



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

November 22, 2004  
DT-04-035

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman  
Associate Director for Education

SUBJECT: Printing of 14 General Principles Card and  
Code of Ethics Poster

Due to the overwhelming interest in the glossy two-sided card (5x7) of the 14 General Principles and the Code of Ethics Poster (16x20), since the printing announcement (DAEOgram DT-04-017, dated June 30, 2004), the U.S. Office of Government Ethics (OGE) is again announcing a rider for these items.

OGE reached an agreement with the Government Printing Office (GPO) for agencies to ride our requisition order, anticipating a large demand for these items. To order copies, please complete an SF-1, Printing and Binding Requisition Form, and forward directly to GPO (see Circular Letter No. 572) before Thursday, December 30, 2004. Please include the following information on your SF-1:

- 14 General Principles Card (size: 5x7)  
GPO jacket number: 312-689  
OGE requisition number: 5-00001
  
- Code of Ethics Standards of Conduct Poster (size: 16x20)  
GPO jacket number: 312-690  
OGE requisition number: 5-00003

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

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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.

If you have any questions about the SF-1 and/or rider process, please contact GPO directly at (202) 512-1184. For any questions pertaining to OGE's requisition order, please contact Kaneisha Cunningham at (202) 482-9228.