

CIRCULAR LETTER NO. 771

June 2, 2010

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Fiscal Year 2011 Open Requisitions

This letter is to notify you that **now is the time** to submit open requisitions for Fiscal Year 2011. To allow sufficient time for processing and enable us to provide timely feedback to our customers, we have established a cut-off date of *July 10, 2010*, for all open requisitions. **Open requisitions received after that date will not be processed until after October 1, 2010, or until all previously submitted requisitions have been processed. Please review the “Congressional Materials” enclosure for important information regarding their open requisitions.**

Your requisitions should be forwarded to: Print Procurement, Support Operation, Communication & Status Center, Stop CSA, Rm. C-807, U.S. Government Printing Office, Washington, D.C. 20401. You can fax your requisition to (202) 512-1260.

NOTE: We are experiencing an increase in duplicate requisitions for the same item. **Please DO NOT** mail and/or fax duplicate requisitions for the same item, unless instructed to do so. Also, all requisitions submitted must be signed by your agency's authorized personnel as reflected in our agency signature files.

To help us avoid problems or delays in processing your requisitions, please ensure that:

- The total quantity of each product and the quantity totals indicated on distribution lists agree.
- Delivery addresses, names, and telephone numbers of persons indicated on distribution lists are complete and have been verified as current. This will help avoid the loss or non-delivery of your products.

The following information **must** appear on each requisition:

- A Requisition number beginning with a one (1) to represent 2011.
- 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, indicate so on your requisition.
- Your Billing Address Code (BAC), which is necessary to properly identify your order and a Line of Accounting Number (LOA) if required by your agency.

Open

requisitions for Fiscal Year 2011 should be submitted to GPO through your agency's Washington, DC, headquarters office. Open requisitions and riders for **Regional** programs should be sent directly to the appropriate **Region**, not to the Central Office. In addition, consolidation to one distribution location **per agency address** in lieu of multiple room addresses would be greatly appreciated. See the "Congressional Materials" enclosure for important information regarding the delivery of Congressional products. Please note that **open requisition numbers for Fiscal Year 2011 should begin with the prefix 1 (e.g., 1-00001).**

Requisitions should be submitted for items such as continuance of commercial term contracts, current work programs, dated periodicals, Congressional materials, mailings by Information Dissemination (SuDocs), orders for the Paper and Materials Control Section, and standing riders (**not one-time riders**) for materials ordered by other agencies on a continuing basis. (See the following listing of materials for which GPO accepts open requisitions.)

Inquiries concerning the ordering of Congressional materials may be directed to Ms. Ann Mason, Congressional Publishing Service, on 202-512-0224. Please direct inquiries regarding non-congressional products to Mr. Dwayne Ikaika, Chief, Communication & Status Center (COMSTAT), on 202-512-0222.

Sincerely,

RICARDO GARCIA
Managing Director, Print Procurement

Enclosures

MISCELLANEOUS

LABOR Occupational Outlook Handbook – **Do not send in Requisitions for FY11. This job will not be printed again until FY12**

CONGRESSIONAL

GPO Daily Congressional Record
GPO Bound Congressional Record

FEDERAL REGISTER

For publishing in the Federal Register
For publishing in the Code of Federal Regulations

The following publications below are no longer available in a paper format, but may be found at the Web site indicated:

Classification, Compensation and Performance Reference Library
<http://www.opm.gov/fedclass>

Digest of Significant Classification Decisions and Opinions
<http://www.opm.gov/classapp>

Handbook of Occupational Groups and Families
<http://www.opm.gov/classapp>

Federal Civilian Workforce Statistics - Employment and Trends
<http://www.opm.gov/feddata/html/empt.html>

Significant Cases
<http://www.opm.gov/lmr/sc/index.html>

Operating Manual - SF-113 Summary Data Reporting System
<http://www.opm.gov/feddata/reporting.asp>

Operating Manual - The Guide to Processing Personnel Actions
<http://www.opm.gov/feddata/persdoc.html>

NARA Bulletin
<http://www.archives.gov/records-mgmt/bulletins>

Continued: The following publications are no longer available in a paper format, but may be found at the Web site indicated:

Operating Manual - The Guide to Personnel Recordkeeping

<http://www.opm.gov/feddata/persdoc.html>

Operating Manual - The Federal Wage System

<http://www.opm.gov/oca/wage/>

Operating Manual - The Federal Wage System Non-appropriated Funds

<http://www.opm.gov/oca/wage/>

Operating Manual - Qualification Standards for General Schedule Positions

<http://www.opm.gov/qualifications/>

Federal Travel Regulations and Subsequent Changes (GSA Publication)

<http://www.gsa.gov>

Commuted Rate Schedule (GSA Publication)

<http://www.gsa.gov>

General Wage Determination Issued Under Davis-Bacon and Related Acts

<http://www.dol.gov>

Federal Energy Reports, Guidelines, Statutes, and Regulations

<http://elibrary.ferc.gov>

Salary Tables (OPM Publication)

<http://www.opm.gov>

Congressional Materials

Congressional requisitions should be submitted to GPO by July 10, 2010. Requisitions received after this date will not be processed until April the following calendar year (2010). Before selecting Congressional materials, please review your needs and consider utilizing *GPO Access* in lieu of ordering paper products. All of the products listed below are available on *GPO Access* (<http://www.gpoaccess.gov/legislative.html>) 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 the Congressional Publishing Service (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 2011. 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 the 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 on the next page.) In some cases House and Senate Appropriations Subcommittees have combined.

APPROPRIATION MATERIALS RELATING TO:

	<u>House Hearing</u>	<u>Senate Hearings</u>	<u>Bills</u>	<u>Reports</u>	<u>Law</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

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

SENATE

- 31. Agriculture, Nutrition, and Forestry..... _____
- 32. Armed Services..... _____
- 33. Banking, Housing and Urban Affairs..... _____
- 34. Budget..... _____
- 35. Commerce, Science, & 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 _____

CALANEDARS

HOUSE: Monday Only _____ Daily _____ SENATE: Daily _____