



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:

ACTION MEMO

FOR: SECRETARY OF THE NAVY

FROM: General M. W. Hagee, Commandant of the Marine Corps

M. W. Hagee 3/9

SUBJECT: Delegation of Gift Acceptance Authority

- Recommend SecNav delegate to the Director, Personal and Family Readiness Division (MR), Headquarters, U.S. Marine Corps, the authority to accept gifts of personal property of a value up to \$50,000.
- This delegation is required pursuant to SECNAVINST 4001.2G, paragraph 10c. The Marine Corps understands that any gift(s) must be acceptable under the provisions of the Instruction and, regardless of where acceptance authority is vested, any gifts of money will be forwarded to the Administrative Assistant for the Under Secretary of the Navy (AAUSN) in accordance with SECNAVINST 4001.2G, paragraph 5h.
- All gifts processed by MR will receive legal review.
- We anticipate an influx of gift offers to Marine Corps units deployed to Iraq and to family members of the Marines in those units. Providing this acceptance authority to the Director, MR – the Marine Corps Community Services cognizant headquarters – will serve to ensure these gifts are processed expeditiously and delivery is promptly coordinated. Background information is attached at Tab A.

RECOMMENDATION: SecNav approve delegation of gift acceptance authority of a value up to \$50,000 to the Director, MR:

Approve _____ Disapprove _____

COORDINATION: Ms. Hostetter (MRL) 703-784-3817 and Ms. Grove (AAUSN) 703-693-0975.

Prepared by: Mr. Julius Rothlein, Associate Counsel for the Commandant, Office of Counsel for the Commandant, (703) 692-1782