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| **Gifts Donated to the United States Worksheet** | | | | |
| **Gift recipient’s name:** |  | | | |
| **Gift donor:** | **Donor’s name:** |  | | |
| **Are you aware of any extremist, illegal, or otherwise inappropriate views or positions espoused by the donor?** | **YES** | **NO** | |
| **Is the donor a prohibited source\*?** | **YES** | **NO** | |
| **How does the gift contribute to your organization morale?** |  | | | |
| **Brief statement of circumstances of receipt:**  **(why was the gift given?)** |  | | | |
| **Description of gift (include its component parts, if any):** |  | | | |
| **Fair market value (FMV) of gift:** | $ | | | |
| **How was the gift’s value established (attach internet printout or other document used to determine FMV)?** |  | | | |
| **Command’s desire:** | **Return the gift:** | **YES** | | **NO** |
| **Purchase for FMV:** | **YES** | | **NO** |
| **Turn gift into GSA:** | **YES** | | **NO** |
| **Display the gift in HQs or other building on Fort Rucker^:** | **YES** | | **NO** |
| **Distribute amongst organization**  **(specify location)^** |  | | |
| **Destroy with ethics counselor approval:** | **YES** | | **NO** |
| **USAACE or fort Rucker point of contact name and phone number:** |  | | | |

**\* A prohibited source is any person or entity that: (1) is seeking official action by DOD, U.S. ARMY, USAACE, or FORT RUCKER; (2) does or seeks to do business with DOD, U.S. ARMY, USAACE, or FORT RUCKER; (3) is regulated by** **DOD, U.S. ARMY, USAACE, or FORT RUCKER; (4) has interests that may be substantially affected by performance or nonperformance of the employee's official duties; or (5) is an organization a majority of whose members fit into one or more of these categories.**

**^ gift must be displayed in a public area for the benefit and enjoyment of all members of the organization, not a private office**

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| **Supervisor’s Review** | | | | | | | |
| **Name:** |  | | | | **Phone number:** | |  |
| **I have reviewed this worksheet and I recommend:** | | |  | **Approval of acceptance and disposition of this gift as annotated in this worksheet.** | | | |
|  | **Disapproval of acceptance and disposition of this gift as annotated in this worksheet.** | | | |
| **Notes or comments:** | |  | | | | | |
| **Supervisor’s**  **signature:** | |  | | | | **Date:** |  |

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| **Ethic Counselor’s Review** | | | | | |
| **Name:** |  | | | | |
| **i have reviewed this worksheet and find:** |  | **Acceptance and disposition of this gift as annotated in this worksheet is authorized by applicable regulatory or statutory authority.** | | | |
|  | **Acceptance and disposition of this gift as annotated in this worksheet is NOT authorized by applicable regulatory or statutory authority.** | | | |
| **Notes or comments:** | |  | | | |
| **Ethics counselor’s signature:** | | |  | **Date:** |  |

**NOTES:**

**1. Determine FMV by finding the item or similar item on a major, U.S. commercial website (e.g., amazon.com, walmart.com, costco.com, etc.), not on an online auction site (e.g., Ebay.com).**

**2. Gift FMVs must be aggregated if given by the same source at the same presentation. Gifts given to a federal employee’s spouse is considered a gift to the employee and must be included in the aggregated FMV.**