



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

June 30, 2004
DT-04-017

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman
Associate Director for Education

SUBJECT: Printing of a New 14 General Principles Card
and Reprinting of the Code of Ethics Poster

The U.S. Office of Government Ethics (OGE) is pleased to announce the new printing of a glossy two-sided card (5x7) of the 14 General Principles and the reprinting of the Code of Ethics Poster (16x20).

Anticipating a large demand for these items, OGE reached an agreement with the Government Printing Office (GPO) for agencies to ride our requisition order. To order copies, please complete an SF-1, Printing and Binding Requisition Form, and forward directly to GPO (Circular Letter No. 560, dated 6/17/04) before **Friday, July 9, 2004**. Please include the following information on your SF-1:

- * **14 General Principles Card (size: 5x7)**
 - * GPO jacket number: **307-588**
 - * OGE requisition number: **4-00015**

- * **Code of Ethics Standards of Conduct Poster (size: 16x20)**
 - * GPO jacket number: **307-587**
 - * OGE requisition number: **4-00016**

Mail or fax completed SF-1 forms to:
U.S. Government Printing Office
Room C-830
North Capitol and H Streets, NW
Washington, DC 20401
TEL: 202-512-1184
FAX: 202-512-1260

Designated Agency Ethics Officials
Page 2

The cost of each item cannot be determined until after GPO compiles the total number of orders. We estimate the cost of the poster to be \$.20 each and the cost of the card \$.15 each printed under this requisition.

If you have any questions about the SF-1 and/or rider process, please contact GPO directly at 202-512-1800. For any questions pertaining to OGE's requisition order, please contact Kaneisha Cunningham at 202-482-9228.