

Amendment to 224 FW 5

Series: Personnel
Part 224: Performance and Utilization
Chapter 5: Nonmonetary Recognition and Informal Honors
Amendment Number: 1
Purpose: This amendment clarifies the limitations for using gift cards and gift certificates to recognize employee accomplishments, and corrects information about time-off awards.

Actions:

(1) In section 5.5, add the following sentence after the first sentence:

“Form DI-451 is always required for a gift card or gift certificate, regardless of the value.”

(2) Remove subsection E from section 5.7.

(3) Add the following subsection to section 5.8 and change what was “B” to “C:”

“**B.** Gift cards and gift certificates must not exceed the nominal value of \$50. Because gift cards and certificates can be easily exchanged for cash, gift certificates must be taxed regardless of the amount. If given such an item, employees may choose whether the Service should withhold money for taxes or claim the amount of the gift certificate as additional income. A Form DI-451 is always required for a gift card or gift certificate, regardless of value.”

(4) Add the following subsection to section 5.10:

“**C.** Time-off awards never expire.”

(5) Change section 5.11B(2) from:

“(2) Employees must use time-off awards within 1 year after the effective date of the award.”

TO:

“(2) Although time-off awards never expire, employees must use them before they leave the Service.”

/sgd/ Rowan W. Gould
DEPUTY DIRECTOR

Date: January 19, 2012