



OFFICE OF THE
PRESIDENT
(301) 295-3013

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4712
<http://www.usuhs.mil>



Office of the President
PPM-002-2017(BDE)

RECEIVED FEB 10 2017

**SUBJECT: Uniformed Services University of the Health Sciences (USU) Graduating
Class Gift Policy**

1. **PURPOSE:** This document replaces PPM-001-2012 and provides clear policies and procedures for acceptance of Uniformed Services University of the Health Sciences (USU) graduating class gifts.
2. **REFERENCE:** *See enclosure*
3. **APPLICABILITY:** This policy applies to all gifts offered to USU by graduating classes.
4. **POLICY:** USU class leaders will work directly with student affairs coordinators and student company commanders to obtain guidance and recommendations on appropriate gifts to USU. All class gifts to USU must be approved and accepted by the USU President. Accepted gifts will be accounted for and managed by the USU Logistics Office.
5. **PROCEDURE:** Proposals for graduating class gifts should be submitted in writing at least 30 days prior to planned purchase/installation and should include all associated costs (e.g. mounting, maintenance etc.) as well as class preference for display/installment location. Proposals will be routed as follows:
 1. Submission to and review by the responsible Commandant or Dean.
 2. Review by the Brigade Commander.
 3. Review by the Chief of Staff, (includes review by Director of Facilities and General Counsel, as appropriate).
 4. Approval and acceptance by the USU President.
 5. Processing by Director of Logistics (if approved and accepted).
6. **EFFECTIVE DATE:** This PPM is effective immediately.

Richard W. Thomas, MD, DDS, FACS
Major General, U.S. Army (Retired)
President

Enclosure:
References

REFERENCES

1. PPM-001-2012, "Uniformed Services University of the Health Sciences Graduating Class Gift Policy," dated April 8, 2012 (cancelled).