



# Shakey's

## LAW CORNER

### TOPICS:

Status of Justice  
Sep-Oct

ALCOHOL  
&  
DUI

HOLIDAY  
GIFT  
GIVING



36th Andersen  
Legal Office



Air Force Smooth  
Move Website



Air Force  
Legal Assistance Web Site

Visit our website  
for more information on  
office hours, appointments,  
wills, notaries, and more!!!

### Status of Discipline

#### Nonjudicial Punishments

- **Indecent Recording (Attempt):** An A1C attempted to take a photo of another Airman in the shower stalls while TDY. When interviewed by investigators, the A1C lied. The A1C received a reduction to E-2, 30 days extra duty, and a reprimand (see discharge details below).
- **Abusive Sexual Contact:** An A1C inappropriately touched another Airman while they were asleep. The A1C received a reduction to E-1, 45 days extra duty, and a reprimand (see discharge details below).
- **Dereliction of Duty (x2) and Violation of a General Order:** An A1C was derelict in the performance of their duties by adopting a dog while living in the dorms. The A1C then wrongfully abandoned the dog. Additionally, the A1C drank alcohol under the legal age of 21. The A1C received a reduction to E-2, suspended forfeiture of \$1,130 pay for 2 months, 45 days restriction to Andersen AFB, 30 days extra duty, and a reprimand (see discharge details below).
- **Wrongful Use of Marijuana:** A SrA wrongfully used marijuana. The SrA received a reduction to E-3, suspended reduction to E-2, suspended forfeiture of \$1,130 pay for 2 months, and a reprimand (see discharge details below).
- **Provoking Speech and Assault Consummated by Battery:** A SrA wrongfully incited a fight and assaulted another Airman. The SrA received a suspended reduction to E-3 and suspended forfeiture of \$1,340 pay for 2 months (see discharge details below).
- **Conspiracy to Commit Assault and Conduct Prejudicial to Good Order and Discipline:** A SrA conspired to assault their former spouse by bringing another Airman to a fight and failing to intervene, which conduct was to the prejudice of good order and discipline in the armed forces. The SrA received a suspended reduction to E-2, forfeiture of \$1,130 pay for 2 months with the excess of \$565 pay for 1 month suspended, and 14 days extra duty.
- **Failing to Obey a Lawful Order, Assault Consummated by Battery, Domestic Violence, and Conduct was to the Prejudice of Good Order and Discipline:** An A1C failed to obey a lawful order, unlawfully struck their spouse, was involved in a physical altercation with another Airman, physically assaulted a Sailor, and had other individuals film their altercation with the Airman, which conduct was to the prejudice of good order and discipline and was of a nature to bring discredit upon the armed forces. The A1C received a reduction to E-2, suspended forfeiture of \$1,130 pay for 2 months, and 45 days extra duty.

### DISCHARGES

#### Andersen AFB commanders processed 6 Enlisted administrative discharges

**Commission of a Serious Offense, Other Serious Offenses (3):** Three Airmen were separated with an Under Honorable Conditions (General) service characterization. (1) The first discharge was following an Article 15 punishment for drinking alcohol while under the age of 21, striking a pole and injuring an airman in a car accident that occurred while driving drunk, failing to assist the injured airman at the scene of the accident, and conspiring to leave the scene of an accident; (2) The second discharge was following an Article 15 punishment for conspiracy to leave the scene of an accident and lying to Guam Police Department about the identity of the driver of the accident and details surrounding the accident with the intent to obstruct the due administration of justice; (3) The third discharge was following an Article 15 punishment for attempt to photograph the private area of another airman without his consent and making a false official statement to investigators.

**A Pattern of Misconduct, Conduct Prejudicial to Good Order and Discipline:** An Airman was separated with an Under Honorable Conditions (General) service characterization for drinking alcohol under the age of 21, failing to adhere to dorm policies by having a dog in their dorm room, failing to obey a lawful general order by wrongfully abandoning a dog, making a false official statement, and displaying unprofessional and disrespectful conduct in the workplace.

**Sexual Assault:** An Airman was separated with an Under Honorable Conditions (General) service characterization following an Article 15 punishment for abusive sexual contact.

**Drug Abuse:** An Airman was separated with an Under Honorable Conditions (General) service characterization following an Article 15 punishment for wrongful use of marijuana.

### COURTS-MARTIAL

Andersen AFB did not process any courts-martial in Sep-Oct



**VICTIMS' COUNSEL**  
Capt Carmen Flederback  
JBPHH, HI  
Bldg. 2060  
Office: 315-449-5510



**AREA DEFENSE COUNSEL**  
Capt Sharon Otasowie |  
Bldg. 718  
Office: 315-366-2281

**Andersen AFB Legal Office  
Contact Information**  
Front Desk: 366-2937  
Hours of Operation  
Monday & Tuesday 0900-1600  
Wednesday 1200-1600  
Thursday 1000-1600  
Friday 0900-1600



# SHAKEY SAYS



# STAY SOBER STAY SAFE



The holiday season is a time for celebration, with many of us attending festive gatherings, parties, and events both on and off base. While it's a time to enjoy with friends and family, it's also important to be mindful of the risks associated with alcohol consumption. A night of holiday cheer can quickly turn into a serious issue if you get behind the wheel after drinking. Let's take a closer look at the consequences of a DUI (Driving Under the Influence) and how you can protect yourself and others this holiday season.

**Under the Uniform Code of Military Justice (UCMJ) "impaired" and "drunk" mean any intoxication sufficient to impair the rational and full exercise of mental or physical faculties.**

## DUI: Need to Know

## DWI: Driving While Impaired

Driving under the influence, whether on or off base, comes with significant legal and career consequences. In Guam, the legal blood alcohol concentration (BAC) limit is **0.08%** for individuals at or above 21 years of age and **0.02%** if under 21 years of age. It is important to remember that even a small amount of alcohol can impair your ability to drive safely.

DWI involves any person driving, operating, or in physical control of a motor vehicle under the influence of any controlled substance, or ingestion or administration of any controlled substance, or any combination of these, when as a result, their physical or mental abilities are impaired to such a degree that they no longer have the ability to drive a motor vehicle with the characteristics of a sober person.

## Andersen AFB Regulation

On base, DUI is strictly enforced and is governed by 36 WGI 31-218 and the UCMJ, Articles 92, 112a, and/or 113.

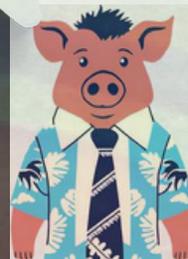
Consequences of violating these regulations can be severe, including but not limited to:

- Arrest and driving privilege suspensions.
- Loss of rank and/or pay under **Article 15 UCMJ**.
- Mandatory alcohol education/rehab (ADAPT).
- Long term career impacts such as removal from certain duties or loss of promotion eligibility.
- Separation from the Air Force.

## Article 15 & Legal Ramifications



Reduction in Rank  
Forfeitures of Pay  
Extra Duty  
Confinement  
Restriction





# SHAKEY SAYS

## STAY SOBER

## STAY SAFE...CONT'D



### OTHER RISKS BEYOND LEGAL CONSEQUENCES

WHILE THE LEGAL CONSEQUENCES ASSOCIATED WITH A DUI OR DWI ARE DAUNTING, IT'S ALSO IMPORTANT TO CONSIDER THE BROADER RISKS ASSOCIATED WITH IMPAIRED DRIVING.

#### A DUI CAN RESULT IN :

- **INJURY OR DEATH** TO YOURSELF OR OTHERS, LEADING TO LIFELONG CONSEQUENCES.
- **DAMAGE TO MILITARY AND COMMUNITY TRUST**, WHICH CAN AFFECT BOTH YOUR PERSONAL AND PROFESSIONAL LIFE.
- **LOSS OF CAREER OPPORTUNITIES** AND INCREASED SCRUTINY FROM COMMAND.
- **INCREASED INSURANCE RATES AND FINANCIAL BURDEN** FROM FINES AND LEGAL FEES.

### THE TAKEAWAY

**THE HOLIDAY SEASON SHOULD BE A TIME FOR JOY, NOT REGRET. BY MAKING RESPONSIBLE CHOICES AND BEING MINDFUL OF ALCOHOL-RELATED RISKS, YOU CAN ENSURE YOUR HOLIDAYS WILL REMAIN FESTIVE AND SAFE. PROTECT YOURSELF, YOUR CAREER, AND YOUR FELLOW WINGMEN THIS HOLIDAY SEASON!**

### STAYING SAFE THIS HOLIDAY SEASON

- **PLAN AHEAD:** ARRANGE FOR A DESIGNATED DRIVER WHEN PLANNING TO DRINK.
- **PACE YOURSELF:** KNOW YOUR LIMITS & DON'T FEEL PRESSURED TO OVERINDULGE AT HOLIDAY PARTIES.
- **STAY VIGILANT:** BE A GOOD WINGMAN & DON'T ALLOW ANYONE TO DRIVE WHO IS IMPAIRED.
- **AIRMEN AGAINST DRUNK DRIVING (AADD):** ANDERSEN AFB HAS A PROGRAM IN PLACE TO ENSURE AIRMEN HAVE SAFE RIDES HOME.

**AADD**  
Airmen Against Drunk Driving  
**671-366-RIDE**  
**FRIDAY & SATURDAY**  
**11 pm to 3 am**  
Open to all service members, dependents and retirees



WE CARABAO YOU!  
**Be Safe!**

# A SPECIAL ETHICS FLASH

## THE HOLIDAY EDITION

Fiscal, Ethics and  
Administrative Law  
Division  
(SAF/GCA)

### SAF/GCA Ethics Team

#### Alternate Designated Agency Ethics Official (ADAEO)

Ms. Shannon A. McGuire

#### Deputy Designated Agency Ethics Official (DDAEO) and

Director of Ethics  
Ms. Meredith Pierce

#### Ethics Attorneys

Ms. Amy Braud  
Ms. Catherine Chiappetta  
Ms. Patricia Welch  
Ms. Heather Callery

#### Administrative Specialists

Mr. Justin Marby  
Ms. Stacey Walker

#### CONTACT US 703-693-0417

SAF.GCA.Ethics.Workflow  
@us.af.mil

#### This Ethics Flash is brought to you by:

5 CFR Part 2635, Subpart B  
5 CFR Part 2635, Subpart C  
5 CFR Part 2635, Subpart G  
5 CFR § 2635.808  
32 CFR § 234.13

The Joint Ethics Regulation  
Federal Acquisition Regulation

## DECK THE HALLS ‘CAUSE IT’S PARTY TIME!

Move on out pumpkin spice—you had your chance to shine. Over to you, hot chocolate!

The holidays are just around the corner (no, really, look at the calendar!). Party invitations are piling up in e-mail and plans are underway for office parties and gift exchanges. Cookies, pies, and carolers are showing up in office spaces. It truly is the most wonderful time of the year (with kids going back to school a close second!). While the holiday season fills our halls with cheer, the ethics rules do not share the same holiday sentiment—they’re still hanging around, haunting us, much like the creepy Halloween decorations still hanging

out in our yards! Sadly, there are no special exceptions for holiday gifts or parties hosted by Department of the Air Force (DAF) organizations or non-federal entities (NFEs).

To make sure you do not



inadvertently violate the ethics rules, this Ethics Flash will cover a summary of the applicable laws and regulations. We’ll discuss how they apply to holiday parties hosted by an NFE or a colleague, fundraising for office holiday parties, and the ever popular office gift exchanges. In addition, we will cover some common situations we often see during the holidays.

This Holiday Edition is an overview of the laws and regulations. It is not a substitute for ethics advice. It is not all inclusive. If you have any questions, please contact an ethics official. Without further ado, let’s take a sleigh ride through this Holiday Edition of the Ethics Flash.

## HOLIDAY GIFTS FROM OUTSIDE SOURCES

Generally, Federal employees may not accept (or solicit!) a gift from a prohibited source or offered because of their official position. A prohibited source is anyone who (1) seeks official action by the employee’s agency; (2) does business or seeks to do business with the employee’s agency; (3) conducts activities regulated by the employee’s agency; (4) has interests that may be substantially affected by the employee’s performance of duty; or (5) is an organization a majority of whose members are described above. A gift is anything of value. An invitation to a holiday party hosted by an NFE, a dinner, or a tangible item wrapped in lovely, shiny holiday paper complete with festive bows—all gifts!

There are several exclusions (not a gift) and exceptions (a gift but you may be able to accept) to the general rule. How and if they apply depends on the facts. Who is giving the gift? Is it from a prohibited source or offered because of your official position? If so, below are the most commonly used exclusions and exceptions.

**Exclusions:** Events open to the public, all government personnel, or all military personnel— NOT a gift. Modest items of food and **non-alcoholic** refreshments not served as part of a meal—NOT a gift. Yes, we emphasized non-alcoholic. A “dry” holiday reception serving light snacks may not be a gift but a reception with alcohol is a gift. If the host is serving alcohol, we

look to the cost of the event and determine if an exception applies. A cocktail hour followed by dinner may not fall under this exclusion, even if you’re not staying for dinner.

**Exceptions:** Employees may accept a gift (no cash!) if the fair market value is \$20 or less per source, per occasion, but no more than \$50 from the same source, per calendar year (20/50 rule). This means if the reception serving hors d’oeuvres with an open bar has a value of \$20 or less per person, you can accept free attendance under this exception. Now you can drink alcohol on someone else’s dime. (I know, right?) But, what if it is more than \$20?

*Continued on page 2*

## HOLIDAY GIFTS FROM OUTSIDE SOURCES

*Continued from page 1*

It may qualify as a widely attended gathering (WAG). Employees may accept an offer of free attendance provided an ethics official determines, in writing, the event qualifies as a WAG and the agency designee makes a written determination there is an agency interest in the employee's attendance. Attendance at a WAG is in a personal capacity



so you may not use government resources (e.g., vehicles) to attend the event.

Another exception allows acceptance of an invitation offered to a group or class not related to government employment. For example, if the building owner of your office throws a holiday party for all tenants, this invitation is unrelated to your government employment.

If an invitation to a holiday gathering is not from a prohibited source, a social invitation exception allows acceptance provided none of the other attendees paid admission to attend, and if the invitation is not coming from an individual, the agency designee determines, in writing, that your attendance will not lead to questions about your integrity or impartiality.

You may also accept gifts from your spouse's employer, or from your outside business or employment activities, provided the invite was not enhanced by your official position.

## FUNDRAISING FOR HOLIDAY PARTIES

Office holiday parties are not official events. You may never use appropriated funds to pay for a party. You also cannot solicit outside sources (including contractor co-workers) for donations (e.g., cash, food, and other items) to your party. So, how do you pay for them? Employees may contribute to a holiday party; however, it must be truly voluntary. Solicitations for contributions are permissible (with some limitations—call us!); and make sure it is not the boss asking for funds! What about a bake sale or breakfast burrito sale to raise funds for the party?

Generally, Federal personnel may not engage in fundraising in an official capacity, unless authorized by statute, executive order, regulation, or agency determination. Also permitted are "by our own, for our own" (BOOFOO) fundraisers. Under this exception, commands may host fund-

raising events (e.g., bake sales) within the workplace to raise funds. These fundraisers may only be held in your office area, or areas primarily occupied by the members of the group who will benefit. Everyone working the event must be in a non-duty status (e.g., leave or pass, lunch break, etc.). You must also comply with any local policies or regulations pertaining to fundraising.

Fundraising outside of your command but on an installation requires you to comply with DAF instructions as well as local regulations. Please note, unofficial unit activities are Federal entities. This means all the ethics rules apply. They do not have spe-

cial exceptions (see AFI 34-223).

### **Fundraising at the Pentagon:**

There is **no** fundraising in any public area on the Pentagon reservation. The only exception is for the Combined Federal Campaign, Feds Feed Families, and Toys for Tots. Nor are BOOFOO fundraisers permitted to occur anywhere in the Pentagon except for within component office spaces. This includes a prohibition on advertising your fundraising effort (e.g., hanging signs in public locations, such the outside of your office door) — no, your section of the E-Ring is not an extension of your office spaces! To post anything outside your office spaces, you must have a Pentagon building permit.



## PRIZES AND RAFFLES AT HOLIDAY PARTIES

No one likes a door prize more than us! And yes, you most certainly can have door prizes, but you cannot solicit NFEs to donate prizes and winning cannot involve gambling. Department of Defense regulations prohibit gambling in the Pentagon and on Federal property or while in a duty status. General Services Administration (GSA) regulations prohibit gambling in GSA-owned or controlled buildings. Door prizes or drawings where individuals purchase a chance to win a prize constitutes gambling. Let's

*Federal gift regulations prohibit employees from soliciting prohibited sources for gifts or using their official position to solicit gifts.*

break it down a bit.

Gambling has three elements: (1) pay to play, (2) a game of chance, (3) to win a prize. If you are selling holiday party tickets and each ticket to the party gives the purchaser a chance to win a door prize, that is gambling. If you have to purchase a ticket to attend the command holiday party, and that ticket is also your chance to win a door prize, that is gambling.

If you sell raffle tickets so people can

increase their chances on winning a door prize—gambling.

So what do you do? The easy answer? Don't have door prizes. But, that is no fun. So, eliminate one of the elements of gambling. For example, remove the pay to play. Sure, sell the holiday tickets, but everyone in the command has a chance to win, even those not purchasing a ticket and not attending. Yeah, we know, it's not "fair" to those who spend money on attending, but those are the rules of the house....and the house always wins (ba dum tss....#SorryNotSorry).

*Continued on page 3*

## PRIZES AND RAFFLES AT OFFICE PARTIES

Continued from page 2

At the risk of repeating ourselves (who are we kidding...we're lawyers, we love repetition!), should an NFE offer to provide prizes, that is a gift. A gift from outside sources has limitations (see page 1) and a gift to the DAF technically becomes government property.

There is one recurring issue we want to put to rest. **Myth:** A door prize an attendee

wins at a command holiday party is not gambling. **Reality:** If you have to be in attendance to possibly win a door prize and the only way to attend is to purchase a ticket, that is gambling. Now, if a party is free for all and anyone in attendance could win a door prize? Not



gambling because there is no "pay to play." The other option is to still charge to attend but the ticket isn't how you win a door prize. Instead, names are drawn from a "hat" or "bag" filled with the names of all members of the organization, whether they are in attendance or not. Again, this eliminates the "pay to play."

## GIFTS BETWEEN EMPLOYEES

Each year, we all look forward to the annual gift exchange at office holiday parties. Just note, there is no special exception for holiday gifts between employees. We \*generally\* can't give our boss a gift. And bosses—listen up! You \*generally\* cannot accept a gift from someone making less pay than you unless there is a personal relationship that justifies the gift **and** you are not the official superior of the employee giving you the gift. But, some bosses make less than their employees (it's true!) so if your boss makes less than you and gives you a gift, take it and enjoy it!



Like with most of our gift rules, there are exceptions. On traditional, gift giving occasions, *like the holidays*(!), you may

give your boss and your boss may accept a gift (no cash) with a fair market value of \$10 or less. You read that correctly. It's not a typo. \$10 or less. This is something to consider if your office does a holiday gift exchange. Gift exchanges where employees purchase gifts for employees whose names they randomly drew may create situations where a subordinate is purchasing a gift for a superior. A best practice would be to limit gifts to \$10 or less.

If you are a prolific baker (please contact us immediately!), and you want to bring the boss goodies, so long as they are shared in the office among several employees (again, contact us immediately for sharing guidance. We'll stop by, and, um, make sure the gift is being properly shared...), the boss and others may accept.

If you are hosting a holiday party, your

boss or anyone who makes more in salary may attend and accept personal hospitality provided your holiday party is the kind you would throw for personal friends. For all you super bosses out there hosting holiday parties (don't forget to invite us!), if your subordinates or someone who makes less than you arrives with a thank you gift for your hospitality, you may accept the gift provided it is of a type and value customarily given on such occasions. So drink the reasonably priced bottle of Prosecco, but give back the \$200 bottle of bourbon. Of course, if you really want to keep that bottle of bourbon, you can pay the employee who gifted it the fair market value.

We saved the best part for last—get your pen and paper ready to draft that wish list (joking!), there is no limit to the value of a gift from a superior to subordinate. But, common sense should prevail, and the gift should be appropriate to the occasion and avoid the appearance of favoritism.

## CELEBRATING HOLIDAYS WITH CONTRACTORS

We work with contractors daily and the lines between contractor and government employee are blurry. Remember, you may not accept a gift from a prohibited source or offered because of your official position, nor may you solicit. Contractors are prohibited sources. Unless an exception applies, you may not accept a gift from a contractor, including a gift as part of a gift exchange. You must make sure you do not exceed \$50 from the same source during the calendar year. So watch out for multiple gifts from the same source. Another exception that may apply is gifts based on a bona fide personal relationship. Usually, this exception is limited to family and close friends arising outside of the workplace. When presented with a gift from a contractor, we look to whether the

gift was paid for, or reimbursed by, the contractor employer.

But, if a contractor employer gifts their employee, say two tickets to The Nutcracker, and that employee, without any direction from the contractor employer, in turn passes on the gift to you, and you're their friend who just happens to also be a DAF employee, the personal relationship exception *may* apply. Again, it must be a bona fide personal relationship. We look at a number of factors including the length of the friendship, how it started, whether gifts of this nature have previously been



exchanged, and more.

You may not solicit contractors for contributions to office holiday parties (or anything else). As for inviting contractors to office parties, generally, the federal Government does not reimburse contractors for morale and welfare expenses. The contractor must decide whether its employees may attend an office holiday party and forego payment for their time, or direct they continue to work. If they attend, they cannot bill the Government for time spent at the party. Before inviting contractors to the office holiday party, contact the contracting officer and your ethics official.

## HOLIDAY FREQUENTLY ASKED QUESTIONS

Our favorite part! We love a good frequently asked questions section. This is not a one size fits all so remember to contact your ethics official with questions specific to your circumstance.

**I received an invitation in my official capacity to attend a holiday reception hosted by a NFE. May I use a government vehicle to and from the reception?**

No. Generally, participation at holiday parties is personal, not official, and so you may not use a Government vehicle to and from the reception. There are limited circumstances when use of a Government vehicle is permissible. For example, if an official is invited to attend the event in their official capacity **and** they will be performing an official function.

**I send annual holiday cards in my official position and intend on having my staff procure greeting cards and postage using the government purchase card. Is this permissible?**

No. Appropriated funds may not be used for greeting cards. You also cannot use your staff for personal tasks.

**I am having a holiday party in my home after work and inviting the entire office. I would like to invite our contractor personnel as well. Does this violate the rules?**

Nope! Providing food and refreshments to a contractor-employee does not violate the ethics rules. The contractor-employee may want to check with their employer's rules before accepting, as many contractors have similar ethics rules.

**A contractor-employee invited me to a private holiday party sponsored by their employer. May I accept the invitation?**

It depends. The invitation of free attendance is a gift and you may not accept unless one of the gift exclusions or exceptions discussed on page 1 apply. Please note, private parties where attendees may only be DAF/DoD personnel and employees of the company might not qualify for a WAG determination.

**Our office is holding a holiday party during our lunch hour and we are asking each person to pay \$5 to cover refreshments and to bring a potluck dish to share. Can contractor-employees attend?**

Yes, contractor-employees may attend, pay \$5, and bring food because these contributions are not considered gifts or solicitation of gifts. It is merely an attendee contributing their fair share of the costs of the event they are attending. **BUT** (of course, there's a but....), contributions must be voluntary, so "soliciting" must be done with care to ensure there is no pressure or appearance of pressure. And, you must verify that the time the contractor-employee spends at the party is not billed to the government.

**I am a political appointee and received an invitation to Company A's annual holiday party. May I accept the invitation?**

It depends (yes....another typical lawyer response!). As a political appointee, you are subject to the President's Ethics Pledge which further limits political appointees from accepting most gifts offered by a

lobbyist or lobbying organization. So it would depend on whether Company A is a lobbying organization. Political appointees are full-time non-career Presidential appointees, non-career Senior Executive Service appointees, and non-career appointees excepted from the competitive service by reason of being a confidential or policy-making character (e.g., Schedule C). Most of the gift exceptions we discuss on page 1 do not apply for gifts to political appointees from a lobbyist/lobbyist organization, unless the organization is a 501(c)(3) non-profit.

**A friend of mine owns a restaurant and offered me the use of their private dining room for a holiday party. Can I accept this offer and have our command holiday party there?**

Maybe. An exception to the gift rules allows employees to accept a gift from an individual under circumstances that make it clear the gift is motivated by a family relationship or personal friendship rather than an employee's official position. The facts would determine whether this offer is a gift to the employee or to the DAF. Was the offer so that the employee could host a personal holiday party? Or was it offered to host the command party? Remember, we can never accept a gift, even when an exclusion or exception applies, if the gift was solicited or given in return for being influenced in the performance of an official act.

## HAPPY HOLIDAYS FROM OUR FAMILY TO YOURS

And that's a wrap on our special holiday edition of the Ethics Flash and the end of another year. Thank you all for your support over the year, your compliments on the Ethics Flashes released over 2024, and most of all, for seeking us out whenever you have a question.

Remember, this guidance only highlights the common ethics issues we encounter during the holiday season. It does



not, and could not, cover every situation. For advice specific to your circumstance,

please reach out to us or your local ethics official.

We will be back in 2025 with more Ethics Flashes tailored to your requests. Drop us a note on guidance you would like to see in future editions. We create these for you—so please do not hesitate to tell us what you want to see next.

We wish all of you an amazing holiday season and a Happy New Year — here's to 2025! (Cheers'ing with my hot chocolate!)

*The Air Force Ethics Office directs the daily activities of the Department of the Air Force ethics program.*

*We serve as legal counsel to the Secretariat, Air, and Space Staff. While we are always happy to assist with any ethics issues, individuals outside of Headquarters should consult with their local ethics counselor.*

*Should you have any questions, please contact us at [SAF.GCA.Ethics.Workflow@us.af.mil](mailto:SAF.GCA.Ethics.Workflow@us.af.mil).*