

GIFT OF TRAVEL OFFER FORWARDING MEMORANDUM

From:

Date (mm/dd/yyyy) :

To: President, Naval Postgraduate School

Subj: OFFER OF GIFT OF TRAVEL TO THE NAVAL POSTGRADUATE SCHOOL

Ref: (a) NPS Gifts of Travel SOP
(b) SECNAVINST 4001.2J

Encl: (1) Offer of Gift of Travel from

1. Enclosure (1) is forwarded in accordance with references (a) and (b). The following information is provided in connection with the offer:

a. Complete description of the Gift of Travel, including value, how and why the offer was made, details of trip, and intended purpose:

b. Identity of the donor (without using abbreviations), including any known relationship with the Department of the Navy or the Naval Postgraduate School:

2. I recommend that you accept this gift offer.

3. I certify that I have not directly or indirectly solicited this gift. To the best of my knowledge, this gift has not been solicited by any other NPS or Department of the Navy employee.

4. I understand that payment must be by check payable to Department of the Navy. I may not accept payment personally, either by check or electronic funds transfer (EFT).

Signature:

GIFT OF TRAVEL OFFER FORWARDING MEMORANDUM (cont'd)

Forwarding Endorsements

1. President, Naval Postgraduate School

I have determined that acceptance of this payment would not cause a reasonable person with knowledge of all the facts relevant to this particular case to question the integrity of NPS programs or operations. I have considered the identity of the non-Federal source, the purpose of the travel, the identity of other expected participants, the nature and sensitivity of any matter pending at NPS which may affect the non-Federal source's interest, the significance of the employee's role in any such matter, and the momentary value and character of the travel benefits offered by the non-Federal source, in accordance with 41 CFR 304-5.3.

Final Disposition: **APPROVED** **DENIED** **FORWARD TO CNO**

Signature:

2. Chief of Staff, Naval Postgraduate School

Forwarded, Recommending: Approval Denial Forward to CNO

Signature:

3. Staff Judge Advocate/General Counsel

Forwarded, Recommending: Approval Denial Forward to CNO

Signature:

4. Originator's Dean

Forwarded, Recommending: Approval Denial

Signature:

5. Originator's Supervisor/Chair

Forwarded, Recommending: Approval Denial

Signature: