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UNITED STATES OFFICE OF  
GOVERNMENT ETHICS



October 7, 2015

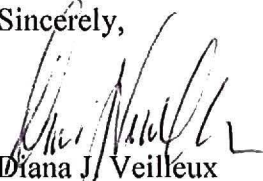
Via Email

Tracking No: FY 16/001

The U.S. Office of Government Ethics (OGE) is granting your Freedom of Information Act (FOIA) request, which was received by the OGE FOIA Office on October 1, 2015. In your request, you asked for “a copy of the listing of OGE agency policies. Example of an OGE agency policy: telework policy.” We are enclosing five pages responsive to your request, the table of contents for both the Human Resources and the Administrative manuals. These records are being provided to you without charge.

The OGE official responsible for this FOIA determination is the undersigned. If you consider this response to be a denial of your request, you may administratively appeal this determination in accordance with the FOIA, as codified at 5 U.S.C. § 552(a)(6)(A), and OGE’s FOIA regulations, at 5 C.F.R. § 2604.304, to the General Counsel, U.S. Office of Government Ethics, 1201 New York Avenue, N.W., Suite 500, Washington, DC 20005-3917. Any such appeal must be in writing and must be sent within 30 days of the date you receive this response letter. If you do appeal, you should include copies of your request and this response, together with a statement of why you believe this initial determination is in error. Also, if you appeal, you should clearly indicate on the envelope and in the letter that it is a “Freedom of Information Act Appeal.”

Sincerely,



Diana J. Veilleux  
OGE FOIA Officer

Enclosures



# Administration Division

## Human Resources Manual

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<b>INFORMATION RESOURCES MANAGEMENT DIVISION</b>
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- **Equal Employment Opportunity**
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# Administration Division

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1201/1225 New York Avenue  
<http://1201newyorkave.info>  
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	<a href="#">Automated Information System (AIS) Development Checklist (OGE Form 128)</a>

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### **TRAVEL CONTACTS**

ARC Travel Services	Helpdesk	304-480-8000
	Email	<a href="mailto:travel@bpd.treas.gov">travel@bpd.treas.gov</a>
American Express	8:30 - 6:30 EST	800-423-7458
	After Hours	800-477-5727
	Intl. Collect	701-227-6800
ARC Customer URL		<a href="http://arc.publicdebt.treas.gov">arc.publicdebt.treas.gov</a>
GovTrip		<a href="#">eTravel Login</a>

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