



United States Department of State

Washington, D.C. 20520

January 19, 2018

MEMORANDUM

TO: Heads of All Employing Agencies as Defined in 5 U.S.C. § 7342
FROM: Ambassador Sean P. Lawler, Chief of Protocol

SUBJECT: Submission to Department of State Listing Foreign Gifts of More than Minimal Value Given by Foreign Government Officials Reported to Employing Agencies in Calendar Year 2017

In accordance with 5 U.S.C. § 7342, all federal government agencies are required to submit to the Office of the Chief of Protocol of the Department of State a listing of all gifts of more than minimal value received by an employee from a foreign government during calendar year 2017.

These submissions are required so that the Secretary of State may discharge his responsibility under 5 U.S.C. § 7342(f) for the annual publication of a comprehensive listing of all such statements in the *Federal Register*.

According to 5 U.S.C. § 7342 all agencies must submit their reports to the Office of the Chief of Protocol no later than January 31, 2018. Please contact us immediately if you need an extension.

- If your agency has had no statements filed during 2017 concerning foreign gifts to employees subject to the statutory reporting requirement, you are required to submit a negative statement to this effect by the reporting deadline.
- Please submit reports (or negative responses) via email to ProtocolGiftOfficer@state.gov and provide the name, telephone number, and e-mail address of the individual who may be contacted, if necessary, concerning the contents of your report.

Definitions:

- **Minimal value:** A retail value of more than \$390.
- **Employees:** Covers federal employees, their spouses, or dependents
- **Calendar Year:** January 1, 2017 through December 31, 2017
- **Foreign Government:** Gifts from an international organization or multinational organization whose membership is composed of any unit of a foreign government
 - Gifts from sources other than foreign governments or such international organizations, e.g., nongovernmental organizations and foreign corporations (unless owned or controlled by the foreign government), are not reportable for the purposes of this report
- **Gifts:**

- Tangible gifts of more than minimal value
- Gifts of travel or travel expenses from foreign governments taking place entirely outside the United States (such as transportation, food, and lodging) of more than minimal value
 - Gifts of travel or travel expenses accepted by an agency under the authority of 31 U.S.C. § 1353 or other agency-specific gift acceptance authority need not be reported.
- Decorations received from foreign governments are excluded from this reporting requirement.
- Unreported, overvalue gifts from previously years should be reported as follows.
 - January 1, 2008 and December 31, 2010, any gift having a retail value of more than \$335 should be reported.
 - January 1, 2011 and December 31, 2013, any gift having a retail value of more than \$350 should be reported.
 - January 1, 2014 and December 31, 2016, any gift having a retail value of more than \$375 should be reported.

Paragraph (f)(1) of that statute requires each employing agency or its delegate to transmit to the Secretary of State a listing of all statements filed during the preceding year by employees of that agency of gifts received from foreign governments valued at more than minimal value.

- **Reporting Format:** Recipient, Agency, Donor, Gift Description, Date Received, Cost, Current Disposition
 - Sample Excel Reporting Template (tangible gifts (tab 1) /gifts of travel (tab 2) for preparing the reports are attached.
- Once the Excel template is complete with entries, the file should be saved in a **XLSX file format.**

Inquiries regarding this memorandum should be directed to the Department of State, Office of the Chief of Protocol, Attn: Caitlin Dietze at 202-647-1161 or via email at ProtocolGiftOfficer@state.gov.

Attachments:

1. Guidelines for report form
2. Sample excel reporting template: tangible gifts and gifts of travel

Guidelines for Report of Tangible Gifts:

Tangible Gift Report Template for Federal Register 2017

Recipient (Full Honorific, Name and Title)	Donor (Full Honorific, Name and Title with Country)	Description	Date Received	Cost (Value in USD)	Location	Agency	Report	Year
<i>EXAMPLE #1: The Honorable Barack Obama, President of the United States</i>	<i>Her Excellency Jane Doe, President of the Republic of X</i>	<i>Limited edition crystal bowl with a gold commemorative inscription plaque</i>	<i>1/30/2017</i>	<i>\$2,000.00</i>	<i>Disposition - Pending Transfer to General Services</i>	<i>White House</i>	<i>Tangible Gifts</i>	<i>2017</i>
<i>EXAMPLE #2: The Honorable John Kerry, Secretary of State of the United States</i>	<i>His Excellency John Doe, Minister of Foreign Affairs of the Kingdom of X</i>	<i>8"x10" sterling silver picture frame</i>	<i>5/1/2017</i>	<i>\$499.99</i>	<i>Disposition - Secretary's office for Official Use</i>	<i>Department of State</i>	<i>Tangible Gifts</i>	<i>2017</i>

1. A-1 thru I-1 are the required header information and must not be changed. Data must be entered the way it should display on the report.
2. Complete honorific, name and title with full country name must be included for Recipient (**Column A**) and for Donor (**Column B**).
3. **Column C** is the full, detailed description of the gift received. Please be as specific as possible.
4. **Column D** is the actual date that the gift was received.
5. **Column E** is the estimated retail value in the United States at the time of acceptance. Cost must be formatted with the dollar sign and cents (i.g., \$499.00). Please do not report gifts that have a value of \$390 or less.
6. **Column F** must list the gift's actual location if held for official use, or disposition if pending transfer to GSA or already transferred to GSA. Title "Location" or "Disposition" must be typed in the field to indicate the type of location.
7. **Column G** is your agency name.
8. **Column H** must read "Tangible Gifts".
9. **Column I** must contain the year of report.

Guidelines for Report of Travel:

Please follow the same instructions as above, except the travel template does not include the "Location" field and the "Description" field must also include "Justification".

Preparing the CSV Files to be e-mailed:

1. Please perform a spell check on the final document.
2. Once the Excel template is complete with entries, the file should be saved in a **XLSX file format**:
 - a. Select "File" from top menu.
 - b. Select "Save As" in the File menu.
 - c. In the "Save As" window ensure that the "Save as type" dialogue box reads Microsoft Office Excel Worksheet (*.xlsx)
3. E-mail the report files to ProtocolGiftOfficer@state.gov

McCloskey, Bridin

Attachments: Template Instructions for Federal Register 2018.docx; 2018 Federal Register Gift Reporting TEMPLATE 1-8-18.xlsx; 2018 Federal Register Memo to all Agencies.docx

From: Protocol Gift Officer [<mailto:ProtocolGiftOfficer@state.gov>]

Sent: Friday, January 19, 2018 11:41 AM

To: charlene_hardy@ao.uscourts.gov; jmarques@achp.gov; brennanj@abmc.gov; pjs@amtrak.com; guyland@arc.gov; pebbles.young@afrrh.gov; lila.z.stitely@frb.gov; joeymh@ucia.gov; flindstrom@cfa.gov; jhepler@usccr.gov; jdolan@CFTC.gov; mbuford@cpsc.gov; tbunaugh@cns.gov; William.Miles@csosa.gov; Daniel.watson@dodiis.mil; sara.thompson@dla.mil; MarkW@dnfsb.gov; yvette.wedderburn@fas.usda.gov; dexter.e.edmonds.civ@mail.mil; dcollins2@doc.gov; Michelle.A.Quitugua.mil@mail.mil; Shivers-Barclay, Sambia <Sambia.Shivers-Barclay@ed.gov>; McCollough, James <James.McCollough@hq.doe.gov>; rasheed.williams@hhs.gov; kara.hayes@hq.dhs.gov; katrina.a.durbak@hud.gov; randy.c.wilson2@usdoj.gov; gibson.aleta@dol.gov; gary.legarski@navy.mil; Wham, Jennifer L <WhamJL@state.gov>; Varun.Puri.mil@mail.mil; Albert.Green@ios.doi.gov; Deborah.Burchcrossle@dot.gov; phyllis.smith@treasury.gov; Catherine.dugan@va.gov; fugh.justina@epa.gov; erin.norris@eeoc.gov; philip.calabro@exim.gov; Briggsjo@FCA.gov; Patrick.Carney@fcc.gov; srandall@fdic.gov; Apike@fec.gov; David.Whitman@fema.dhs.gov; Kathryn.Allen@ferc.gov; Rachel.Christopher@fhfa.gov; fjacob@flra.gov; cstavropoulos@fmc.gov; jwmarquez@fmcs.gov; bbrutley@fmshrc.gov; Stefanie.george@tsp.gov; Rduarte@ftc.gov; randy.c.wilson2@usdoj.gov; Katherine.rhodes@gsa.gov; lagerj@gao.gov; kmiller@gpo.gov; mridges@imls.gov; kvargas@iaf.gov; lindsey.schreckengost@mspb.gov; mbowie@nasa.gov; patrice.murray@nara.gov; anne.schuyler@ncpc.gov; Jdurocher@ncd.gov; hattieu@ncua.gov; pinkneyi@arts.gov; evoyatzis@neh.gov; terri.l.williams@nga.mil; jennifer.abruzzo@nlrb.gov; kirksey@nmb.gov; ddrew@nsf.gov; david.tochen@ntsb.gov; Sargent, Kimberly <Kimberly.Sargent@nrc.gov>; pmoran@oshrc.gov; wgpond@oge.gov; jozetta.robinson@opm.gov; Shantia.Beidleman@dni.gov; patricia.elwood@dc.gov; janice_a_kaye@ustr.eop.gov; Richard B. Ruffner (OVP) <richard_b_ruffner@ovp.eop.gov>; candrade@opic.gov; hayden.lisa@pbgc.gov; ashelev.demchak@prc.gov; cynthia.chatman@rrb.gov; MintonS@sec.gov; rsanchez@sss.gov; Cassandra.Hoke@sba.gov; TunickL@si.edu; Stacey.Syes@ssa.gov; jebrown1@tva.gov; cvin@loc.gov; jhepp@peacecorps.gov; 'Stephen_H_Grimes@who.eop.gov'; tkenealy@abilityone.gov; melick@access-board.gov; kaiesha.n.wright.mil@mail.mil; tonia.smith@mail.house.gov; Charles.Smith@usitc.gov; michael.d.graham@usmc.mil; Emily_Gershon@ethics.senate.gov; kgrilli@ussc.gov; wlanger@ustda.gov; Brown, Christine (AID/ES) <chbrown@usaid.gov>; Rcuffe@ushmm.org; dmarshall@usip.gov
Subject: [External_Sender] Submission of All Gifts Received From Foreign Government Officials to USGs Over Minimum Value During CY17 to Department of State

January 19, 2018

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