



POST-SHUTDOWN ETHICS GUIDANCE

The public may attempt to offer assistance to help Coast Guard members recover from the partial government shutdown. **All Coast Guard employees (Active Duty, Reserve, and Civilians) are subject to the regulations set forth in the Standards of Ethical Conduct** as set out COMDTINST M5370.8B and 5 C.F.R. 2635. Below are a few guidelines to help Coast Guard members and units avoid ethical conflicts.

| Do... | Do Not... |
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| <ul style="list-style-type: none"> • Use approved Coast Guard resources for assistance (Chain of Command, Chief's Mess, CG Mutual Assistance, CG SUPRT) • Use assistance available to the general public (state/local assistance agencies) • Contact D17 Legal if a non-Coast Guard member/organization offers to or provides money, property (food, clothes, toiletries, etc.), or services free of charge to assist with recovery for Coast Guard members or units • Route plans to fundraise/volunteer for Coast Guard members through the unit Chain of Command prior to collecting funds • Contact D17 Legal if you have any questions | <ul style="list-style-type: none"> • Solicit or ask for gifts (anything of value) from the public on the basis of your official role as a Coast Guard member including hosting or participating in crowd sourcing platform like Kickstarter/ GoFundMe • Have family/friends/partners solicit for gifts for Coast Guard members using Coast Guard member's official role or title • Have Coast Guard related non-federal entities (Chiefs' Association, Officer Association, Military Spouses' Club, VFW, etc.) solicit for gifts for Coast Guard member's based on their official role or title • Pressure members to donate or volunteer to charitable efforts outside their official duties • Use government resources (time, money, property, people) for personal activities related to recovery activities |



FREE FOOD/CATERING FOR CG MEMBERS

All Coast Guard employees (Active Duty, Reserve, and Civilians) are subject to the regulations set forth in the Standards of Ethical Conduct as set out COMDTINST M5370.8B and 5 C.F.R. 2635. Below are a few guidelines to help Coast Guard members and units avoid ethical conflicts when accepting free food from the public.

1. Units are **prohibited** from soliciting free food/catering. Free food or catering provided to Coast Guard members because of their official position is a gift under Federal ethics rules.
2. Coast Guard members may accept free food/catering at the unit with the CO's permission.
3. Food/catering cost per person must be under \$20 per occasion, up to \$50 per year per source of catering.
4. CG members must be careful to avoid showing preference to restaurants/caterers/ sources of food.
5. CO's may refuse gift offers of free food/catering to CG members.
6. Contact D17 Legal if the catering/food is intended as a gift to the Coast Guard.

EXAMPLE SCENARIOS

- On Monday, Restaurant X offers to cater lunch and dinner at BASE CG. The cost per person per day is \$18. On Friday, Restaurant X offers to cater at the same cost. The BASE CG CO may permit the catering on Monday and Friday but may not permit any further free catering from Restaurant X for one year.
- Cruise Line Y offers to fly in the Executive Chef of a Michelin starred restaurant to make lobster thermidor for the crew of CEU CG. The cost per person would exceed \$20. CEU CG must refuse the gift.
- On Tuesday, Pizza Joint Z drops off 50 pizzas for STATION CG watchstanders and promises to deliver pizzas for the rest of the week if the STATION CG agrees to only accept free pizza from Pizza Joint Z. The CO of STATION CG may not agree to any terms that would show preference to Pizza Joint Z and must refuse the Tuesday pizzas.

*Free food/catering is not intended to be a prolonged substitute for CG dining facilities. If a unit is unable to provide adequate food and refreshments to their members through CG resources or contracted support, inform the chain of command immediately.



FUNDRAISING AND DONATIONS

The public may be inclined to offer assistance to Coast Guard members and their families during the partial government shutdown. **All Coast Guard employees (Active Duty, Reserve, and Civilians) are subject to the regulations set forth in the Standards of Ethical Conduct** as set out COMDTINST M5370.8B and 5 C.F.R. 2635. Below are a few guidelines to help Coast Guard members and units avoid ethical conflicts in their charitable giving.

| Approved Activity | Prohibited Activity |
|--|--|
| <ul style="list-style-type: none"> • Commands may encourage members to donate to Coast Guard Mutual Assistance (CGMA), emergency appeals approved by OPM, and DHS approved efforts • In-kind donations (food, clothes, toiletries, etc.) may be collected at units and distributed w/ CO's permission • Refer non-CG parties who reach out to donate money to the Coast Guard Mutual Assistance • Individuals may donate/fundraise in an unofficial capacity to non-CG charities or efforts off base in their personal time • Contact D17 Legal if you have any questions | <ul style="list-style-type: none"> • Soliciting gifts (anything of value) from the public on the basis of member's official role in Coast Guard • Hosting or participating in crowd sourcing platform like Kickstarter/ GoFundMe on the basis of member's official role in Coast Guard • Having family/friends/partners solicit for gifts from the public using Coast Guard member's official role or title • Having Coast Guard related non-federal entities (Chiefs' Association, Officer Association, Military Spouses' Club, VFW, etc.) solicit for gifts from the public based on Coast Guard member's official role or title • Pressuring public, Coast Guard members, or others to donate or volunteer to charitable efforts outside their official duties |

If your unit is interested in conducting a fundraiser or collecting in-kind donations for members affected by the partial government shutdown, the following language is approved to advertise the event:

- **Fundraising for the CGMA:**



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- “Members wishing to donate to Coast Guard members impacted by the partial government shutdown are encouraged to donate to Coast Guard Mutual Assistance (CGMA) (www.cgmahq.org). CGMA provides loans and other assistance to Coastguardsmen and their families. Non-Coast Guard members who initiate contact to donate to impacted Coastguardsmen should be referred to the Coast Guard Mutual Assistance.”
- **Internal (CG only) donation of gift cards:***
 - “Members wishing to donate to Coast Guard members impacted by the partial government shutdown may contact [CG MEMBER], who is collecting store gift cards for distribution to impacted Coast Guard members and families. Gift cards must be to a particular store (e.g. Lowes, Home Depot, Target, WalMart, CVS, Walgreens, etc.); cash cards (e.g. Mastercard gift card worth \$20) will not be accepted. Coast Guard members are not permitted to solicit for gift cards from spouses, family, or friends and cards from non-Coast Guard members will not be accepted. Non-Coast Guard members who initiate contact to donate to impacted Coastguardsmen should be referred to the Coast Guard Mutual Assistance.”
- **In-Kind donations:**
 - “The Commanding Officer has approved a box being placed in [COMMON AREA] to collect [desired items – not cash] to donate to Coast Guard members and their families affected by the partial government shutdown. You are invited to contribute [supplies] to help those in need. Contributions are voluntary and will not be tracked. Non-Coast Guard members who initiate contact to donate to impacted Coastguardsmen should be referred to the Coast Guard Mutual Assistance.”

*Gift card collections risk becoming a major administrative burden due to the potential to aggregate high cash value and present logistical challenges in distribution. Best practice is to refer donors and those in need to CGMA.