

**ROUTING AND TRANSMITTAL SLIP**

Date  
21 OCT 1988

TO: (Name, office symbol, room number, building, Agency/Post) Initials Date

1. CHIEF, PROTOCOL BRANCH
- 2.
- 3.
- 4.
- 5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**  
 #1 - FOR ACTION - PLEASE PROVIDE REQUESTED INFORMATION DIRECT WITH A DROP COPY TO DDA.  
 SUSPENSE: 25 JANUARY 1989

60-3

**EXECUTIVE SECRETARIAT  
ROUTING SLIP**

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO				
15	D/PERS				
16	D/Ex Staff				
17	C/Protocol		X		
18					
19					
20					
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22					

SUSPENSE 27 Jan '89  
Date

Remarks

ER 88-3895X

Executive Secretary  
19 Oct '88  
Date

3637 (10-81)

17 Oct DDA Subject  
ER-3895X-88

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

Agency/Post)	Room No.—Bldg.
EXA/DDA	Phone No.

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

ER 88-3895X

## United States Department of State

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



October 17, 1988

MEMORANDUM

TO: Heads of All Employing Agencies as Defined in Section 515 of Public Law 95-105

FROM: Selwa Roosevelt *SR*

SUBJECT: Submissions to Department of State of Listings of Foreign Gifts of More than Minimal Value Reported to Employing Agencies in Calendar Year 1988

The heads of federal agencies are reminded that Section 515, Public Law 95-105, 91 Stat. 862, the amended statute governing the receipt and disposition of gifts and decorations tendered by foreign governments to Federal employees, their spouses, or dependents, requires that each employing agency or its delegate must, not later than January 31 of each year, transmit to the Secretary of State a compilation listing all statements filed during the preceding year by employees of that agency concerning gifts valued at more than minimal value (\$180) received from foreign governments.

Compilations must include, in addition to tangible gifts of prescribed value, all foreign government gifts of, or expenses for, travel taking place entirely outside the United States and valued at more than \$180, the acceptance of which had not been authorized in accordance with specific instructions of the recipients' employing agency.

These submissions are required so that the Secretary of State may discharge his responsibility under law for the annual publication of a comprehensive listing of all such statements in the "Federal Register." As of January 1, 1987, gifts of "minimal value" are defined as having a retail value in the United States at the time of acceptance of \$180 or less. Decorations received from foreign governments are excluded from this reporting requirement.

Each agency should prepare its compilation for 1988 on the enclosed "Federal Register" report forms, one for tangible gifts and one for travel or expenses for travel. Elite type should be used; 1 inch left and right margins are required. If additional sheets are needed, the enclosed report forms may be reproduced.

Reports should be addressed to the Secretary of State, Attention: Office of Protocol, Ms. Catherine Gerardi, Room 1238, Department of State, Washington, D. C. 20520.

A sample report is attached, along with guidelines for preparing the report. In submitting the report, please provide the name and telephone number of the individual who prepared the report or who may be contacted concerning its contents.

All agencies must submit their reports to the Office of Protocol, Department of State, not later than January 31, 1988 for the Secretary of State to comply with the statute. Agencies whose responses have not been received by January 31, will be presumed to have had no statements filed during 1988 concerning foreign gifts to employees subject to the statutory reporting requirement.

Inquiries regarding this memorandum should be directed to the Office of Protocol, Ms. Catherine Gerardi, telephone 647-4570.

Enclosures:

1. Sample report with guidelines.
2. Report forms.

GUIDELINES FOR PREPARING GIFT REPORTS

REMINDER: HEADINGS ON THE FORMS WERE REVISED IN 1987.

These reports are NOT retyped but are published in the "Federal Register" as submitted by the employing agency. Uniformity is important. The attached report forms should be used.

The following irregularities have been found in previous submissions. Careful attention to format would be appreciated.

1. Use report form provided - leaving a margin on each side of no less than one inch. If you need additional pages of the report form, it may be reproduced.
2. Use Prestige ELITE 72, 12 pitch, typing element.
3. Use only initial caps.
4. Show name of Agency on each page of form. Do not number each entry, but do number each page in the upper right hand corner.
5. List recipients ALPHABETICALLY.
6. Date of acceptance of a foreign gift is important. Please note sample form: - "Recd January 20, 1988", NOT "Received January 1988".
7. Under Est. Value category, a specific dollar amount is required. "Over \$180" is not acceptable.
8. Only travel not previously approved by the employing agency and taking place entirely outside the United States is required to be reported.
9. If no gifts of more than minimal value were reported to the employing agency in calendar year 1988, it is not necessary to submit a negative statement to this effect to the Department of State.
10. Do not submit reports for gifts less than minimal value (\$180).

October 1988