

A WORD ABOUT ETHICS

GIFTS TO THE GOVERNMENT

What is considered to be a gift to the Government?

- Anything provided to support agency operations, including airplane tickets and meals, as well as funds.

May employees accept gifts to the Government?

- Yes, if:
 - the gift will benefit an agency program or operation,
 - acceptance will not create an appearance of impropriety by giving the impression that the agency will be biased in favor of the giver, and
 - approved by an authorized agency official.

When does acceptance of a gift create an appearance of impropriety?

- This is determined on a case-by-case basis, taking into consideration such factors as:
 - whether the donor has interests in controversial matters before the agency,
 - the value of the gift,
 - the usefulness of the gift to the agency, and
 - the circumstances surrounding the offer.

From which sources can agencies not accept gifts?

- A gift cannot be accepted from:
 - an agency grantee (or applicant),
 - an agency contractor (or bidder), or
 - a company in an industry sector regulated by the agency.

(Although on rare occasions gifts from these sources is permitted as not creating an appearance of impropriety.)

Are gifts for official travel (i.e. airline tickets, hotel, meals) treated differently than other gifts to the Department?

- Yes, unlike other gifts, employees cannot ask that anyone outside the Government pay for official travel; it must be offered voluntarily. A travel gift that is requested cannot be accepted. Furthermore:
 - a travel gift must be approved by agency management before the travel takes place,
 - first class transportation cannot be accepted, and
 - honoraria and speaking fees cannot be accepted.

How are gifts reported?

- All gifts to an agency must be reported on a form CD 210; travel gifts must also be reported on a form SF 326.

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January 3, 2012