



Dragon Legal Digest

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HOLIDAY PARTY GUIDE

Holiday party season is upon us, and hopefully you and your coworkers get a chance to celebrate as an office! As you plan and participate in these get-togethers, keep these rules in mind:

Invitations

- From your subordinates—there is no express prohibition against attending a party at a subordinate’s house, including receipt of any hospitality that is customarily provided on such an occasion, but be particularly aware of the appearance of unprofessional relationships.
- From your supervisor or a co-worker—there are no specific ethical restrictions on party invitations from supervisors or coworkers. Enjoy!

Gift exchanges and raffles

- Feel free to have a gift exchange! There are no issues with gift exchanges as long as all participants bring a gift of approximately the same value.
- As a general rule, private organizations hosting parties cannot conduct “games of chance,” including raffles, lotteries, or any type of gambling.

Paying for the party

- Generally, appropriated funds may not be used to pay for holiday parties.
- Members of the office may contribute to the food, drinks, and decorations, as long as there is no pressure: contributions must be voluntary!
- You may not solicit outside sources to contribute food, funds, or items for your office party—this rule also prohibits items from being solicited for holiday gift baskets.
- You may, however, charge a fee for entry or another product (such as a drink) and give the purchaser a ticket that can be used for door-prize drawings.
- You may not use appropriated funds to purchase or send greeting cards.
- Please refer to the November 2016 issue of Dragon Legal Digest for more specific guidance on gifts.

Bottom line: Have fun celebrating the holidays with your coworkers, but remember to follow these rules!

Tax Season Reminder

As 2016 draws to a close and you consider your priorities and resolutions for the New Year, don't forget that **tax season** is soon going to be upon us once again!

Luckily, the Keesler Air Force Base Legal Office is ready to help support you in your tax needs! The Legal Office, with the support of a team of dedicated volunteers, operates the Tax Center, which is designed to help servicemembers and retirees with any and all parts of the tax process, including free filing of state and federal tax returns. This service is particularly beneficial to students in the training environment, many of whom have never filed their own taxes before.

If you are interested in receiving assistance from one of our trained professionals in the Tax Center, there are a couple of important details to be aware of:

- The Tax Office will open starting January 18, 2017 and will remain open through the tax season.
- This free service is **heavily in demand**, meaning that it is done on appointment basis only. Once it is open, the main line for the Tax Center is 228-376-8141.

BE SAFE FOR THE HOLIDAYS!!!

Avoid putting yourself in a compromising situation! Always have a plan if you decide to drink. Always have a designated driver in your group. Always look out for your Wingmen!

CONTACT US



81 TRW/JA

Sablich Center
2d Floor, Suite 227
Phone: 376-8601

For will worksheets or Powers of Attorney please visit our website below.

Don't forget to send us or bring in your ticket number!

<https://aflegalassistance.law.af.mil>

Wills Appointments

By Appointment Only

Tuesday (9-10 a.m.)

Thursday (2-3 p.m.)

Legal Assistance By

Appointment Only

Monday (1:30-3:30 p.m.)

Wednesday (9-11 a.m.)

Powers of Attorney & Notaries

WALK-INS

Mon-Fri (8 a.m.-4:30 p.m.)