



RETIREMENT/PCS GIFTS

1. **Gifts to Retiring/PCS Member from an Individual Subordinate:** No dollar limit, but gift must be appropriate to the occasion. (What is traditionally done? Don't put your boss on the spot!) [5 CFR 2635.302(b)]
2. **Gifts to Retiring/PCS Member from a Group of Govt Employees that Includes a Subordinate:**
 - a. **\$300 limit:** Based on market value. (Group that include one or more subordinates).
 - b. **Donating groups:** No limit on the number of donating groups; however, groups should be defined by logical parameters (i.e. based on organization or unit). Also, donating groups may not "pool" their money to buy a gift over the \$300 limit.
 - c. **Contributing to the gifts of more than one donating group:** If an employee makes a contribution to the gift of two donating groups, the two donating groups will then be considered as one donating group, and the total market value of both gifts combined will have to be \$300 or less.
 - d. **Soliciting contributions for a group gift:**
 - Government employees may only solicit other government employees for voluntary contributions.
 - It is permissible to suggest an amount up to **\$10**, but you must also include language that members are "free to give nothing at all" or words to that effect.
 - You may share how much the gift costs with members being solicited.
 - It is permissible for a member to voluntarily give more than \$10 to the group gift.
 - You MAY NOT solicit from "prohibited sources" such as contractors.
 - Government employees may not solicit sources outside the government for a gift to a superior.
 - Donating groups must avoid collecting more than \$300 by declining contributions that take the total over that amount.
3. **Gifts to Retiring/PCS Member from Outside the Government:** Generally governed by **\$20/\$50** rule. (Not more than \$20 value per occasion and member cannot receive gifts totaling more than \$50 from that same source in a calendar year.) Exception: Gifts given because of a bona fide personal relationship that has existed for some time and is truly personal, not business; and Gifts from a foreign government (subject to \$390.00 limit).
4. **Gifts to Retiring/PCS Member's Spouse:** Unless there is a personal relationship to the spouse (outside of just being the member's spouse), any gift to the spouse is imputed to the member.
5. **Gift Certificates/Gift Cards:** Permissible gifts, as long as they are not redeemable for cash.
6. **Gifts to Charities:** Donating groups may make a gift to a charity in honor of the departing member's service consistent with the "special, infrequent occasion" exception – the gift should be from the donating group "in honor of" the departee's service, NOT on his/her behalf. Departing officials can identify a general type of charity or a group of charities (strongly recommended to not identify a single charity), but giving groups are not bound by those preferences. Gifts to charities are also limited to \$300.00 maximum per donating group, and same solicitation limits apply as with other gifts.