



UNITED STATES MARINE CORPS  
MARINE CORPS UNIVERSITY  
EDUCATION COMMAND  
2078 SOUTH STREET  
QUANTICO, VA 22134

IN REPLY REFER TO:

7000

Protocol

APR 12 2019

MARINE CORPS UNIVERSITY/EDUCATION COMMAND ORDER 7000.1

From: Commanding General, Education Command

To: Distribution List

Subj: PROVIDING GIFTS (MEMENTOS) TO GUESTS OF THE UNIVERSITY OR TO PERSONNEL WHO SUPPORT AND/OR HOST UNIVERSITY PROGRAMS AT LOCATIONS OTHER THAN MARINE CORPS UNIVERSITY (MCB QUANTICO, VA)

Ref: (a) MCU Policy Letter 1-18 (Gift Acceptance Policy)  
(b) SECNAVINST 7042.7K (ORF)  
(c) MCO 7042.6C

Encl: (1) Gifts for Guests Table

1. Situation. Throughout the year, Marine Corps University (MCU) hosts many guests who visit in order to speak to students, staff, and/or faculty and whose presence enhances the university by contributing to academic, scholarly, and/or professional development. Also, MCU students travel to off-site locations where personnel host and provide instruction or other academic or professional support. To show appreciation, MCU routinely offers small gifts (mementos) to guests, distinguished visitors (DVs), and other persons providing academic, scholarly, or logistical support to the university.

2. Mission. This order provides policy and guidance to the staff and faculty of MCU for providing gifts to designated guests and other personnel in order to ensure compliance with applicable policies, orders, regulations, and laws.

3. Execution

a. Commanders' Intent. To ensure MCU provides appropriate gifts to guests and other personnel in compliance with applicable policies, orders, regulations, and laws.

b. Concept of Operations. Generally, potential gift recipients will fall into one of five categories listed in paragraph 1.d. (Coordinating Instructions) below and the staff and faculty of MCU will use the respective guidelines for providing gifts.

c. Tasks

(1) Chief of Staff. Provide oversight and supervision of staff and faculty to ensure compliance with all applicable policies, orders, regulations, and laws.

(2) Protocol Officer. Assume overall responsibility for the management and execution of MCU's Gifts for Guests policy.

d. Coordinating Instructions

(1) Gifts to Guests of the President, MCU

(a) MCU Events Sponsored by the Marine Corps University Foundation (MCUF). MCUF may include, as part of an official gift offer to MCU, gifts for distinguished visitors who speak at, or who otherwise participate in, MCUF sponsored MCU events such as the Lord Lectures, Erskine Lectures, and Singleton Lectures. MCU acceptance of gifts from MCUF or any other organization is strictly governed by reference (a).

(b) MCU Events and/or Visits Not Sponsored by MCUF. MCU hosts several university-wide events (e.g., Constitution Day, Innovation Summits, and Graduation) during the academic year that are not specifically sponsored by MCUF. However, per reference (a), MCU may accept gift offers from MCUF (or other similar organizations) that include items to be given as gifts to distinguished visitors of MCU for those MCU-wide events. For events that do not involve a specific gift for a distinguished visitor provided as part of a gift offer from MCUF or similar organization, but for which an appropriate gift is desired, MCU may offer a memento from the MCU Gift Locker (see paragraph 4.a below).

(2) Gifts to Distinguished Visitors Invited by Directors or Other Members of the Staff or Faculty in Support of Academic, Educational, or Staff/Faculty Development Events. When required, MCU directors, staff, and faculty will generally request an MCU memento from the MCU Gift Locker (see paragraph 4.a below). On occasion, MCU directors, staff, or faculty may submit an appropriate enhancement opportunity, per reference (a), in order to allow an organization such as MCUF to offer an appropriate gift for certain distinguished visitors.

(3) Gifts to Distinguished Visitors to MCU Not in Support of MCU-wide Academic Events. Distinguished Visitors often visit MCU in order to receive a command brief and/or meet with the President/Commanding General or other members of the staff or faculty. Often, foreign DVs bring with them gifts that they will offer to the President, MCU and/or to other staff/faculty members. When gifts from foreign dignitaries are offered, MCU will usually reciprocate with appropriate MCU mementos from the MCU Gift Locker or from appropriate gifts provided by higher headquarters (applies in cases where MCU has been directed by higher headquarters to execute a gift exchange).

(4) Gifts to Personnel who Support MCU Academic Programs at Locations Other than MCU. When required, MCU directors, staff, and faculty will generally request an MCU memento from the MCU Gift Locker to present to personnel who host and/or support MCU

academic programs at host locations and to whom MCU staff/faculty wish to provide a gift to show appreciation.

(5) Gifts to All Other Guests of MCU. Gift requests for any guests of MCU who do not fit into one of the categories outlined above, but for whom a gift is required/requested by staff/faculty, will be handled on a case-by-case basis by the MCU Protocol Officer.

#### 4. Administration and Logistics

##### a. Gift Locker

(1) The MCU Protocol Officer maintains a gift locker that is stocked with MCU mementos such as cuff-links, mugs, glasses, coins, etc. Gift locker items that have been gifted to MCU by MCUF per reference (a) may be given to any guest of the university. Gift locker items that have been purchased with Official Representation Funds (ORF) may only be given to guests meeting criteria established by reference (b).

(2) Individual colleges/schools may maintain their own gift locker, however, the guidelines outlined herein still apply.

b. MCU Coins. Coins purchased with ORF may be given to guests of MCU meeting criteria outlined in reference (b). However, per reference (c), coins purchased with any other appropriated funds may not be given as gifts to guests of MCU. Coins gifted to MCU per reference (a) may be given to guests.

c. Per reference (a), all enhancement opportunities, gift offer packages, and gift acceptance packages will be routed through the appropriate MCU foundation liaison.

d. Annually, MCU will consolidate via data call, all anticipated enhancement opportunities for an upcoming academic year, including all enhancement opportunities that involve the procurement of gifts (mementos) as covered in this order.

e. Recommended changes to this order are encouraged and should be submitted to Education Command via the Protocol Officer for review.

f. See Enclosure (1) for table that summarizes guidelines for providing gifts for guests.

#### 5. Command and Signal

a. Command. This policy is applicable to all service members (active and reserve) and civilian personnel assigned or attached to EDCOM.

b. Signal. This policy is effective the date signed until superseded or cancelled by authority of Commanding General, EDCOM.



W. J. BOWERS

Distribution:  
MCU VPs  
MCU Directors  
MCU Staff

Table – Gifts for Guests

<i>Guest</i>	<i>Source of gift (memento) in order of precedence</i>
Invited Guest Speaker for MCU-wide event sponsored by MCUF (or similar organization).	1. Included as part of Gift Offer for specific event. 2. Gift Locker.
Invited Guest Speaker for MCU-wide event <i>not</i> sponsored by MCUF.	1. May be included as part of Gift Offer for specific event. 2. Gift Locker.
Invited Guest Speakers/Distinguished Visitors invited by Directors or other members of staff/faculty for specific events not considered to be MCU-wide.	1. Gift Locker. 2. On occasion, appropriate enhancement opportunities may be submitted and gifts may be provided as part of a Gift Offer.
Distinguished Visitors to MCU not specifically supporting an academic event (e.g., not a guest speaker).	Gift Locker.
Foreign Distinguished Visitors.	1. Higher Headquarters provides if gift exchange is directed. 2. Official Representation Funds (ORF) (For visitors who meet the requirements of reference (b)). 3. Gift Locker.
Personnel supporting MCU academic programs at locations other than MCU (e.g., MCU staff rides, foreign travel, etc.).	Gift Locker. (Includes gift lockers maintained by individual colleges/schools)
All others.	Gift Locker on case-by-case basis.



MARINE CORPS UNIVERSITY ROUTING SHEET (INTERNAL)

1. DATE 28 March 2019

2. OPERATION CODE

X - ORIGINATOR OR OFFICE AFFIXING ROUTING SHEET  
 A - APPROPRIATE ACTION  
 B - GUIDANCE  
 C - SIGNATURE  
 D - COMMENT  
 E - RECOMMENDATION  
 F - CONCURRENCE

G - INFORMATION  
 H - RETURN TO  
 I - INITIAL  
 J - DISPOSITION  
 K - DECISION  
 L - RETENTION  
 X - ORIGINATOR  
 O - (OTHER) Other (define)

3. Subject: MCU/EDCOM POLICY FOR PROVIDING GIFTS (MEMENTOS) TO GUESTS OF THE UNIVERSITY OR TO PERSONNEL WHO SUPPORT AND/OR HOST UNIVERSITY PROGRAMS AT LOCATIONS OTHER THAN MCU (MCB QUANTICO, VA)

4. NATURE OF ACTION REQUIRED	ORIGINATOR INITIALS	DUE DATE (IF ANY)
ROUTINE		
URGENT		

5. REFERENCE HELD BY (NAME, GRADE, OFFICE, PHONE)  
 R. E. PITTS, Director of Administrative Services, (703) 784-6836

6. RTG	7. OPR CODE	8. ADDRESSES	9. DATE		10. INITIALS	
			IN	OUT	CONCUR	NOT CONCUR
		PRESIDENT		4/11		
	A	CHIEF OF STAFF		4/10		
	A	Exec Sec to Pres/ Aide	4/10	4/10		
	A	SgtMaj	4/10	4/10		
	A	Staff Sec Protocol	4/10	4/10		
		VPAA				
		- Academic Support				
		- Fellowship				
		- MAGTF Instructors Group				
2	A	VPBA	4/2	4/10		
1	X,H	-Admin Services		4/2		
		-Financial Management				
		-Facilities				
		-Civilian Manpower				
		VPEIOP				
		-IRAP				
		VPDL				
		- Dir, CDET				
		- IT				
		- ET				
		DIR, MCWAR				
		DIR, SAW				
		DIR, CSC				
		DIR, EWS				
		DIR, EPME				
		DIR, NMMC				
		DIR, LLI				
		DIR, HD/GRC				
		DIR, CAOCL				
		A Edcom SJA		4/8/19		

5a. REFERENCE FILENAMES (IF APPLICABLE)

11. REMARKS AND SIGNATURE

Purpose: Provide policy and guidance to the staff and faculty of MCU for providing gifts to designated guests and other personnel.

Recommendation: Respectfully requesting CG's signature.

Very respectfully,  
  
 R. E. PITTS

4/3 corrections.

DIRECTIVE NO.  
EDCGMO 7000.1

DIRECTIVE TITLE (OR SHORT TITLE)  
GIFTS (MEMENTOS)

J F M **A** M J J A S O N D

DATE PROMULGATED  
12 APR 2011

PROMULGATED BY  
PROTOCOL

DISTRIBUTION

CLASSIFICATION  
UNCLASS.

DIRECTIVE REVIEW NAVMC 10974 (REV. 8-97) (EF) SN: 0109-LF-069-0400 (5215)

In accordance with current edition of MCO P5600.31, this directive has been reviewed for necessity, current applicability, and to assure consonance with existing law and with national and Department of Defense policy, by:

DIRECTIVE NUMBER	DATE REVIEWED	CANCELLED	CANCELLED BY	REMARKS (New, Revision, Change)	SIGNATURE OF REVIEWING OFFICER
7000.1	12 APR 2011			NEW	
7000	12 APR 2020			No Change	
7000	12 DEC 21			REVISION	GySgt [Signature]

DIRECTIVE NO.

DATE CANCELLED

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