

Lacroix, David CIV OGC

From: Pigott, Annette L CIV
Sent: Thursday, October 02, 2003 9:22 AM
To: Lacroix, David CIV OGC
Subject: GIFT OF TRAVEL REPORTS//

Importance: Low

Dave, here is the Gift of Travel Report message.

VR
Annette Pigott

-----Original Message-----

From: Mailroom [mailto:PTCDECISIONAGENT@PTSC.PENTAGON.MIL]
Posted At: Monday, September 22, 2003 15:20
Posted To: NAVY-HQ-N09BLMessages
Conversation: GIFT OF TRAVEL REPORTS//
Subject: GIFT OF TRAVEL REPORTS//
Importance: Low

UNCLAS
MSGID/GENADMIN/CNO WASHINGTON DC/DNS/-/SEP//
SUBJ/GIFT OF TRAVEL REPORTS//

PAGE 04 RUENAAA0663 UNCLAS
REF/A/DOC/U.S. CODE/04MAY1990//
REF/B/DOC/CNO/30APR1997//
REF/C/DOC/SECNAV/16SEP1996//
REF/D/MSG/DNS/09SEP2003//
NARR/REF A IS 31 U.S.C. SECTION 1353 (IMPLEMENTED BY 41 C.F.R. PARTS
300-2 AND CHAPTER 304). REF B IS OPNAVINST 4001.1D. REF C IS
SECNAVINST 4001.2G. REFERENCE D IS CNO WASHINGTON DC 151650Z SEP 03.
//

RMKS/1. REF A REQUIRES THE SECRETARY OF THE NAVY TO REPORT
SEMI-ANNUALLY TO THE OFFICE OF GOVERNMENT ETHICS ACCEPTANCE OF GIFTS
OF TRAVEL AND TRAVEL-RELATED EXPENSES IN EXCESS OF \$250.00 FROM
NON-FEDERAL SOURCES.

2. IN ORDER TO MEET THE REPORTING REQUIREMENT OF REF A, ECHELON 2
COMMANDERS WITH GIFT ACCEPTANCE AUTHORITY, PER REFS B AND C, SHOULD
COLLECT AND FORWARD TO CNO (N09BL), NO LATER THAN 17 OCTOBER 2003,
REPORTS OF GIFTS OF TRAVEL AND RELATED EXPENSES FROM NON-FEDERAL
SOURCES ACCEPTED UNDER REF A, BY THEMSELVES AND BY SUBORDINATE
COMMANDS, FOR THE PERIOD 1 APRIL 2003 THROUGH 30 SEPTEMBER 2003.
REPORTS MUST BE SUBMITTED ON A SF-326 AS OUTLINED IN REFERENCE D.
ENSURE THAT REPORTS ARE LEGIBLE AND CONTAIN ALL REQUIRED INFORMATION.

PAGE 05 RUENAAA0663 UNCLAS

3. THE MEMORANDUM FORWARDING THE REPORT FORMS SHOULD SUMMARIZE:

(A) TOTAL NUMBER OF GIFTS OF TRAVEL ACCEPTED FROM NON-FEDERAL
SOURCES IN EXCESS OF \$250, (B) TOTAL AMOUNT OF CHECKS/SIMILAR
INSTRUMENTS PAID TO NAVY, AND (C) TOTAL AMOUNT PROVIDED IN-KIND.
NEGATIVE RESPONSES ARE REQUIRED. DUE TO DELAYS IN INCOMING MAIL,
RECOMMEND REPORTS BE FAXED TO CNO (N09BL) AT 703-695-8993, DSN
225-8993 OR E-MAILED TO ANNETTE.PIGOTT@NAVY.MIL. QUESTIONS MAY BE
ADDRESSED TO ANNETTE PIGOTT, 703-692-4575, DSN 222-4575.

4. RELEASED BY VADM P.A. TRACEY, DIRECTOR, NAVY STAFF.//

BT