



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

April 3, 2008
DO-08-014

MEMORANDUM

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

FROM: Marilyn L. Glynn
General Counsel

SUBJECT: Publication of a Booklet on the Ethics Rules that
Apply to Advisory Committee Members Serving as
Special Government Employees

The Office of Government Ethics (OGE) is pleased to announce the publication of a booklet entitled, "To Serve with Honor: A Guide on the Ethics Rules That Apply to Advisory Committee Members Serving as Special Government Employees." The booklet highlights some of the ethics rules that are most likely to affect these committee members, and also provides them with a game plan of eight general principles that will help promote peak ethical performance. Moreover, there is a section at the end of the booklet where one can insert the name and contact number of an agency ethics official or a committee official, available to provide members with ethics assistance. You may view the booklet at:

http://www.usoge.gov/pages/forms_pubs_otherdocs/forms_pubs_other_pg2.html#Anchor--Bookle-49067

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. 686 dated April 2, 2008), no later than April 25, 2008. Please include the following information on your SF 1:

Designated Agency Ethics Officials, General Counsels and
Inspectors General

- **To Serve with Honor: A Guide on the Ethics Rules That Apply to Advisory Committee Members Serving as Special Government Employees**
- GPO Jacket Number: 343-711
OGE Requisition Number: 8-00012

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 \$.75.

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, Program Analyst, at 202-482-9210.