

CIRCULAR LETTER NO. 1066

February 11, 2021

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Document Submissions for Publishing in the Federal Register

This letter is to notify you of the availability of online resources for the drafting of *Federal Register* documents. The Office of the Federal Register (OFR) publishes two handbooks, the *Document Drafting Handbook* (DDH) and the *Incorporation by Reference Handbook* (IBR), both available here <https://www.archives.gov/federal-register/write/handbook>.

GPO would like to highlight a few useful sections within the DDH:

- **Billing Address Code (BAC)** – The BAC is used for GPO billing to your agency. Section 1.3 explains what a BAC is and where your BAC should appear when submitting documents to OFR.
- **Federal Register Liaison** – If you do not know who your agency's liaison is, Section 1.3 provides an email address at OFR to contact.
- **Public Key Infrastructure (PKI)** – Appendix B.2 – This section provides information regarding the benefits of using PKI for electronic submission to OFR. (GPO provides PKI services for customer agencies and more information can be found here <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/public-key-infrastructure>).

If you have any questions regarding this Circular Letter, please contact GPO's Office of OFR Publishing Services by sending an email to [ojg@gpo.gov](mailto:ojg@gpo.gov).

Sincerely,

SANDRA MacAFEE  
Managing Director, Customer Services