

National Aeronautics and Space Administration  
Headquarters  
Washington, DC 20546-0001



December 5, 2014

Reply to Attn of:

General Law Practice Group

TO: Distribution

FROM: Alternate Designated Agency Ethics Official

SUBJECT: Guidance Regarding Attendance by NASA employees at the Herdt Consulting, Inc. Reception on December 16, 2014

On December 16, 2014, the Herdt Consulting, Inc. will host a reception at the U.S. Navy Memorial in Washington, D.C., at 6:00 p.m. The event provides an opportunity for attendees to share technological and programmatic developments potentially of mutual interest.

Approximately 150 people have been invited to attend, including employees of other Federal agencies, Department of Defense, Herdt Consulting, Inc. employees, and industry representatives.

Under the \$20 gift exception at 5 C.F.R. §2635.204(a), invited NASA employees (other than as explained below) may attend without reimbursing the host so long as they do not accept refreshments and gifts worth more than \$20 at the event, or worth more than \$50 from Herdt Consulting, Inc. under this exception during 2014. **Because the organizer's estimated per person value of food and refreshments is approximately \$20.00 to 25.00 per person, NASA employees attending should reimburse Herdt Consulting, Inc. the full value of the refreshments taken unless they consume nothing, or no more than a very light amount of fare estimated in good faith not to exceed \$20 in value.** Attendees are also reminded: 1) that it is never inappropriate and frequently prudent to reimburse a contractor host for the value of attending even if reimbursement is not required, 2) to ensure that their attendance does not generate any appearance of impropriety, such as appearance of preference or endorsement, and 3) they may contact a local NASA ethics official for advice.

Moreover, non-career NASA employees subject to the ethics pledge under Executive Order 13490 may only attend if they reimburse Herdt Consulting, Inc. the full value of any refreshments consumed or gifts accepted, even if none of the caps above are exceeded.

*Kathleen T. Spear*

*for* Adam F. Greenstone