



United States Department of State

Washington, D.C. 20520

September 2, 2003

MEMORANDUM

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

FROM: Ambassador Donald Burnham Ensenat, Chief of Protocol *DBE*

SUBJECT Submission to the Department of State of Listings of Gifts of More Than Minimal Value Given to Foreign Individuals during Fiscal Year 2003

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 (\$285.00) for any foreign individual unless such gift has been approved by Congress. In addition, Section 515(b) requires the Secretary 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 (\$285.00) 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 (\$285.00) given by the United States Government to a foreign individual which were not obtained using appropriated funds.

Note that the second part of the report includes all official gifts of more than minimal value, regardless of their origin, e.g., donations.

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 by October 31 of each year, and advise the Office 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 one of the two categories described above. Each agency should prepare its compilation for Fiscal Year 2003 in the format of the enclosed report sheet. Reports may be classified if necessary, and should be addressed to:

**Department of State  
Office of Protocol  
S/CPR/V, Room 1238  
ATTN: Ms. Nancy Pilon  
Washington, D.C. 20520**

In submitting the report, please provide the name and telephone number of the individual who may be contacted, if necessary, concerning its contents.

This year all responses must be made by **October 31, 2003**. Agencies whose responses have not been received by this date will be presumed not to have given any reportable gifts during Fiscal Year 2003.

Inquiries regarding this report should be directed to the Office of Protocol,  
ATTN: Ms. Nancy Pilon at (202) 647-1144.

Enclosure: Reporting Sheet

Drafted: S/CPR/V NAPilon *UP*  
Cleared: S/CPR/V JEissenstat *JE*  
S/CPR JEubank *JE*

REPORT OF GIFTS TO A FOREIGN INDIVIDUAL OF MORE THAN MINIMAL VALUE

\_\_\_\_ PURCHASED WITH APPROPRIATED FUNDS (Describe Congressional approval), OR

\_\_\_\_ ACQUIRED FROM OTHER SOURCES (describe below)

GIVEN DURING FISCAL YEAR \_\_\_\_\_

AGENCY \_\_\_\_\_ INTERAGENCY REPORTS CONTROL NO. 0324-DOS-AN DATE \_\_\_\_\_

Identification of Gift Given \_\_\_\_\_ Date and Recipient of Gift \_\_\_\_\_ Cost and Value of Gift\* \_\_\_\_\_

\*Value is Retail Value in the United States, actual or estimated.