

# U.S. Coast Guard Auxiliary Personal Gifts from Non-Federal Sources



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## **Welcome to the US Coast Guard Auxiliary Ethics Training.**

### Independent Learner Instructions

This document is derived from the mandatory training of the same name. It contains both images and narratives regarding the training topic and is provided in a “presenter notes” format.

As an independent learner you are expected to read all content contained in this document to include both the text within the images and the notes below the image (if any). Some images do not have notes or are self-explanatory.

As you work through this training material, you should keep in mind that as an independent learner, you are responsible and accountable for learning and understanding the course content.

You should also understand its importance to our organization and the execution of our varied missions and be able to apply the knowledge gained through this independent training experience.



## Objectives



1. Define terminology related to gifts
2. Identify basic rules relating to gifts
3. Recognize exceptions to the basic rules
4. Correctly apply the rules and exceptions to realistic situations to determine if a gift(s) can be accepted

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In this workshop, we will explore personal gifts from non-sources. When you have completed it, you will be able to perform those actions listed in the objectives, to include applying those rules to everyday situations encountered in federal service.



### Ethics Confirm Public Trust



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This training module explains and illustrates some of the more common rules relating to personal gifts solicited by or offered to you. These ethics rules apply to all uniformed members on active duty or in an inactive-duty-for-training status; to all appropriated and non-appropriated fund employees; and to Special Government Employees.

These rules are important because public service is a trust and because they help to ensure the public's respect and faith in government agencies. They help you, the public's servants, to maintain integrity and to avoid impropriety and the appearance of impropriety.



When you are analyzing a situation, you sometimes need more. In the first part of this lesson, you can click on the key when it appears. You will find the paragraph numbers from 5 CFR and the Commandant's Instructions that relate to the current topic. After all, you do not need to memorize everything...sometimes you just need to know how to find more information.

After completing this lesson, you will still not know everything. The bottom line is that whenever you are uncertain about an ethical question, you should call for help from your servicing Coast Guard ethics attorney. This may be an MLC, District, or Unit legal officer, or an ethics attorney at Coast Guard Headquarters.





## Gifts

- **Services**
- **Discounts**
- **Entertainment**
- **Hospitality**

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Let us begin with the definition of a gift.

A gift is almost anything of value not paid for by you or the Coast Guard. Gifts include services, discounts, entertainment, or hospitality that has monetary value.



## Gifts

**Services:**  
Free Training  
Transportation



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Gifts can include services such as training, free transportation, or even legal services



## Gifts



**Discounts:**  
Special price just for you  
Waiver of conference or greens  
fees



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Special discounts that are not available to the general public



## Gifts

**Entertainment:**  
Tickets to sporting events  
Tickets to plays or concerts  
Movie or ice skating tickets



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Gifts can include entertainment such as tickets to an event.



## Gifts

### Hospitality:

Meals  
Drinks  
Lodging



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Gifts can include hospitality such as free meals, drinks or lodging.



## **Non-Gifts**

- **Modest Refreshments**
- **Mementos**
- **Loans**
- **Favorable Treatment**
- **Prizes**
- **Anything Provided by the Coast Guard**

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Strange as it may seem, certain items that do have monetary value are considered by the United States Office of Government Ethics to be non-gifts. You may accept these non-gifts from any source.





## Non-Gifts

### Modest Refreshments

Soft Drinks

Coffee

Donuts or other pastry



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Approved non-gifts can include soft drinks, coffee or snack and appetizer foods.



## Non-Gifts

### Mementos

Plaques  
Certificates of appreciation  
Trophies  
Greeting cards  
With little monetary value



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Small mementos including trophies, branded pens, plaques, or greeting cards.



## Non-Gifts

### Loans

Must be:  
From financial institutions  
Available to the general public



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Additional approved non-gifts can include loans as long as they are also available to the general public as well.



## Favorable Treatment

Special Rates  
Opportunities  
Benefits  
Discounts

Available to general public,  
all government employees, or  
all military members – even  
if restricted to a  
geographical location



## Non-Gifts

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It can also include favorable treatment such as military personnel pricing and discounts as long as they are available to all personnel, in other words, not just you.



## Prizes

### Games

#### Random drawings

Must be open to the general public – unless participation is required by your Coast Guard duties

## Non-Gifts

Draw straws, win a promotion to Commodore



*Run a mile; Win a crocodile*



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Raffle prizes, games are okay too as long as they are open to the general public.



## Non-Gifts

### Anything Provided by the Coast Guard

Paid for by the government

Obtained by government contract

*Free Ocean Voyage*



**Ride out a hurricane  
in a small boat or plane**




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Also approved is anything provided to you by the US Coast Guard.







## Learning Check




Breakfast Pastry




Hotel Room




Game Tickets




Lobster Dinner




Sweepstakes




Certificate of Appreciation




Beverage



Airline Tickets



Safari Trip



Birthday Card

**GIFT**

- Safari Trip
- Airline Tickets
- Lobster Dinner
- Game Tickets
- Hotel Room

**NON-GIFT**

- Breakfast Pastry
- Certificate of Appreciation
- Beverage
- Birthday Card
- Sweepstakes

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Identify all the gifts. Once complete click one time for the answers. Now identify the non-gift.



### **Non-Federal Sources**

- **Individuals**
- **Business**
- **Non-Profit Organizations**
- **Another Government**

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Any gift-giver who is not part of the federal government is considered a non-federal source. That source may be an individual, a corporation, an organization, or another government



## Non-Federal Sources

### Individuals:



Friends, acquaintances, strangers

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Non-federal sources include individuals

 **Non-Federal Sources**

**Business:**



Corporation or individual doing business  
Association of businesses

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And can also include professional organizations.



## Non-Federal Sources

### Non-Profit Organizations:



Coast Guard Foundation  
Navy League

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And also not-for-profit organizations.



## Non-Federal Sources

Another Government:



States in the United States  
Foreign Countries

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And include all foreign governments.





## Prohibited Source



Non-Federal Entity with an Ethically Important Relationship to the Coast Guard

A Prohibited Source is Any Person or Entity that:

- Pursues or does business with the Coast Guard
- Conducts activities regulated by the Coast Guard
- Desires some official action by the Coast Guard
- May be substantially affected by how you perform your official duty
- Is an association or organization with a majority of members who are prohibited sources

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A prohibited source is any non-federal entity that has an ethically important relationship to the Coast Guard. Generally, prohibited sources are doing business with or are being regulated by the Coast Guard. These prohibited sources are either individuals or businesses. Read the bulleted points to learn how to identify a prohibited source.



## Learning Check

United Way  
Association for Yacht Drivers  
Uncle Sam's Fishing Fleet  
Coastal Patrol Boat Shipyard  
The Inn Somnia Motel  
Rusty's Chemical Barge Company  
College Cookin' Restaurant  
Brazil

**NON-FEDERAL SOURCE**

United Way  
The Inn Somnia Motel  
College Cookin' Restaurant  
Brazil

**PROHIBITED SOURCE**

Association for Yacht Drivers  
Uncle Sam's Fishing Fleet  
Coastal Patrol Boat Shipyard  
Rusty's Chemical Barge Company

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Identify Non-Federal Sources. Once complete click one time for the answers. Now identify the Prohibited Sources.



### Applying Definitions to Situations



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Now that you know those definitions, let's apply them to some situations. On the next screen and in other screens to come, you will see and hear real-life situations. See if you can help the central character make the correct decision. Just like real life, you may not always have all the information you need to decide. These situations are not a test, but a way of helping you learn more about the complexities in the rules of ethics.



# Scenario 1

**LCDR Scott:** Whew that was a long meeting with the contractor. We got there at 0800 and didn't get out of there until 1300. Good thing they provided donuts, bagels, and fruit, or I would've starved to death.





## Scenario 1 - Continued

**LCDR Bonini:** I can go without food but not without coffee especially when everyone gets irritable because we can't agree on a solution to that cost overrun.





## Scenario 1 - Continued

**LCDR Scott:** Yeah, it certainly was tense at times, but the coffee and juice kept coming. At least we finally did come to a resolution.







## Scenario 1 - Continued

**LCDR Bonini:** And at the end they gave us one of these things. What are we supposed to do with them?





## Scenario 1 - Continued

**LCDR Scott:** I don't know. But now I'm wondering if we should have accepted all the free food and these things.





## Learning Check



Should the two Coasties have accepted the free food and the other gift?

- A. No, Because the gift contained the logo of a prohibited source
- B. No, Because Coast Guard personnel cannot ever accept any free item from the prohibited source
- C. Yes, Because these are the types of items that can always be accepted.

**Feedback:**

**Correct.** All of the complimentary items are non-gifts that can be accepted regardless of the source and regardless of the total value of the items. The fact that there is an issue in dispute is not relevant.

The Answer is C





Each complimentary meal costs no more than \$20.00.

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Suppose the facts of that previous situation were slightly different and the contractor provided a complimentary meal to each Coast Guard attendee. The complimentary meal is considered a personal gift to each attendee who can accept it only if each complimentary meal costs no more than \$20.00.



## Scenario 2

**SCPO Lunt:** There must be 2,000 people here at this industry expo.

Sure am glad the Coast Guard decided to fund TAD orders so I could attend.

Too bad I couldn't get Sean a pass, but as a science teacher he couldn't produce a federal or industry ID.

It's a shame because he's so interested in the technology here.





## Scenario 2 - Continued

**SCPO Lunt:** Well, well. Here's a drawing for a Personal Digital Assistant. Not sure if I'd find it useful, but it must be a neat device.



There are hundreds of business cards in that box.



Nothing ventured, nothing gained. I'll just throw in my business card.





## Scenario 2 - Continued

**Announcer:** And our winner today is SCPO Steve Lunt of the United States Coast Guard!

Come on up here and claim your PDA.







### Learning Check



Can SCPO Lunt accept and keep the prize?

- A. Yes, Because he entered the contest in an unofficial capacity
- B. No, Because the only reason he was at the expo was because Uncle Sam paid his way
- C. No, because only industry representatives and federal employees could attend the expo

#### Feedback:

**Correct.** The SCPO can keep the PDA as his own property only if two conditions were met:

1. The Coast Guard did not require him to enter the drawing.
2. The drawing was open to the public.

In this case, Condition #2 was not met. If SCPO Lunt "claims" the PDA, it becomes Coast Guard property and he must turn it in to his command's property section.

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The Answer is C



## RULE #1 – DO NOT SOLICIT




- Never ask for a gift, even indirectly:
  - For yourself
  - For a family member or dependant with your knowledge and consent
  - For a charity or other entity on your recommendation
- No exceptions

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There is one basic rule that has no exceptions. While serving in your Coast Guard role, you are prohibited from directly or indirectly soliciting a personal gift from any non-federal source. This means you may not ask for a gift that benefits you or a family member.



**RULE #2 – ACCEPT NO GIFTS BASED ON FEDERAL POSITION.**

- Offered only because of your federal position
- Offered to influence your performance of an official act
- Offered indirectly to benefit your family

**RULE #3 – ACCEPT NO GIFTS FROM PROHIBITED SOURCES**



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The second basic rule generally prohibits you from accepting any unsolicited personal gift offered just because you hold a Coast Guard position. And the third basic rule generally prohibits you from accepting any unsolicited personal gift from a prohibited source. Several exceptions to these two general rules are explained later.



### DISPOSING OF PROHIBITED GIFTS







- Return the gift
- Discard the gift
- Pay market value for the gift
- Get the Coast Guard to accept the gift
- If unable to return a perishable gift (food or flowers)
  - Share it at work with your co-workers
  - Give it to a charity
  - Discard it
- If it is a gift from a foreign government, follow the rules in 41 C.F.R. Part 102-42.

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If the rules do not permit you to accept an unsolicited personal gift, you must usually return the gift, throw it away, or pay the giver its full market value. However, some special rules apply to perishable gifts and gifts from foreign governments.



## Learning Check

Match the term below with its definition



Term	Definition
<b>Solicitation</b>	To ask for a gift
<b>Indirect Solicitation</b>	To ask for or allow a gift to be given to a charity you recommend or to a family member
<b>Market Value</b>	What you would pay at a store
<b>Rule #1</b>	Do not solicit
<b>Rule #2</b>	Do not accept unsolicited gift from non-federal source offered because of your federal position.
<b>Rule #3</b>	Do not accept unsolicited gift from a non-federal, prohibited source

Rule #3

Market Value

Rule #2

Solicitation

Rule #1

Indirect Solicitation

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## Additional Scenario

**Civilian:** Say, Senior Chief, are you going to the next annual Coast Guard Foundation dinner for this region?

**SCPO:** No, but I sure would like to. It's the social event of the year and Joan and I have some new dance steps we want to show off. Last year I got some complimentary tickets from the Foundation, but no such luck this year. And with John in college I just can't manage \$150.00 a ticket.

**CIVILIAN:** I heard from Don Drake that Coastal Maritime Technology and some other companies bought large blocks of tickets and were making them available free of charge to Coasties. Maybe you can snag a pair from them.

**SCPO:** Thanks for the tip. Think I'll give it a try.



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CIVILIAN: Say, Mr. Clark, are you going to the next annual Coast Guard Foundation dinner for this region?

SCPO: No, but I sure would like to. It's the social event of the year and Joan and I have some new dance steps we want to show off. Last year I got some complimentary tickets from the Foundation, but no such luck this year. And with John in college I just can't manage \$150.00 a ticket.

CIVILIAN: I heard from Don Drake that Coastal Maritime Technology and some other companies bought large blocks of tickets and were making them available free of charge to Coasties. Maybe you can snag a pair from them.

SCPO: Thanks for the tip. Think I'll give it a try.





## Additional Scenario- Continued

**Lisa:** Hello, this is Lisa Fisher.

**SCPO:** Hi Lisa. This is SCPO Clark with Marine Safety. We met last year at Industry Day.

**Lisa:** Oh, yes, I remember. What can I do for you?

**SCPO:** I heard that Coastal Marine has some tickets to the Coast Guard Foundation dinner. Is there any chance that I could claim a pair?







## Learning Check



Does SCPO Clark have an ethics problem?

- A. No, because the ticket is for a private, social event.
- B. Yes, because he cannot ask any non-federal source for a gift.
- C. Yes, because the company he contacted is a prohibited source.
- D. No, because Marine Safety personnel must be visible at important events such as the annual Foundation dinner.

### Feedback:

**Correct.** When acting in your Coast Guard capacity, you are absolutely prohibited from soliciting a personal gift from any non-federal source. The facts that SCPO Clark is with Marine Safety and that the free tickets come from prohibited source just make the unlawful gift solicitation more serious.

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The answer is B



## Suppose the facts are different...



- Lisa on behalf of Coastal Maritime Technology contacts SCPO Clark and makes an unsolicited offer of complimentary tickets.
- SCPO Clark should contact his servicing ethics attorney who will ask a series of questions to determine whether he can accept these free dinner tickets.

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Let's suppose the facts are different. Lisa on behalf of Coastal Maritime Technology contacts SCPO Clark and makes an unsolicited offer of complimentary tickets. SCPO Clark should contact his servicing ethics attorney who will ask a series of questions to determine whether he can accept these free dinner tickets.



## Another Scenario

**LT Scott:** OK, that ends our last inspection for the day.

**Fishing Vessel Captain:** Hey guys – take these and have a fish fry on me. I appreciate what you Coasties do to keep us safe.

**LT Scott:** What do you think Ken? I don't want to insult the Captain and a fish fry sure sounds good right now. Do you suppose there's any way we can keep them?



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LT Scott: OK, that ends our last inspection for the day.

CIV CAPT: Hey guys – take these and have a fish fry on me. I appreciate what you Coasties do to keep us safe.

LT Scott: What do you think Ken? I don't want to insult the Captain and a fish fry sure sounds good right now. Do you suppose there's any way we can keep them?



### Learning Check



Is there any way the crew can keep the fresh fish?

- A. No, because only fresh fish from a Commissary can be taken aboard a Coast Guard boat.
- B. Yes, because the fresh fish qualify as a non-gift.
- C. No, because the source of the gift is a prohibited source.
- D. Yes, they can pay market value for the fresh fish.

#### Feedback:

**Correct.** The offered fresh fish have a market value and are not listed as qualified non-gifts. So, the fresh fish are a gift offered by a prohibited source. This gift cannot be accepted unless a specific rule permits, but there is no such rule. Therefore, if the Coast Guard personnel want to keep the fish, they must pay the market value of the fresh fish to the prohibited source. This transforms the prohibited gift into a legitimate purchase.

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The answer is D.



## Suppose the facts are different...



Station personnel can accept a prohibited source's unsolicited offer of prepared food.

Shared and consumed by the personnel aboard the station



- The fishing boat captain shows up at the Coast Guard station and surprises the team and the rest of the crew with an unsolicited gift of a cooler of cleaned and cooked fish, ready-to-eat.
- By a specific gift rule, Station personnel can accept a prohibited source's unsolicited offer of prepared food if that food is shared and consumed by the personnel aboard the Station.

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Let's suppose the facts of that situation are different. The fishing boat captain shows up at the Coast Guard station and surprises the team and the rest of the crew with an unsolicited gift of a cooler of cleaned and cooked fish, ready-to-eat. By a specific gift rule, Station personnel can accept a prohibited source's unsolicited offer of prepared food if that food is shared and consumed by the personnel aboard the Station.





## Exceptions to the prohibition



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Exceptions to the prohibition permit you to accept certain unsolicited gifts offered by prohibited sources or offered just because you hold a Coast Guard position.




You may accept unsolicited, non-cash gifts from a non-federal source, provided the total market value of those gifts does not exceed \$20.00 on any one occasion and provided the total market value of all gifts from that source does not exceed \$50.00 in the calendar year

Question: But if a gift is worth more than \$20.00 and I really want it, can I pay the difference to the person who offers the gift?

Answer: No, not ever. Nor can you accept gifts of cash, stocks, or other investments. And be careful you don't accept so many gifts from different sources as to give the appearance of impropriety.



### Exception for Awards and Honorary Degrees



Can I accept the award if the value is more than \$20?

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YN3 SUSAN DRAKE: The City of Grand Haven just informed me that this Friday it is going to present me with a very nice public service award. It's for saving a family of 4 from a burning boat last year. Can I accept the award if its value is more than \$20?'

NARRATOR: Yes. Because you have no ability to substantially affect the City's interests when performing your Coast Guard duties, you may accept a non-cash award with a value of \$200 or less. You may also accept a cash award and/or non-cash award with a value in excess of \$200 if you first get approval from your servicing ethics attorney.





## Learning Check



Already this year on three separate occasions, you accepted unsolicited gifts from Vendor A with market values of \$20, \$20, and \$10 respectively. Vendor B, who has never offered you a gift before, has just offered you three gift items at one time, with market values of \$5, \$10, and \$15. Can you accept any of the Vendor B gift items?

- A. You can accept all three Vendor B gifts.
- B. You cannot accept any Vendor B gifts.
- C. You can accept any combination of Vendor B gifts as long as the total value does not exceed \$20.00.
- D. You can accept all three Vendor B gifts as long as you pay Vendor B \$10.00.

### Feedback:

**Correct.** You can accept any combination of Vendor B gifts as long as the total value on one occasion does not exceed \$20.00.

The answer is C



## Learning Check



A Coast Guard LCDR received an award for protecting a coastal wildlife preserve after an oil spill. The American Management Association sponsored the award, which consisted of a cut glass bowl and engraved silver tray with a total value of \$300.00. What should the LCDR do?

- A. Accept the award graciously and consult his ethics attorney upon his return to work.
- B. Accept the award graciously and say nothing as it was in recognition of his expertise in managing oil spills.
- C. Turn down the award when it is rewarded on stage.
- D. Accept the award but return it after the ceremony.

### Feedback:

**Correct.** Because the gifts are an award for meritorious service, your ethics attorney may find an exception to the rule limiting value to \$200.00. However, you must have a written determination.

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The answer is A.



## Picnic Scenario

**Mr. Reid:** Next item - plans for the annual picnic. We have enough money to purchase picnic supplies, but that leaves nothing for the Holiday party. Is there a way we can raise money at the picnic to use for that party? Anyone?

**CPO Charles:** Why don't we have a drawing and charge a buck for every chance at a prize?

**PO White:** Yeah, we did that last year. We asked the local merchants to donate gift certificates.



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NARRATOR: Mr. Reid is the new Chair of the Morale Committee for the base. See if you can find the ethical problem in this situation.

MR REID: Next item - plans for the annual picnic. We have enough money to purchase picnic supplies, but that leaves nothing for the Holiday party. Is there a way we can raise money at the picnic to use for that party? Anyone?

CHIEF CHARLES: Why don't we have a drawing and charge a buck for every chance at a prize?

PETTY OFFICER WHITE: Yeah, we did that last year. We asked the local merchants to donate gift certificates.

MR REID: OK. Let's each contact five businesses and ask for one or more \$20.00 gift certificates.

CHIEF CHARLES: If we wore our uniforms, we might get larger donations by making a good impression.

MR REID: All right, let's do it. Now remember, you can't contact the businesses on base such as the Subway shop or the dry cleaner - they're prohibited sources. Now

who's going to take the merchants on York Street?



## Picnic Scenario-Continued

**Mr. Reid:** OK. Let's each contact five businesses and ask for one or more \$20.00 gift certificates.

**CPO Charles:** If we wore our uniforms, we might get larger donations by making a good impression.

**Mr. Reid:** All right, let's do it. Now remember, you can't contact the businesses on base such as the Subway shop or the dry cleaner - they're prohibited sources. Now who's going to take the merchants on York Street?





## Learning Check



Is Mr. Reid practicing sound ethical principles?

- A. Yes, because he told everyone not to contact any local business that is a prohibited source.
- B. Yes, because the Morale Committee did the same thing last year.
- C. Yes, because the Morale Committee is having the businesses stay within the \$20.00 rule for each gift certificate.
- D. No, because Moral Committee members should not ask any local business to donate \$20.00 gift certificates.

### Feedback:

**Correct.** All of the donated gift certificates would be gifts, meaning the committee members solicited gifts from non-federal sources while acting in their Coast Guard capacities. The caution to avoid prohibited sources is unimportant here – because soliciting is prohibited.





### Exception for Foreign Food and Entertainment



- ✓ Food
- ✓ Refreshments
- ✓ Entertainment
- ✗ Provided by a foreign government

- Total value not to exceed per diem rate
- Meeting must include non-U.S. citizens
- Meeting must be part of official duties



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I am on funded orders to attend a port security conference next week overseas. Are there any special gift rules that apply just because I will be overseas?

NARRATOR: Yes. There is an additional rule that applies just because you will be performing official Coast Guard duties in a foreign area. Under this special rule, you may accept complimentary food, refreshments and entertainment during a breakfast, lunch, or dinner meeting, or any other meeting provided the gift items are not offered by a foreign government (or its representative). Also, the total market value of the food, refreshments and entertainment at the meeting must not exceed the per diem rate for that foreign area; the meeting must include non-U.S. citizens; and your attendance at the meeting must be part of your official duties.





### Exception for Foreign Gifts



- Received from someone other than a family member, friend, or foreign government and value does not exceed \$20
- Offered by foreign government or its representative and the U.S. market value is minimal

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I know someone who was given a huge china doll dressed in the native costume of the country where she was TAD. Is there any way she could keep that doll?

NARRATOR: If the gift doll was not offered by a family member, a close personal friend, or a foreign government (or its representative), she can keep the doll only if its value does not exceed \$20. If a foreign government (or its representative) offered the gift doll as a souvenir or traditional mark of courtesy, she can keep the doll if it's U.S. market value is 'minimal'. Otherwise, the doll is Coast Guard property and must be turned in to the local property manager for disposition. See your servicing ethics attorney to find out the current 'minimal' market value.



## Sword Scenario

**Foreign Delegate:** In my country the traditional demonstration of appreciation is a sword like this. I present you this sword to thank you for your assistance in providing a most instructional tour of five Coast Guard facilities.

**USCG LT:** Wow: I don't know what to say! I enjoyed meeting you and showing you around. And, uh, thank you for the sword.

**Foreign Delegate:** Now we must say goodbye. I hope to show you around my country some day.

**USCG LT:** Did I do the right thing? And what am I supposed to do with this? I sure would like to hang this on my wall.



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DELEGATE: In my country the traditional demonstration of appreciation is a sword like this. I present you this sword to thank you for your assistance in providing a most instructional tour of five Coast Guard facilities.

COASTIE: Wow: I don't know what to say! I enjoyed meeting you and showing you around. And, uh, thank you for the sword.

DELEGATE: Now we must say goodbye. I hope to show you around my country someday.

COASTIE: Did I do the right thing? And what am I supposed to do with this? I sure would like to hang this on my wall.



## Learning Check



What is the proper way to handle this gift situation?

- A. Politely explain to the foreign officer that U.S. gift regulations prohibit accepting the sword.
- B. After thanking the foreign officer and taking custody of the sword, give it to the property manager for proper disposition.
- C. After thanking the foreign officer and taking custody of the sword, contact your ethics attorney.
- D. After accepting the sword, fall on it.

### Feedback:

**Correct.** If offered by the representative of a foreign government, you may accept and retain a gift of minimal value for personal use. The representative must offer the gift as a souvenir or mark of courtesy. Your ethics attorney can help determine the value of the sword.

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The answer is C.



# Gift Exception Summary

\$20/\$50 Gifts	Prohibited and Non-Prohibited	Anything except cash	\$20.00 per item or occasion \$50.00 per year from same source	<ul style="list-style-type: none"> <li>• If over dollar limit, cannot pay excess to source</li> <li>• Multiple gifts OK if within \$20.00 limit</li> <li>• Source can never have interests substantially affected by your job performance</li> <li>• Awards may be non-cash gifts with total value of no more than \$200.00</li> <li>• Your ethics attorney must provide written acceptance determination for all cash gifts and all gifts with a total value of more than \$200.00</li> <li>• You must be assigned for duty or traveling officially in a foreign area</li> <li>• Non-U.S. citizens or representatives of a foreign government or entity must participate</li> <li>• Your attendance must be part of your official duties</li> </ul>
Public Service Awards or Honorary Degrees	Prohibited and Non-Prohibited	See Requirements	See Requirements	
Foreign Area Meals, Refreshments, or Entertainment	All except a foreign government	Meals, refreshments, or entertainment	Not more than per diem for that area	
Foreign Gifts	Foreign governments	Any personal gift of "minimal" value	Current "minimal" value - \$305.00	




Exception for Professional Fees











- For example, you may accept a discounted membership fee offered by a professional organization to all military or all civilian government employees.

Reviewed, DIR-T USCGAUX

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CPO DAN BROWN: You know, now that I'm working on my professional engineer certification, I need to know more about professional organizations and their conferences.

NARRATOR: All right, let's talk about gifts relating to organizations that are both prohibited and non-prohibited sources. For example, you may accept a discounted membership fee offered by a professional organization to all military or all civilian government employees.





## Speaker Events

- Let's assume the Coast Guard assigns you to be an official speaker or panel participant or to provide Coast Guard information at a meeting, conference or other non-federal event.
- You may personally accept an unsolicited offer of free attendance, regardless of the total market value of that free attendance. And that can represent a lot of money.
- The term 'free attendance' includes a waiver or reduction of any event fee, including all event materials, meals, refreshments, and entertainment furnished to the attendees as an integral or essential part of the event

Reviewed, DIR-T USCGAUX

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Let's assume the Coast Guard assigns you to be an official speaker or panel participant or to provide Coast Guard information at a meeting, conference or other non-federal event. You may personally accept an unsolicited offer of free attendance, regardless of the total market value of that free attendance. And that can represent a lot of money. The term 'free attendance' includes a waiver or reduction of any event fee, including all event materials, meals, refreshments, and entertainment furnished to the attendees as an integral or essential part of the event

Well, there are limitations. The 'free attendance' offer must come from the event sponsor (and only that sponsor). Also, it only applies for the day or days that you are speaking, acting as a panelist, or otherwise providing Coast Guard information to other attendees. Remember, 'free attendance' does not include payment of expenses such as transportation, lodging, per diem, or related entertainment and meals furnished to some, but not all of the attendees.

On the bright side, you do not have to qualify the event as a Widely Attended Gathering or WAG.





## Speaker Events-Continued

- Well, there are limitations. The 'free attendance' offer must come from the event sponsor (and only that sponsor).
- Also, it only applies for the day or days that you are speaking, acting as a panelist, or otherwise providing Coast Guard information to other attendees.
- Remember, 'free attendance' does not include payment of expenses such as transportation, lodging, per diem, or related entertainment and meals furnished to some, but not all of the attendees.
- On the bright side, you do not have to qualify the event as a Widely Attended Gathering or WAG.

Reviewed, DIR-T USCGAUX

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Well, there are limitations. The 'free attendance' offer must come from the event sponsor (and only that sponsor).

Also, it only applies for the day or days that you are speaking, acting as a panelist, or otherwise providing Coast Guard information to other attendees.

Remember, 'free attendance' does not include payment of expenses such as transportation, lodging, per diem, or related entertainment and meals furnished to some, but not all of the attendees.

On the bright side, you do not have to qualify the event as a Widely Attended Gathering or WAG.

WAG stands for Widely Attended Gathering. To qualify as a WAG, a non-federal event must expect to have a large number of attendees with diverse views and interest. Contact your servicing ethics attorney to help determine whether such an event qualifies as a WAG.

The attorney will ensure that your attendance at the WAG is in the Coast Guard's interest. Also, you must attend the WAG in an unofficial capacity.



## Speaker Events-Continued

- Definition for Widely Attended Gathering : To qualify as a WAG, a non-federal event must expect to have a large number of attendees with diverse views and interest.
  - Contact your servicing ethics attorney to help determine whether such an event qualifies as a WAG. The attorney will ensure that your attendance at the WAG is in the Coast Guard's interest. Also, you must attend the WAG in an unofficial capacity.
- If an event qualifies as a WAG, you may accept an unsolicited offer of free attendance from the WAG's sponsor. The value of that attendance and the number of expected attendees does not matter.
  - If you receive an unsolicited offer of free attendance from a non-sponsor, you may accept if more than 100 attendees are expected and if the value of the offered free attendance does not exceed \$305.
  - Remember to contact your servicing ethics attorney for help deciding whether your attendance at a WAG is in the Coast Guard's interest.

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NARRATOR: To continue, if an event qualifies as a WAG, you may accept an unsolicited offer of free attendance from the WAG's sponsor. The value of that attendance and the number of expected attendees does not matter.

CPO DAN BROWN: What if I get asked to attend by someone other than the sponsor?

NARRATOR: If you receive an unsolicited offer of free attendance from a non-sponsor, you may accept if more than 100 attendees are expected and if the value of the offered free attendance does not exceed \$305. Remember to contact your servicing ethics attorney for help deciding whether your attendance at a WAG is in the Coast Guard's interest.



## Learning Check



The Association of Marine Engineers and Naval Architects (AMENA), with both civilian and military members, has offered a reduced membership fee to all USCG members and civilian employees above the 05 and GS 14 grades. You should:

- A. Accept the membership offer because it is a professional organization related to your job.
- B. Decline the membership offer because more than 50% of the organization's membership work for commercial shipyards or shipping companies, making it a prohibited source.
- C. Decline the membership offer because it is not available to all CG members.
- D. Accept the membership offer because it is important to know current shipyard processes and technology.

### Feedback:

**Correct.** Because the reduced AMENA membership fee is not available to all CG members, it does not qualify for an exception.

Reviewed, DIR-T USCGAUX

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The answer is C.



## Learning Check



When you are an official Coast Guard speaker at a conference, you may accept an elaborate luncheon if it is:

A. Included on one of the four days of the conference

B. Included on the day of your speech

C. A complimentary ticket to a \$100/plate fund raiser hosted by a prohibited source

D. A separate fee at the conference where you are a speaker

### Feedback:

Your answer is CORRECT!

Answer B is correct. Answer A does not limit the luncheon to the actual day of your speech. Answer C would be correct if your brother-in-law hosted the fundraiser. Answer D would be correct if the luncheon was included in the registration fee.

Reviewed, DIR-T USCGAUX

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The answer is B.



## Learning Check



Which of the following are included in the term "free attendance"?

- A. A "by invitation only" luncheon with limited attendance and sponsored by a prohibited source
- B. Morning coffee and donuts; afternoon soft drinks and cookies
- C. A PDA won in a drawing of business cards
- D. Complimentary lodging for the night before the event
- E. An off-agenda, optional, evening bus trip and concert having a market value of \$50.00

### Feedback:

Your answer is CORRECT!

Answer B is correct. Answer A is incorrect because the luncheon was a "closed" event offered by a prohibited source. Answer C was incorrect because the drawing was not open to the general public. Answer D was incorrect because lodging is never a part of "free attendance". Answer E is incorrect because the event is not an official part of the event.

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The answer is B.





## Conference Attendance

- **LT Jones:** I'm probably going TAD to the New Technology and Policy Conference in Miami next month. The Commander wants me to see what they're up to.
- **LT Page:** Cool! The one sponsored by Fun in the Sun Cruise Lines?
- **LT Jones:** Yup. They called last week and offered to waive the conference fee for someone from here. The Commander's still checking out whether we're allowed to accept that.
- **LT Page:** Hmm... Sure hope it's okay. Frank went to one of those conferences two years ago. Think he told me he gained 5 pounds. Look out - it's not just the free buffet at the reception but also the morning and afternoon refreshments they throw at you.



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COASTIE A: So I'm probably going TAD to the New Technology and Policy Conference in Miami next month. The Commander wants me to see what they're up to.

COASTIE B: Cool! The one sponsored by Fun in the Sun Cruise Lines?

COASTIE A: Yup. They called last week and offered to waive the conference fee for someone from here. The Commander's still checking out whether we're allowed to accept that.

COASTIE B: Hmm... Sure hope it's okay. Frank went to one of those conferences two years ago. Think he told me he gained 5 pounds. Look out - it's not just the free buffet at the reception but also the morning and afternoon refreshments they throw at you.





## Learning Check



Can the Coast Guard member accept the sponsor's invitation to attend the conference and to consume the complimentary refreshments without paying the fee?

- A. No, because the sponsor is a prohibited source
- B. Yes, because this is a Widely Attended Gathering
- C. Perhaps, but you need more information

### Feedback:

**Correct.** The conference sponsor is a prohibited source because the Coast Guard regulates its activities. But perhaps it meets the conditions and the WAG Exception applies. You will not know until you hear from the ethics attorney. Of course, complimentary refreshments are classified as non-gifts and always permitted.


The answer is C.




### Gift Exception Summary: Non-Federal Meetings and Conferences

Common Name of Rule	Acceptable Sources	Acceptable Form of Gift	Maximum Cash Value	Requirement(s) Relating to Gift
Discounted Professional Fees	Prohibited and Non-Prohibited	Discounted or free membership fees	No Limit	<ul style="list-style-type: none"> <li>Offered to all employees or uniformed members</li> </ul>
Speaker/Panelist Engagements	Prohibited and Non-Prohibited	Free attendance (includes waived or reduced admission fee and all meals, refreshments, entertainment, and training material integral to the event, but not transportation or lodging).	No Limit	<ul style="list-style-type: none"> <li>Coast Guard must assign you to be a speaker, serve as a panelist, or otherwise present information about the CG "Free attendance" acceptable only for the day you give a speech, serve as a panelist, or provide CG information to attendees</li> </ul>
Widely Attended Gatherings (WAG)	Prohibited and Non-Prohibited	Free attendance (includes waived or reduced admission fee and all meals, refreshments, entertainment, and training material integral to the event, but not transportation or lodging).	No Limit	<ul style="list-style-type: none"> <li>Large number of attendees expected</li> <li>Expected attendees have diverse views or interests</li> <li>Your attendance is in Coast Guard's interest</li> <li>You attend in unofficial capacity</li> <li>You must obtain advice from ethics attorney</li> </ul>


Reviewed, DIR-T USCGAUX



### Exception for Discounts and Benefits



- Acceptable if not based on government status
- Acceptable if organization's membership dependent on government status
- Acceptable from non-prohibited source if no bias toward higher rank or pay grade



- **LT Ford:** I saw this great deal from a local bank for a car loan. It caught my attention because the sign just outside the gate said 'Attention: Coasties Only'. Can I take advantage of this?
- **Narrator:** You can accept the discounted loan rate because the local bank is not a prohibited source and the offer is not restricted in a way that discriminates among government personnel in favor of those who have a higher grade or rate of pay.

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LT KATY FORD: I saw this great deal from a local bank for a car loan at 6 ½%. It caught my attention because the sign just outside the gate said 'Attention: Coasties Only'. Can I take advantage of this?

NARRATOR: You can accept the discounted loan rate because the local bank is not a prohibited source and the offer is not restricted in a way that discriminates among government personnel in favor of those who have a higher grade or rate of pay.



## Exceptions for Social Invitations

- ET1 SAM HALL: I got an invitation to a charity ball sponsored by the Daily News - entertainment, dancing and a very nice dinner. There is no admission charge for anyone but there will be a fundraising auction and raffle during the evening; and I'm sure that all of the folks from the ferry companies that we inspect will be at the event. I wonder whether I can accept the invitation.'
- NARRATOR: You may accept a social invitation to an event that includes complimentary food; refreshments and entertainment (regardless of the total value of those items). Of course, the person who extends the invitation must not be a prohibited source and no fee can be charged to any attendee. This invitation satisfies all of those elements, so you can accept it. The fact that a fundraising activity will be part of the event or that prohibited sources will attend does not change anything.

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ET1 SAM HALL: You know, I got an invitation to a charity ball sponsored by the Daily News - entertainment, dancing and a very nice dinner. There is no admission charge for anyone but there will be a fundraising auction and raffle during the evening; and I'm sure that all of the folks from the ferry companies that we inspect will be at the event. I wonder whether I can accept the invitation.'

NARRATOR: You may accept a social invitation to an event that includes complimentary food; refreshments and entertainment (regardless of the total value of those items). Of course, the person who extends the invitation must not be a prohibited source and no fee can be charged to any attendee. This invitation satisfies all of those elements, so you can accept it. The fact that a fundraising activity will be part of the event or that prohibited sources will attend does not change anything.



## Summary of Refreshment Exceptions

Type	Source	Constraints	Rule
Incidental Refreshments	Prohibited and Non-Prohibited	"Snacks" on any occasion	Non-Gift
Meals	Prohibited and Non-Prohibited	\$20 per occasion/ \$50 per year	\$20/\$50 Rule
Refreshments and entertainment	Non-Prohibited	Social event free to all attendees	Social Invitation Rule
Meals, refreshments, entertainment, and training materials	Prohibited and Non-Prohibited	<ul style="list-style-type: none"><li>• Day of your speech or panel participation for speaker or panelist</li><li>• WAG rules apply</li></ul>	<ul style="list-style-type: none"><li>• Speaker/ Panelist Rule</li><li>• WAG Rule</li></ul>
Foreign area meals, refreshments, or entertainment,	All except a foreign government	<ul style="list-style-type: none"><li>• Part of official duty</li><li>• Foreign citizen participation</li><li>• No more than per diem for that area</li></ul>	Foreign Area Meals, etc.

Reviewed, DIR-T USCGAUX

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## Learning Check



The owner of a dry cleaning establishment, located across the street from Coast Guard headquarters, has offered a discount to all officers assigned to shore duty in the Coast Guard. Al is a LCDR who has a lot of dirty laundry and would save \$35 on a week's laundry by using the discount. Does the discount gift exception apply in Al's case?

Yes

No

### Feedback:

Your answer is CORRECT!

"No" is the correct answer. Since the offer for discounted dry cleaning discriminates against enlisted Coast Guard personnel, it does not fall under the exception for discounts and benefits. There is no other exception, so Al cannot take advantage of the offer.

Reviewed, DIR-T USCGAUX

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The answer is No.







### Summary of Rules for Discounts and Social Invitations

Common Name of Rule	Acceptable Sources	Acceptable Form of Gift	Maximum Cash Value	Requirement(s) Relating to Gift
Discounts & Similar Benefits	Prohibited or Non-Prohibited, depending on Requirements	Discount or benefit opportunity	No Limit	<p>Discount/benefit acceptable from any source if:</p> <ul style="list-style-type: none"><li>• Offered to group whose membership is unrelated to government status</li><li>• Offered to members of organization in which membership is related to government status, e.g. agency credit union</li></ul> <p>Discount/benefit acceptable from non-prohibited source only when offered to any Government group not defined by high rank or grade.</p>
Social Invitations	Non-Prohibited	Meals and entertainment	No Limit	Free to all attendees




### Exception for Personal Relationship







COLLEGE FRIEND




Mother-in-Law




SCHOOL FRIEND




Brother-in-Law



AUNT



BEST FRIEND



SISTER


- **Mr. Brackett:** I just found out a friend of mine will be working in my office as a contractor. We've exchanged gifts since high school. Do all those rules about gifts mean that I can't accept a birthday gift?
- **Narrator:** You may accept non-cash gifts of any value that are clearly given because of a family relationship or a personal friendship. This applies even if the individual works for a prohibited source.

Reviewed, DIR-T USCGAUX





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MR. BRACKETT: I just found out a friend of mine will be working in my office as a contractor. We've exchanged gifts since high school. Do all those rules about gifts mean that I can't accept a birthday gift?

NARRATOR: You may accept non-cash gifts of any value that are clearly given because of a family relationship or a personal friendship. This applies even if the individual works for a prohibited source.



### Exception for Travel Promotional Items


- **Mrs. Janet Jones:** I'm flying cross-country next week - it's my first trip in five years. I heard that the rules for frequent flyer miles have changed. How does that affect my trip?
- **Narrator:** Until 2003 travel promotional benefits, such as frequent flyer miles, seat or class upgrades, rental car or hotel upgrades, VIP lounge access, and so on, resulting from official Coast Guard travel automatically became Coast Guard property. If the Coast Guard traveler accepted these, they had to be turned in to the local property manager or used for official Coast Guard travel at a later date. You may now generally accept and use all such promotional benefits for subsequent travel, either official or unofficial (that is, personal travel) at your option. The only exception to this rule is that if you obtain such benefits from a travel service as a result of planning a Coast Guard meeting or conference, the pre-2003 rule applies.

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MRS JANET JONES: I'm flying cross-country next week - it's my first trip in five years. I heard that the rules for frequent flyer miles have changed. How does that affect my trip?

NARRATOR: Until 2003 travel promotional benefits, such as frequent flyer miles, seat or class upgrades, rental car or hotel upgrades, VIP lounge access, and so on, resulting from official Coast Guard travel automatically became Coast Guard property. If the Coast Guard traveler accepted these, they had to be turned in to the local property manager or used for official Coast Guard travel at a later date. You may now generally accept and use all such promotional benefits for subsequent travel, either official or unofficial (that is, personal travel) at your option. The only exception to this rule is that if you obtain such benefits from a travel service as a result of planning a Coast Guard meeting or conference, the pre-2003 rule applies.



### Exception for Prospective Employer Benefits





- **Commander Hunt:** I'm getting out next month. I applied to a company whose website says they fly top applicants across the country, put them up in a motel and provide meals during an all-day interview. They're a prohibited source. If my application is selected, can I go and take advantage of these benefits?
- **Narrator:** When leaving government service, you can accept transportation, lodging, and meals in connection with genuine employment discussions as long as the employer usually provides these benefits to prospective employees. But, if the performance of your duties could affect the prospective employer's interests, you must first get approval from your servicing ethics attorney before accepting such benefits.

Reviewed, DIR-T USCGAUX

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COMMANDER ADAM HUNT: I'm getting out next month. I applied to a company whose website says they fly top applicants across the country, put them up in a motel and provide meals during an all-day interview. They're a prohibited source. If my application is selected, can I go and take advantage of these benefits?

NARRATOR: When leaving government service, you can accept transportation, lodging, and meals in connection with genuine employment discussions as long as the employer usually provides these benefits to prospective employees. But, if the performance of your duties could affect the prospective employer's interests, you must first get approval from your servicing ethics attorney before accepting such benefits.



## Learning Check



You have been negotiating with MNE Marine for a position after your retirement and they sent an airline ticket for your interview next week. Meanwhile, you are tasked to do a technical review of some contract bids. One of the bidders is MNE. If you disqualify yourself from the bidding process, can you take the trip?

- A. Yes, because such travel falls under one of the exceptions.
- B. Yes, because such travel falls under an exception, but you don't need to disqualify yourself from the technical review. You won't be managing the contract.
- C. No, because you can never accept travel from a prohibited source.
- D. No, because there isn't enough time to find a replacement for you on the technical review.

### Feedback:

**Correct.** The trip falls under the exception for benefits from prospective employers. You may accept these gifts if they are usually provided to other prospective employees.

The answer is A.





## TAD Scenario

- **Gate Agent:** Sorry fellows, the plane has a mechanical problem and it will be at least 6 hours before the flight can take off.
- **CWO Baer:** Of all the rotten luck!
- **Gate Agent:** Because the delay is so long, company policy awards all passengers on this flight 10,000 frequent flyer miles, access to our VIP lounge across the hall, and an upgrade to business class on a future flight. You know, of course, that the lounge has free pastries, coffee and juice?
- **CWO Baer:** Sounds like a deal to me. Let's go!
- **LCDR Moore:** I don't know. I just took annual ethics training and all these benefits sound like gifts to me. I'm not real sure we should accept any gifts from an airline while traveling at taxpayer expense.
- **CWO Baer:** Aw, c'mon, don't be a grouch.



Reviewed, DIR-T USCGAUX

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LCDR MOORE: Twelve hours in Coach! Don't know how I'll stand it. That's TAD for you.

GATE AGENT: Sorry fellows, the plane has a mechanical problem and it will be at least 6 hours before the flight can take off.

CWO BAER: Of all the rotten luck!

GATE AGENT: Because the delay is so long, company policy awards all passengers on this flight 10,000 frequent flyer miles, access to our VIP lounge across the hall, and an upgrade to business class on a future flight. You know, of course, that the lounge has free pastries, coffee and juice?

CWO BAER: Sounds like a deal to me. Let's go!

LCDR MOORE: I don't know. I just took annual ethics training and all these benefits sound like gifts to me. I'm not real sure we should accept any gifts from an airline while traveling at taxpayer expense.

CWO BAER: Aw, c'mon, don't be a grouch.





## Learning Check



What would you do in the situation?

- A. Take all the free things offered and not tell anyone
- B. Take only the free food because it's a non-gift
- C. Take the free food and seat upgrade because both are non-gifts
- D. Not take anything

### Feedback:

**Correct.** With the 2003 rule change, you may now retain and use all the benefits identified in this situation— either for official travel or for personal travel. In effect, the travel benefits here are non-gifts because, as a matter of policy, they are available to all passengers under the circumstances.

Reviewed, DIR-T USCGAUX

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The answer is A.



### Gift Exception Summary

Common Name of Rule	Acceptable Sources	Acceptable Form of Gift	Maximum Cash Value	Requirement(s) Relating to Gift
Personal Relationships	Prohibited and Non-Prohibited	Anything except cash	No Limit	Clearly motivated by friendship or family relationship
Travel Promotional Items	Prohibited and Non-Prohibited	FF miles, upgrades for seat/ class, rental car, or lodging, VIP lounge access, etc.	No Limit	<p>Items must be obtained:</p> <ul style="list-style-type: none"> <li>• Under same terms as offered to general public</li> <li>• At no additional expense to government</li> </ul> <p>If items offered because of your official role as conference planner, they become CG property when accepted and must be turned in or used for official travel</p>
Prospective Employer Benefits	Prohibited or Non-Prohibited	Transportation, lodging, meals	No Limit	<ul style="list-style-type: none"> <li>• Benefits must be related to genuine employment discussion</li> <li>• If prospective employer's interests can be substantially affected by your CG job performance, do not accept benefits without advice from your ethics attorney</li> </ul>

Reviewed, DIR-T USCGAUX



# Congratulations!

## You have completed the Personal Gifts from Non- Federal Sources Training

Reviewed, DIR-T USCGAUX

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# Knowledge Check

If you won a free month of groceries in a contest you had entered at your local grocery store, would that be a gift?

1. Yes
2. No

Big Boat Builder, Inc. (BBBI) sells patrol boats to the Coast Guard, and consumer boating items at retail stores. This week BBBI is offering a 10% discount on all its consumer products. To take advantage of the discount, customers just mail a rebate coupon to the company. May you take the discount by mailing the rebate coupon to BBBI?

1. Yes
2. No

Answer: NO, NO



# Knowledge Check

Fly High Company sells passenger aircraft to civilian airlines and rotary wing aircraft to DOD and Homeland Security components, including the Coast Guard. What type of organization is this?

1. Federal
2. Non-Federal, Prohibited
3. Non-Federal, Non-Prohibited
4. None of the above ( prohibited)

While you were traveling on business, the hotel at which you stayed offered a "free" dinner after a 5- night stay. The source of this gift was:

1. Federal
2. Non-Federal, Prohibited
3. Non-Federal, Non-Prohibited
4. None of the above

Answer: ,None of the above ( prohibited),  
Non-Federal, Non-Prohibited



# Knowledge Check

When is it unlawful for Coast Guard personnel to *solicit* a gift from a non-federal source? Check all that apply.

1. When the gift is given in exchange for a federal employee's performance of his or her job.
2. When the value of the gift exceeds \$100.
3. When the gift is poorly wrapped.
4. When the gift is given on one's 40th birthday.

CPO Rob Armstrong, a Fisheries inspector, was talking to a fishing boat captain about transmission problems he'd had with his pick-up truck. The captain tells Rob to bring the truck to the dock the next evening because his son moonlights as an auto mechanic and can fix it free of charge. What ethical options does Rob have? Select all that apply.

1. Politely decline the manager's offer.
2. Accept the offer, but pay the fair market value for the repair.
3. Count himself fortunate to get transmission work done free of charge.

ANSWER: It is NEVER acceptable to solicit a gift.

1. When the gift is given in exchange for a federal employee's performance of his or her job.
2. When the value of the gift exceeds \$100.
3. When the gift is poorly wrapped.
4. When the gift is given on one's 40th birthday.
5. Politely decline the manager's offer.
6. Accept the offer, but pay the fair market value for the repair.





# Knowledge Check

Assume that you have never accepted a gift from a particular prohibited source. On one occasion an employee of that source offered you three items: a \$15 T-shirt, a \$10 baseball cap, and a \$5 framed baseball card. Could you accept the \$15 T-shirt and the \$5 framed baseball card as they were offered?

1. Yes
2. No

Shirley is a purchasing agent for the Coast Guard. She has been involved in the National Purchasing Association (NPA) for a number of years. This year she is invited as a guest speaker to their annual conference, which is held over the weekend. She will be speaking about her work at the Coast Guard. As a token of her meritorious public service, the NPA presents Shirley with a book valued at \$30 and a fountain pen worth \$50.00.

May she accept these items?

1. Yes
2. No

ANSWER: Yes, Yes



# Knowledge Check

While surfing the Internet, you find a website for a professional society that has books that will help you do your job. You also find titles of interesting articles, but you would have to join the society to get them. When you look up the membership fees you find there is a 75% reduction for federal government personnel. You want to join. Can you take advantage of the reduced membership fee?

1. Yes
2. No

An environmental industry association that is a prohibited source sponsors an industry-wide, two-day seminar. Registration is \$400 and attendance is expected to be approximately 400. A Coast Guard environmental contractor pays \$2,000 to the association so that the association can extend free invitations to five Coast Guard officials named by the contractor. May the Coast Guard officials accept the invitation?

1. Yes
2. No

Answer: Yes, No



# Knowledge Check

You've earned enough frequent flyer miles from your Government travel that you could take a free trip to Hawaii. You want to take leave and use those miles for your vacation. Can you use those miles for your vacation?

1. Yes
2. No

Coast Guard Credit Union is offering its members discounted loans on car purchases this month. Only Coast Guard personnel and civilian employees are eligible for membership in the credit union, and you're a member. Credit unions of similar size for employees of many nonfederal organizations offer the same kinds of discounted loans. May you take the discounted loan?

1. Yes
2. No

You're planning to go to the theater. Tickets are \$80. A contractor friend sells you a ticket for \$50. Have you received a gift?

1. Yes
2. No

Answer: Yes, Yes, Yes



## Completed Training Attestation

### Coast Guard Core Values

- **Honor**
  - Integrity is our standard. We demonstrate uncompromising ethical conduct and moral behavior in all of our actions. We are loyal and accountable to the public trust."
- **Respect**
  - We value our diverse workforce. We treat each other with fairness, dignity, and compassion. We encourage creativity through empowerment. We work as a team
- **Devotion to Duty**
  - We are professionals, military and civilian, who seek responsibility, accept accountability, and are committed to the successful achievement of our organizational goals. We exist to serve. We serve with pride.

Reviewed, DIR-T USCGAUX

The mandatory training that you have just completed reflects the **Core Values of the U.S. Coast Guard** and **Coast Guard Auxiliary**. As a member of this organization, you have taken an oath to uphold those Core Values. In order to receive completion credit for this training, please read, understand, and sign this document. Once completed, keep a copy for your records and provide a copy to your Flotilla Staff Officer for Information Services (FSO-IS) for AUXDATA entry.

In regards to the selected mandated training modules: Codes: \_\_\_\_\_

I, \_\_\_\_\_ (print name) as a member of District \_\_\_\_\_

Division \_\_\_\_\_ Flotilla \_\_\_\_\_ attest that I have completed and understand the course contents.

Signature: \_\_\_\_\_, Member ID \_\_\_\_\_

Date: \_\_\_\_\_

Course Code	Course Name	Frequency
502379	Building Resilience and Preventing Suicide	Every 5 years
810030	Security Fundamentals	Every 5 years
810015	Privacy at DHS / Protecting Personal Information	Every 5 years
810000	Sexual Harassment Prevention	Every 5 years
810045	Sexual Assault Prevention and Response	Every 5 years
502319	Civil Rights Awareness	Every 5 years
502306	Ethics 1 / Personal Gifts	1 time only
502290	Influenza Training	1 time only

Reviewed, DIR-T USCGAUX