



CHICAGO DEPARTMENT OF AVIATION  
CITY OF CHICAGO

USO of Illinois Administrative Office  
Alison Ruble  
333 S. Wabash Avenue, 16th Floor  
Chicago, Illinois 60604

December 29, 2014

Dear Ms. Ruble,

The Chicago Department of Aviation received a holiday gift from Mr. W.S. Andy Song, Senior Manager of International Relations with Incheon Airport. While the gesture is appreciated, it cannot be accepted based upon the CDA's Ethics Policy.

The CDA has a zero gift policy. In essence, the City of Chicago has a law that contains several restrictions on receiving gifts. In addition to the City law, the Chicago Department of Aviation has a policy that prohibits any gifts by vendors or prospective vendors to be accepted by department employees and their families. The policy states that regardless of the value of the gift, any employee whose duties or responsibilities involve the Chicago Department of Aviation cannot accept gifts.

Therefore, the CDA would like to donate the calendar and cookies to the USO of Illinois. The CDA appreciates the relationship with the USO of Illinois and supports its mission of enhancing the quality of life of the U.S. Armed Forces personnel and their families.

We hope that those who visit the USO this season will enjoy the gift. Happy Holidays to you and everyone at the USO of Illinois.

Sincerely,

Angela Manning-Hardimon  
Managing Deputy Commissioner

cc: Chicago Board of Ethics  
Elisa Sledzinska



CHICAGO DEPARTMENT OF AVIATION  
CITY OF CHICAGO

Mr. W.S. Andy Song  
Senior Manager/International Relations  
Incheon Airport  
424-47 Gonghang-gil  
Jung-gu  
Incheon 400-700  
Republic of Korea

December 29, 2014

Dear Mr. Song,

On behalf of The Chicago Department of Aviation (CDA) and myself, thank you for the holiday gift. While the gesture is appreciated, it cannot be accepted based upon the CDA's Ethics Policy.

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Therefore, the CDA has donated the calendar and cookies to the USO of Illinois. The CDA appreciates the relationship with the USO of Illinois and supports its mission of enhancing the quality of life of the U.S. Armed Forces personnel and their families. The USO of Illinois O'Hare Center, located in Terminal 2 and 3, is a "Home Away From Home" for traveling military and their families. Your holiday gift will bring happiness to the many military personnel and their families.

We wish you and everyone at the Incheon Airport a very joyous Holiday season.

Sincerely,

*Angela Manning-Hardimon*  
Angela Manning-Hardimon  
Managing Deputy Commissioner

cc: Chicago Board of Ethics  
Elisa Sledzinska