



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

February 7, 2008  
DO-08-005

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 Issues That Arise When Working With Government  
Contractors

The Office of Government Ethics (OGE) is pleased to announce the publication of a booklet entitled, "Working With Government Contractors: What You Need to Know as a Federal Employee Who Works With Government Contractors." The booklet is not specifically designed for procurement officials or other employees with procurement responsibilities. Instead, it provides a general introduction to some of the most common ethics issues that arise for Government employees who work with Government contractors. You may review the booklet at:

[http://www.usoge.gov/pages/forms\\_pubs\\_otherdocs/forms\\_pubs\\_other\\_pg2.html#Anchor-Bookle-51651](http://www.usoge.gov/pages/forms_pubs_otherdocs/forms_pubs_other_pg2.html#Anchor-Bookle-51651)

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. 678 dated February 5, 2008), no later than **February 25, 2008**. Please include the following information on your SF 1:

- **Working With Government Contractors: What You Need to Know as a Federal Employee Who Works With Government Contractors**
- GPO Jacket Number: 342-737
- OGE Requisition Number: 8-00008

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Inspectors General

Mail or fax completed SF 1 forms to:

U.S. Government Printing Office  
Agency Publishing Services, Requisition Section  
Stop: CSAA  
Washington, DC 20401  
TEL: 202-512-0238  
FAX: 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 booklet to be \$.50.

If you have any questions about the SF 1 and/or rider process, please contact GPO directly at 202-512-0238. For any questions pertaining to OGE's requisition order, please contact Marilyn L. Bennett at 202-482-9210.