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| **Non-Foreign Gift Reporting Worksheet** | | | |
| **Gift recipient’s name:** |  | | |
| **Gift donor:** | **Donor’s name:** |  | |
| **Is the donor a prohibited source\*?** | **YES** | **NO** |
| **Is the gift given based upon the recipient’s official position, duties, or status as a servicemember or federal employee?** | **YES** | **NO** |
| **Date and place of receipt:** |  | | |
| **Brief statement of circumstances of receipt:**  **(How was it obtained?)** |  | | |
| **Description of gift (include its component parts, if any):** |  | | |
| **Fair market value (FMV) of Gift:** | **$** | | |
| **How was the gift’s FMV established (attach internet printout or other document used to determine value)?** |  | | |
| **Recipient’s desire:** | **Return the gift:** | **YES** | **NO** |
| **Purchase the gift:** | **YES** | **NO** |
| **Donate to MWR:** | **YES** | **NO** |
| **Keep the gift:** | **YES** | **NO** |
| **If a perishable gift:** | | |
| **Donate to charity:** | **YES** | **NO** |
| **Share with organization:** | **YES** | **NO** |
| **Destroy with command or ethics counselor approval:** | **YES** | **NO** |
| **USAACE point of contact name and phone number:** |  | | |

**\* A prohibited source is any person or entity that: (1) is seeking official action by DoD; (2) does or seeks to do business with DoD; (3) is regulated by DoD; (4) has interests that may be substantially affected by 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.**

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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.** | | | | |
|  | **disapproval of acceptance and disposition of this gift.** | | | | |
| **Notes or comments:** | |  | | | | | | |
| **Supervisor’s**  **signature:** | |  | | | | **Date:** | |  |

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| **Ethics Counselor’s Review** | | | | | | |
| **Name:** | |  | | | | |
| **I have reviewed this worksheet and i find:** |  | | **Acceptance and disposition of this gift is authorized by applicable regulatory or statutory authority and no further legal review is required.** | | | | |
|  | | **Acceptance and disposition of this gift 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.**