



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

October 17, 2002  
DT-02-022

MEMORANDUM

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

FROM: Carolyn W. Chapman  
Associate Director for Education

SUBJECT: Reprinting of The Standards of Ethical Conduct  
for Employees of the Executive Branch, Revised  
as of October 2, 2002

The U.S. Office of Government Ethics (OGE) is pleased to announce the reprinting of [The Standards of Ethical Conduct for Employees of the Executive Branch](#) booklet (booklet) through the Government Printing Office (GPO). This easy-to-read format of the regulation at 5 C.F.R. part 2635 includes all OGE amendments made through October 2, 2002.

Anticipating a large demand for the booklet, OGE reached agreement with GPO for agencies to ride our requisition order. To order copies of the booklet, please send an [SF-1, Printing and Binding Requisition Form](#), directly to GPO before November 22, 2002. Please include the following information on your SF-1:

- GPO jacket number: 492-793
- OGE requisition number: 2-00045
- Full title: Standards of Ethical Conduct for Employees of the Executive Branch.

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  
Phone Number: 202-512-1800  
Fax Number: 202-512-1260

The cost of each booklet cannot be determined until GPO compiles the total number of booklets ordered. OGE's records show that agencies ordered almost 43,000 booklets when they were last reprinted in 1999. While we cannot predict the number of booklets to be ordered in 2002, we do expect a smaller total count due mainly to Internet access and agency budgetary constraints. We estimate the cost of the booklets printed under this requisition to be between \$5.00 to \$15.00 per copy.

If you do not wish to order the booklet by November 22, 2002, you may purchase it at a later date from the Superintendent of Documents (Sup Docs). Please note that Sup Docs sells these booklets at a higher price than what you pay when you ride OGE's requisition order. If you choose not to purchase the preprinted booklet from GPO or Sup Docs, you may download the booklet from the [Forms, Publications & Other Ethics Documents](#) section of OGE's Web site, [www.usoqe.gov](http://www.usoqe.gov).

If you have any questions about the SF-1 and rider process, please contact GPO at 202-512-1800. For any questions pertaining to OGE's requisition order, please contact Kaneisha Cunningham, OGE's Management Assistant, at 202-208-8000, extension 1180.