

**CIRCULAR LETTER NO. 1113**

July 13, 2023

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Open Requisitions (SF1) for Federal Register and Code of Federal Regulations.

This letter is to notify you that now is the time to submit open requisitions for Fiscal Year 2024 for your agency's information (content) to be published in both the Federal Register (FR) and Code of Federal Regulations (CFR) publications (an individual open requisition is required for each publication). You may know that GPO is required by law to publish Federal Register notices.<sup>1</sup> Also, by law, agencies are required to reimburse GPO for the services performed.<sup>2</sup>

Reimbursement is only achievable with your cooperation by furnishing us with a Standard Form 1 (SF1) containing your valid BAC number.

To allow for sufficient time for processing and enable us to provide timely feedback to our customers, we have established a cut-off date of August 25, 2023, for receipt of all open requisitions.

The preferred method for submitting requisitions is to e-mail them to [ojg@gpo.gov](mailto:ojg@gpo.gov) with "Federal Register and Code of Federal Regulations" in the subject line. Upon submission of a requisition, the document must be signed by an authorized agency representative. In order to simplify the process for our customers, GPO has revised the SF1 June 2022 so that the individual signing the updated order form are now able to self-certify that they have the authority to obligate funding and submit printing and binding requisitions to GPO without the additional requirement for a separate formal signature authorization memo/GPO Form <https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/formsf1-rev.pdf>

NOTE: Field or regional activities should coordinate their requirements with their Washington, DC area headquarters Printing Officers before submitting any paperwork to avoid order duplication and to ensure signature authorization.

All agencies will be required to provide GPO with their TAS-BETC information for all IPAC transactions. Please refer to GPO Circular Letters No. 882, 893, 903 and 922.

The following information must appear on each requisition:

- A requisition number beginning with the number four (4) to represent FY 2024 (e.g., 4-00001).
- Your Billing Address Code (BAC), which is necessary to properly identify your agency/bureau, and a Line of Accounting Number (LOA if required by your agency).
- TAS-BETC (if an IPAC transaction).
- Credit Card information if using this method for payment.
- Clearly identify on the requisition in the “Title” box that it is for publishing in the FR or the CFR for FY 2024.
- Contact information (email, phone number).

If you have any questions concerning this circular please contact OFR Publishing Services at email [ojg@gpo.gov](mailto:ojg@gpo.gov) .

Rates for FY 2024 are as follows:

Federal Register

MS Word submission	\$453/per page	\$151/per column
Manuscript Copy	\$522/per page	\$174/per column
Camera Copy	\$522/per page	\$174/per column
Code of Federal Regulations	\$85/per page	N/A

Sincerely,

TED PRIEBE  
Managing Director, Customer Services

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<sup>1</sup> Chapter 15, Title 44, United States Code. See specifically sections 1502, 1504

<sup>2</sup> 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 Publishing 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).