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OFFICE OF THE SECRETARY
CORRESPONDENCE CONTROL TICKET

Date Printed: Dec 12, 2011 17:05

PAPER NUMBER: LTR-11-0655 LOGGING DATE: 12/12/2011
ACTION OFFICE: OIP

AUTHOR: Capricia Marshall
AFFILIATION: DOS
ADDRESSEE: Heads of Dept, Indep Agencies, Exe Le
SUBJECT: Submission to the Dept of State of listing of gifts of more th an minimal value given to foreign individuals during fiscal year 2011

ACTION: Signature of Director, OIP
DISTRIBUTION: RF, OGC

LETTER DATE: 12/01/2011
ACKNOWLEDGED: No
SPECIAL HANDLING:

NOTES:
FILE LOCATION: ADAMS

DATE DUE: 12/30/2011 DATE SIGNED:




United States Department of State

*The Chief of Protocol
Washington, D.C. 20520-1238*

December 1, 2011

MEMORANDUM

TO : Heads of all Departments, Independent Agencies and Offices of the Executive, Legislative and Judicial Branches

FROM : Capricia Penavic Marshall, Chief of Protocol 

SUBJECT : Submission to the Department of State of Listings of Gifts of More Than Minimal Value Given to Foreign Individuals during Fiscal Year 2011

All federal departments and agencies are required to submit to the Office of the Chief of Protocol a listing of all gifts of more than minimal value (\$335 from 10/01/2010 to 12/31/2010 and \$350 from 01/01/2011 to 09/30/2011) given to foreign individuals during Fiscal Year 2011 (the period of October 1, 2010 through September 30, 2011). This year's deadline is Friday, December 30, 2011. See below for further instructions.

Section 515(b) of Public Law 95-105, 91 Stat. 866, 22 USC 2694, effective August 17, 1977, prohibits the use of appropriated funds, other than funds from the "Emergencies in the Diplomatic and Consular Service" account of the Department of State, to purchase any tangible gift of more than minimal value (\$335 from 10/01/2010 to 12/31/2010 and \$350 from 01/01/2011 to 09/30/2011) for any foreign individual unless such gift has been approved by Congress. In addition, Section 515(b) requires the Secretary of State to transmit annually to the Speaker of the House of Representatives and the Chairman of the Committee on Foreign Relations of the Senate, a report containing details on:

- (1) any gifts of more than minimal value (\$335 from 10/01/2010 to 12/31/2010 and \$350 from 01/01/2011 to 09/30/2011) purchased with appropriated funds, which were given to foreign individuals during the previous fiscal year, and
- (2) any other gifts of more than minimal value (\$335 from 10/01/2010 to 12/31/2010 and \$350 from 01/01/2011 to 09/30/2011) given by the United States Government to a foreign individual which were not obtained using appropriated funds.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes the need for transparency and accountability in all financial dealings.

2. The second part of the document outlines the various methods and techniques used to collect and analyze data. It includes a detailed description of the experimental procedures and the statistical methods employed to interpret the results.

3. The third part of the document presents the results of the study, showing the trends and patterns observed in the data. It includes several tables and graphs that illustrate the findings in a clear and concise manner.

4. The fourth part of the document discusses the implications of the findings and their potential applications in various fields. It highlights the significance of the research and its contribution to the existing body of knowledge.

5. The fifth part of the document concludes the study by summarizing the key points and providing a final assessment of the research. It also includes a list of references and a bibliography of the sources used throughout the document.

6. The sixth part of the document provides a detailed appendix of the data and figures used in the study. This section is intended to provide a comprehensive overview of the raw data and to allow for further analysis and interpretation by the reader.

7. The seventh part of the document includes a list of abbreviations and a glossary of terms used throughout the document. This section is designed to help the reader understand the terminology and acronyms used in the text.

8. The eighth part of the document provides a list of acknowledgments and a list of contributors. This section is intended to recognize the individuals and organizations that provided support and assistance during the course of the study.

9. The ninth part of the document includes a list of appendices and a list of figures. This section is designed to provide a detailed overview of the supplementary materials and to allow the reader to access the data and figures used in the study.

10. The tenth part of the document provides a list of references and a bibliography of the sources used throughout the document. This section is intended to provide a comprehensive overview of the research and to allow the reader to access the original sources of the information used in the study.

Note that the second part of the report includes all official gifts of more than minimal value, regardless of their origin, e.g., donations, and the valuation of the gift must be based upon the fair market value in the United States.

To ensure compliance with PL 95-105, each agency should:

- include the prohibition on purchase of gifts for foreign individuals of more than minimal value without Congressional approval in their fiscal regulations, and
- designate a central point for reporting of all such gifts at the end of each fiscal year, and advise the Office of the Chief of Protocol of this designation.

The Department of State requires each agency to transmit a compilation listing all gifts given to foreign individuals that fall under either category described above. Each agency should prepare its compilation for Fiscal Year 2011 in the format of the enclosed report sheet.

Please submit the report via e-mail to Sarah Henning at ProtocolGiftOfficer@state.gov.

This year all reports must be submitted by **Friday, December 30, 2011**. If your agency does not have any reportable gifts, you are required to indicate a negative response via e-mail.

In submitting the report, please provide the **name, telephone number, and e-mail address** of the individual who may be contacted, if necessary, concerning its contents and future reports.

Inquiries regarding this report should be directed to the Department of State, Office of the Chief of Protocol, Attn: Sarah Henning at (202) 647-1161 or ProtocolGiftOfficer@state.gov.

Example Enclosure: Reporting Sheet

Approved: S/CPR - CMarshall

Drafted: S/CPR/V - SHenning ext. 71161

Cleared: S/CPR	MWalsh (ok)
S/CPR	KJack (ok)
S/CPR/M	RPauli (ok)
L/M	VWenderoth (ok)
RM	DBordley (ok)

FEDERAL BUREAU OF INVESTIGATION
 WASHINGTON, D. C. 20535
 TELETYPE UNIT
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 FROM SAC, NEW YORK (100-100000) (P)
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REPORT OF GIFTS TO A FOREIGN INDIVIDUAL OF MORE THAN MINIMAL VALUE (\$335 from 10/01/2010 to 12/31/2010 and \$350 from 01/01/2011 to 09/30/2011)

___ PURCHASED WITH APPROPRIATED FUNDS (describe Congressional approval), or
 ___ ACQUIRED FROM OTHER SOURCES (describe below)

GIVEN DURING FISCAL YEAR 2011

AGENCY: _____ DATE SUBMITTED: _____

Donor Name/Title (Alphabetized by Last Name)	Country of Recipient (Alphabetized by Country Name)	Recipient Honorific/Name/Title	Description of Gift	Quantity	Retail Value in the US	Date Given
EXAMPLE: The Honorable Hillary Rodham Clinton Secretary of State	EXAMPLE: Canada	EXAMPLE: His Excellency Lawrence Cannon, Minister of Foreign Affairs of Canada	EXAMPLE: Tiffany and Company Sterling Silver Bowl	1	\$360.00	EXAMPLE: 5/20/2011