



CIRCULAR LETTER NO. 1078

September 21, 2021

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Federal Career Service and Retirement Certificates available through GPO Online Sales Program

The Government Publishing Office (GPO) is accepting orders for the Office of Personnel Management (OPM) Federal Career Service and Retirement Certificates. They are intended to be used with career service and retirement emblems, and will be available in two different sizes: 8 x10” and 8-1/2 x 11” to accommodate either a folder or frame, as requested by agencies. Certificates for 5, 10, and 15-years of service will be embossed in bronze; 20 and 25-year certificates will be embossed in silver; 30, 35, 40, 45, and 50-year certificates will be gold embossed. A PDF copy may be obtained by emailing [apsdc@gpo.gov](mailto:apsdc@gpo.gov).

The following prices apply to single destination, local delivery. Mailing charges, if incurred, will be added to your account. All domestic and international shipments will be made by traceable means. Domestic shipments will be made within 7 to 10 business days and international shipments will be made within 14 business days.

Certificates for 5, 10 and 15-years (bronze)	\$7.00 per 25 copies
Certificates for 20 and 25-years (silver)	\$7.00 per 25 copies
Certificates for 30-years (gold)	\$7.00 per 25 copies
Certificates for 35, 40, 45 and 50-years (gold)	\$5.00 per 10 copies
Certificates for Retirement (gold)	\$5.00 per 10 copies

PLEASE NOTE: CERTIFICATES FOR 5 TO 30 YEARS OF SERVICE ARE AVAILABLE IN PACKAGES OF 25. CERTIFICATES FOR 35 TO 50 YEARS OF SERVICE AND RETIREMENT CERTIFICATES WILL BE AVAILABLE IN PACKAGES OF 10.

"ALL DoD CLIENTS SHOULD CONTACT THEIR LOCAL DLA DATA MANAGEMENT SERVICES OFFICE. YOU CAN FIND YOUR LOCAL OFFICE AT: <https://www.dla.mil/HQ/InformationOperations/DocumentServices/Contact> OR YOU CAN CALL THE DATA MANAGEMENT SERVICES CUSTOMER SUPPORT CENTER AT: 1-866-736-7010."

Agencies can order certificates online by accessing the GPO Bookstore at <http://bookstore.gpo.gov/> (search OPM) and paying online via credit card or deposit account, or order certificates by faxing a SF-1 form and the attached form to (202)512-2104 or via e-mail to: [caqcc@gpo.gov](mailto:caqcc@gpo.gov) and cc [bmorrison@gpo.gov](mailto:bmorrison@gpo.gov). Please be sure to include TOTAL QUANTITY on the SF-1 form.

If you have any questions in regards to ordering certificates, please contact the GPO Contact Center on (866) 512-1800 or (202) 512-1800 / [caqcc@gpo.gov](mailto:caqcc@gpo.gov).

Sincerely,

SANDRA MacAFEE  
Managing Director, Customer Services

Enclosure

Attach to SF-1

**OPM Federal Career Service and Retirement Certificates  
(Information Attachment)**

Please fill out the following form to order the titles listed below and attach it to your agencies SF-1, Requisition for Printing and Binding. NOTE: Certificates for 5 to 30 Years of Service are available in packages of 25. Certificates for 35 to 50 Years of Service and Retirement certificates are available in packages of 10. Only one requisition number is necessary per request if this form is used. One delivery address is recommended; additional addresses may be attached to this form.

Agency \_\_\_\_\_

REQ # \_\_\_\_\_ B.A.C \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Item Nos.	Certificate Titles	Size	Stock No.	Qty
WPS 101/WPS 101	5- Year (bronze)	8 X 10"	006-000-01559-0	
WPS 102/WPS 102	10- Year (bronze)	8 X 10"	006-000-01560-3	
WPS 103/WPS 103	15- Year (bronze)	8 X 10"	006-000-01561-1	
WPS 104/WPS 104	20- Year (silver)	8 X 10"	006-000-01562-0	
WPS 105/WPS 105	25- Year (silver)	8 X 10"	006-000-01563-8	
WPS 106/WPS 106	30- Year (gold)	8 X 10"	006-000-01564-6	
WPS 107/WPS 107	35-Year (gold)	8 X 10"	006-000-01584-1	
WPS 108/WPS 108	40-Year (gold)	8 X 10"	006-000-01586-7	
WPS 109/WPS 109	45-Year (gold)	8 X 10"	006-000-01588-3	
WPS 110/WPS 110	50-Year (gold)	8 X 10"	006-000-01590-5	
WPS 111/WPS 111	Retirement	8 X 10"	006-000-01592-1	
WPS 101/WPS 101-A	5- Year (bronze)	8 ½ X 11"	006-000-01570-1	
WPS 102/WPS 102-A	10- Year (bronze)	8 ½ X 11"	006-000-01571-9	
WPS 103/WPS 103-A	15- Year (bronze)	8 ½ X 11"	006-000-01572-7	
WPS 104/WPS 104-A	20- Year (silver)	8 ½ X 11"	006-000-01573-5	
WPS 105/WPS 105-A	25- Year (silver)	8 ½ X 11"	006-000-01574-3	
WPS 106/WPS 106-A	30- Year (gold)	8 ½ X 11"	006-000-01575-1	
WPS 107/WPS 107-A	35-Year (gold)	8 ½ X 11"	006-000-01585-9	

WPS 108/WPS 108-A	40-Year (gold)	8 ½ X 11”	006-000-01587-5	
WPS 109/WPS 109-A	45-Year (gold)	8 ½ X 11”	006-000-01589-1	
WPS 110/WPS 110-A	50-Year (gold)	8 ½ X 11”	006-000-01591-3	
WPS 111/WPS 111-A	Retirement	8 ½ X 11”	006-000-01593-0	

Deliver

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To:

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