal Register.

To identify your agency liaison, contact the Office of the Federal Register at fedreg.info@nara.gov.

