

**DEPARTMENT OF HOMELAND SECURITY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER**

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<b>FLETC DIRECTIVE NO:</b>	35-03
<b>DIRECTIVE TITLE:</b>	Gifts and Donations
<b>EFFECTIVE DATE:</b>	09/17/2009

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1. **POLICY:** Gifts and donations to the Federal Law Enforcement Training Center (FLETC) shall be accepted only as approved by the FLETC Director and in accordance with the Department of Homeland Security (DHS) published procedures.

2. **SCOPE:** This directive applies to all FLETC activities and personnel. Gifts from other than foreign governments which may be accepted personally under 5 Code of Federal Regulations (CFR) Part 2635, Standards of Ethical Conduct for Employees of the Executive Branch, are not subject to this directive.

3. **REFERENCES:**

- a. DHS Directive 112-02, Gifts to the Department of Homeland Security.
- b. DHS Instruction Number 112-02-001, Instruction Guide on Gifts to the Department of Homeland Security.
- c. DHS Delegation Number 0006, Delegation to Solicit, Accept, and Utilize Gifts to the Department.
- d. DHS Directive 0480.1, Ethics/Standards of Conduct.
- e. 31 United States Code (U.S.C.) § 1342, Limitation on Voluntary Services.
- f. 6 United States Code (U.S.C.) § 464a, Acceptance and use gifts of property and services by Federal Law Enforcement Training Center.
- g. 5 CFR Part 2635, Standards of Ethical Conduct for Employees of the Executive Branch.
- h. 41 CFR Part 102-38, Sale of Personal Property.
- i. 41 CFR Part 102-42, Utilization, Donation, and Disposal of Foreign Gifts and Decorations.
- j. FLETC Directive and Manual 70-03.A, Personal and Real Property Management.

4. **CANCELLATION:** This directive hereby supersedes the FLETC Directive 35-03, Gifts and Donations, dated September 19, 2003.
5. **ADDITIONAL GUIDANCE:** [FLETC Manual 35-03](#), Gifts and Donations.
6. **OFFICE OF PRIMARY INTEREST:** Property Management Division, Office of Asset Management, Administration Directorate.

[Signature on file](#)

Connie L. Patrick  
Director