



CIVILIAN PERSONNEL SECTION FACTSHEET

Current as of Mar 19

GIFTS BETWEEN EMPLOYEES

Applicable to U.S. appropriated fund civilian employees

RULES: You may not accept a gift from an employee who earns less than you, unless you have a personal relationship with the employee and you are not in the chain of command. Additionally, you may not give, make a donation toward, or solicit a gift for someone superior to you in the chain of command.

EXCEPTION TO THE RULES:

- *General Exceptions.* On an occasional basis, including any occasion on which gifts are traditionally given or exchanged (i.e., holidays or birthdays), the following may be given/accepted:
 - non-monetary gifts of up to \$10 per occasion;
 - food or refreshments shared in the office;
 - personal hospitality provided at a residence which is of a type and value customarily given to personal friends, or an appropriate host/hostess gift; or
 - leave donated under the Voluntary Leave Transfer Program to/from an employee who is not an immediate supervisor.
- *Special, Infrequent Occasions.* A gift appropriate to the occasion may be given/accepted in the following circumstances:
 - recognition of occasions of personal significance, such as marriage, illness, or birth/adoption; or
 - occasions that terminate the chain of command, such as retirement, resignation, or transfer;
- *Group Gifts/Voluntary Contributions.* An employee may solicit or make voluntary contributions for an appropriate gift for special, infrequent occasions to an official superior, or accept a gift from the donating group with one or more subordinate members, as long as contributions do not exceed \$10/person and \$300 value total.
 - If there is reason for the recipient to know that a subordinate is a member of more than one donating group, the total market value of the gifts of the donating groups together may not exceed the \$300 aggregate limit.
 - A voluntary contribution for food, refreshments, and entertainment for an event to mark the occasion may be solicited as a separate voluntary contribution, not subject to the \$10 limit.

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EXAMPLES:

- To mark the occasion of her retirement, members of the immediate staff of the Group Commander would like to give her a party and provide her with a gift certificate. They may distribute an announcement of the party and include a nominal amount up to \$10 suggested donation for a retirement gift in the nominal fee for the party, so long as the gift certificate total does not exceed \$300.
- Subordinates may not collect contributions for a Christmas gift for a superior. Christmas occurs annually and is not an occasion of personal significance.
- Subordinates may not take up a collection for a gift to an official superior on the occasion of the superior's swearing in or promotion to a higher grade position within the supervisory chain of that organization. However, subordinates may take up a collection and employees may contribute \$3 each to buy refreshments to be consumed by everyone in the immediate office to mark the occasion.
- Subordinates may each contribute a nominal amount to a fund to give a gift to an official superior upon the occasion of that superior's transfer or promotion to a position outside the organization, not to exceed \$10 per person and \$300 total.
- The Flight Chief is getting married. A subordinate has decided that a microwave oven would be a nice gift from his staff and has informed each of the Flight Chief's subordinates that they should contribute \$5 for the gift. The solicitor's method of collection is improper. Although she may recommend a \$5 voluntary contribution, the recommendation must be coupled with a statement that the donor is free to contribute less or nothing at all.

REFERENCES:

- 5 CFR §2635.301-304 Subpart C, *Gifts Between Employees*;
- 5 CFR. §3601.104, *Additional Limitations on gifts between DoD employees*;
- DOD 5500.07-R, [Joint Ethics Regulation](#), Section 2-203