



## UNITED STATES MARINE CORPS

I MARINE EXPEDITIONARY FORCE (FORWARD)  
UNIT 42511  
FPO AP 96427-2511

IN REPLY REFER TO:

4001

IG

AUG 01 2010

### POLICY LETTER 23-10

From: Commanding General  
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE (FORWARD) POLICY ON SOLICITATION OF GIFTS

Ref: (a) 5 C.F.R. 2635.202, Solicitation General Standards  
(b) SECNAVINST 4001.2J, Ethics Guidance for Employees  
(c) DoD 550.7-R, Joint Ethics Regulation  
(d) CG, I MEF (Fwd) ltr 5800/SJA of 12 Mar 2010

1. Situation. I Marine Expeditionary Force (Forward) [I MEF (Fwd)] has experienced service members soliciting gifts of equipment and supplies from outside entities. Soliciting includes asking for or requesting donations or gifts of property or money. In general, service members are prohibited from soliciting gifts. Per references (a), (b), and (c), a service member shall not, directly or indirectly, solicit or accept a gift from a prohibited source. Reference (d) is a pre-deployment letter outlining guidance regarding the acceptance of gifts by I MEF (Fwd) units, but due to continued issues, this Policy letter is published to re-emphasize the importance of abiding by regulations.

2. Mission. To establish the I MEF (Fwd) policy on solicitation of gifts.

3. Execution. All personnel and units shall follow the guidance outlined in the references.

a. At no time will any member of I MEF (Fwd), to include subordinate commands, solicit an individual or other entity outside this command for a gift or good of any kind without prior authorization through the chain of command to the Commandant of the Marine Corps (CMC) or Secretary of the Navy (SECNAV) levels. Service members will not indirectly, through an individual or other entity, solicit a gift or good of any kind from any source.

b. Charitable organizations that donate incidental items to deployed service members (i.e. care packages) that are not meant for a specific individual are exempt from consideration as a prohibited gift. Directly or indirectly, service members may not request, ask for, or solicit the sending of care packages. If charitable organizations or individuals intend to send care packages on their own volition, service members may not request particular items be included.

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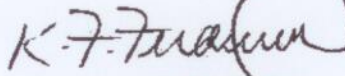
c. Use of the Marine Corps Supply System is the approved process for purchase of required items/equipment.

4. Administration and Logistics. Questions regarding this Policy can be referred to I MEF (Fwd) Inspector at DSN 318-357-2358 or I MEF (Fwd) Staff Judge Advocate (SJA) at DSN 318-357-2302.

5. Command and Signal

a. Command. This Policy is applicable to all forces under the operational control of the Commanding General, I MEF (Fwd).

b. Signal. This Policy is effective on date signed.



K. F. FREDERICK  
Chief of Staff

Distribution: A