

# GIFT DISPOSITION WORKSHEET

\*(Copy to be retained by gift recipient)

**Description of the item:** \_\_\_\_\_

Provide a fully detailed description of the gift. Combine multiple gifts given by the same source on the same occasion.

**Recipient:** \_\_\_\_\_

Provide the full name, rank, and position title of the employee.

If the recipient is a dependent, include the sponsor's full name, rank, and position title.

**Presenter:** \_\_\_\_\_

Identify organization or the individual who presented the gift and/or the source of the gift (if different than presenter).

**Date Presented:** \_\_\_\_\_

Enter the date the gift was presented.

**Occasion:** \_\_\_\_\_

Describe the circumstances surrounding the presentation of the gift.

**Value (attach proof of value):** \_\_\_\_\_

Attach appraisal or internet printout of actual or comparable item. EBay is not an acceptable source. Not required if gift is a trophy, plaque, or item of little intrinsic value intended solely for presentation. Other proof of value, such as ticket stubs, vouchers, etc. are acceptable for events.

**Has the recipient or spouse received gifts from the same source in the same calendar year?** \_\_\_\_\_

If yes, describe. Include date of presentation of gift, value, and description.

**Directorate POC:** \_\_\_\_\_

Include name, rank, phone, and e-mail address.

## ETHICS COUNSELOR REVIEW

\_\_\_\_\_ May accept in a personal capacity because:

- \$20 or less from NFE
- \$10 or less per occasion from subordinate or U.S. Gov't employee who makes less
- Presentation Item of little intrinsic value
- Paid for by the U.S. Gov't
- \$390 or less from a foreign government
- Informational material (\$100 or less)
- Other \_\_\_\_\_

If accepted in personal capacity this gift IS / IS NOT required to be reported on the OGE Form 278 in accordance with 5 C.F.R. §2634. OGE Form 278 reportable value is \_\_\_\_\_.

\_\_\_\_\_ Recommend accept as a Gift to the DoD.  
Contact WHS for processing.

\_\_\_\_\_ Recommend return gift or pay FMV of \_\_\_\_\_.

\_\_\_\_\_ Recommend destroy (if under \$100) gift valued at \_\_\_\_\_.

## FINAL DISPOSITION

- \_\_\_\_\_ a. Accepted as a Personal Gift, Send Home
- \_\_\_\_\_ b. Accepted as a Personal Gift, Display in Office
- \_\_\_\_\_ c. Accepted as a Gift to the DoD, Display in Office<sup>1,3</sup>
- \_\_\_\_\_ d. Accepted as a Gift to the DoD, Store in Gift Locker<sup>1,3</sup>
- \_\_\_\_\_ e. Accepted as Gift to the DoD and forward to WHS for final disposition.
- \_\_\_\_\_ f. Returned
- \_\_\_\_\_ g. Paid Fair Market Value<sup>2</sup>
- \_\_\_\_\_ h. Destroyed (if under \$100), Destroyed on \_\_\_\_\_
- \_\_\_\_\_ i. Other: \_\_\_\_\_

### Final Record Keeping

\_\_\_\_\_ Gift disposition recorded by employee on office's annual tracking spreadsheet.

\*See next page

**Notes:**

1. If gift is from foreign government and exceeds maximum value (\$390), ensure appropriate coordination with WHS.
2. If paying fair market value, employee should include copy of cancelled check or other proof of purchase with this form for their records.
3. If intend to accept as gift to DoD, ensure coordination with appropriate gift acceptance authority and send acceptance acknowledgement to the donor. Once gift is officially accepted by DoD, ensure gift is appropriately added to and accounted for in command property control system.

**Comment Section:** Please provide any additional information (Gift valuation, picture, picture of comparable item online, etc.)