



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

September 7, 2007  
DO-07-033

MEMORANDUM

TO: Designated Agency Ethics Officials, General  
Counsels and Inspectors General

FROM: Marilyn L. Glynn  
General Counsel

SUBJECT: Publication of Booklet Summarizing the Most  
Common Ethics and Procurement Integrity Issues

The Office of Government Ethics (OGE) is pleased to announce the publication of a booklet entitled, "Ethics & Procurement Integrity: What You Need to Know as a Federal Employee Involved in the Procurement and Acquisition Process." The booklet provides a general introduction to some of the most common ethics and procurement integrity issues that arise for employees involved in the Government's procurement and contracting process. You may review this booklet at:

[http://www.usoge.gov/pages/forms\\_pubs\\_otherdocs/fpo\\_files/booklets/bkprocurementintegrity\\_07.pdf](http://www.usoge.gov/pages/forms_pubs_otherdocs/fpo_files/booklets/bkprocurementintegrity_07.pdf)

If you wish to ride OGE's requisition order, please complete an SF 1, Printing and Binding Requisition Form and forward it directly to the Government Printing Office (GPO) (Circular Letter No. 565 dated September 2, 2004) no later than **Friday, September 28, 2007**. Please include the following information on your SF 1:

- **Ethics & Procurement Integrity: What You Need to Know as a Federal Employee Involved in the Procurement and Acquisition Process**
- GPO Jacket Number: 336-847  
OGE Requisition Number: 7-00008

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Inspectors General

Mail or fax completed SF 1 forms to:

U.S. Government Printing Office  
Agency Publishing Services  
Stop CSA  
Washington, DC 20401  
TEL: 202-512-1800  
TEL: 202-512-1260

The cost of each item cannot be determined until after GPO compiles the total number of orders. We estimate that the cost of each pamphlet to be \$.78.

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 Marilyn L. Bennett at 202-482-9210.