

Circular Letter No. 1115

September 25, 2023

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Planning for Agency Procurement Services Operations during a Lapse in Appropriations

In the event of a Government-wide funding lapse, the U.S. Government Publishing Office (GPO) is prepared to help you plan in advance for support of your agency's known mission-essential excepted publishing functions. We encourage you to contact your DC or Regional APS Customer Services team prior to the potential October 1, 2023 shutdown to discuss your anticipated specific needs. The operations of GPO Agency Procurement Services will be impacted should a shutdown take effect October 1.

If you are a funded (excepted) agency* you may continue to use your GPO Term Contracts, GPO's SPA Program, and your GPOExpress account to meet immediate printing, publishing, and duplicating needs that are excepted activities under the Antideficiency Act based on your agency's authority and approval.

If you do not currently have a GPOExpress account, contact your GPO representative ASAP to establish an account to enable using the GPOExpress program during a funding lapse. For more information regarding the services available through GPOExpress please call 202-365-9033 or visit <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/gpoexpress>.

If emergency printing or publishing requirements that are excepted activities under the Antideficiency Act arise during the shutdown with needs that cannot be met through these programs, contact your GPO Customer Services team email address listed on <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team> for assistance. An excepted GPO employee will then contact you shortly.

GPO Customer Services encourages you to contact your Customer Services team today to make the necessary plans to ensure your agency's publishing needs are

met. During a shutdown, contractors should continue performance on contracts already awarded. Alternative delivery instructions or proofing requirements, if applicable, may need to be made prior to the shutdown and should be conveyed to the GPO procurement team that awarded the contract. GPO will need to issue a contract modification for any changes, and additional costs may be incurred.

Additional guidance is provided by the White House (Frequently Asked Questions During a Lapse in Appropriations, September 22, 2023

<https://www.whitehouse.gov/wp-content/uploads/2023/09/Agency-Lapse-FAQs-9.2023.pdf>.

Sincerely,

TED PRIEBE
Managing Director, Customer Services

**Agencies should refer to relevant legal opinions issued by the Attorney General and the Office of Legal Counsel of the Department of Justice, which set forth the legal requirements imposed by the Antideficiency Act (Act) during a lapse in appropriations and the guiding standards agencies should use in making decisions under the Act during a lapse in appropriations. - OMB Memorandum M-13-22. Dated September 17, 2013.*