



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

May 7, 2009
DT-09-016

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Matthew Cross
Associate Director for Education

SUBJECT: Reprinting of 14 General Principles Card

The U.S. Office of Government Ethics (OGE) is pleased to announce the reprinting of the 14 General Principles glossy two-sided card (5x7).

If you wish to ride OGE's requisition order, please complete an SF 1, Printing and Binding Requisition Form, and forward it directly to GPO (Circular Letter No 729 dated May 1, 2009) before May 20, 2009. Please include the following information on your SF 1:

- **14 General Principles Card (size: 5x7)**
- GPO jacket number: 352-941
- OGE requisition number: 9-00007

Mail, fax, or email completed SF 1 forms to:

Agency Publishing Services, Requisition Section
U.S. Government Printing Office
Mail Stop: CSA
Washington, DC 20401
TEL: 202-512-0222
FAX: 202-512-1260
EMAIL: requisition@gpo.gov

The cost of each item cannot be determined until after GPO compiles the total number of orders. We estimate the cost of each card to be \$1.10.

If you have any questions about the SF 1 and/or rider process, please contact GPO directly at 202-512-0222. For any questions pertaining to OGE's requisition order, please contact Kaneisha Cunningham at 202-482-9228.