

15 Jan 04

INFORMATION PAPER

Subject: Gifts to Marine Corps Community Services (MCCS) MWR-related Activities

1. Purpose. To explain acceptance procedures.
  2. Key Points.
    - SECNAVINST 4001.2G provides authorization levels and procedure for accepting gifts to the Department of the Navy. MCO P5800.16A, Ch. 12, para. 12003, implements acceptance procedures for gifts to the Marine Corps. **NOTE:** Para. 12003(e) concerning gifts to MCCS should not be followed; the requirements of para. 12003 are not waived for MCCS.
    - Any gift, regardless of value, will be refused by the Marine Corps if acceptance creates the appearance of favoritism or results in unwarranted publicity for the donor at the expense of the Government.
    - Gifts may not be solicited. Offers should be forwarded to the appropriate acceptance authority, via the regional MCCS Counsel and chain of command, with sufficient details about the donor and gift to ensure acceptance criteria are met.
    - Donors with questions concerning tax deductions should consult their own legal counsel.
    - ACCEPTANCE AUTHORITIES.
      - Gifts of money must be processed in accordance with SECNAVINST 4001.2G, para. 5(h) and MCO P5800.16A, Ch. 12, para. 12003(d).
      - MCCS Directors - gifts not exceeding \$3,000.
      - General Officers in Command - gifts not exceeding \$10,000.
      - Director, Personal and Family Readiness Division (MR), HQMC - gifts not exceeding \$10,000 \*
      - CMC - gifts not exceeding \$50,000.
      - SecNav - gifts up to and exceeding \$50,000.
- \* MR is requesting increased acceptance authorization from SecNav.

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