

**Belmore, Nancy**

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**From:** Wittick, Susan  
**Sent:** Monday, February 27, 2012 9:13 AM  
**To:** ProtocolGiftOfficer@state.gov  
**Cc:** Sargent, Kimberly; Schmidt, Rebecca  
**Subject:** FW: Report on Foreign Gifts of more than Minimal Value for 2011 (NRC) - Correction

Resending with correction to date for calendar year 2011.

To: Ambassador Capricia Penavic Marshall, Chief of Protocol

From: U.S. Nuclear Regulatory Commission

Subject: Submission to Department of State of Listing of Foreign Gifts of More than Minimal Value Reported to Employing Agencies in Calendar Year 2011

There were NO gifts received from a foreign government by any NRC employee, spouse or dependent of more than minimal value (\$350) from January 1, 2011 to December 31, 2011. The NRC had no statements filed during 2011 concerning foreign gifts to employees subject to the statutory reporting requirement.

For additional information or clarification, please contact:

Kim Sargent  
Director of Protocol  
301-415-1698  
[kimberly.sargent@nrc.gov](mailto:kimberly.sargent@nrc.gov)

Very best regards,

*Susan Wittick*

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**From:** Wittick, Susan  
**Sent:** Friday, February 24, 2012 2:31 PM  
**To:** 'ProtocolGiftOfficer@state.gov'  
**Cc:** Sargent, Kimberly; Schmidt, Rebecca  
**Subject:** Report on Foreign Gifts of more than Minimal Value for 2011 (NRC)

To: Ambassador Capricia Penavic Marshall, Chief of Protocol

From: U.S. Nuclear Regulatory Commission

Subject: Submission to Department of State of Listing of Foreign Gifts of More than Minimal Value Reported to Employing Agencies in Calendar Year 2011

There were NO gifts received from a foreign government by any NRC employee, spouse or dependent of more than minimal value (\$350) from January 1, 2011 to December 31, 2012. The NRC had no statements filed during 2011 concerning foreign gifts to employees subject to the statutory reporting requirement.

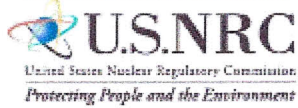
For additional information or clarification, please contact:

Kim Sargent  
Director of Protocol  
301-415-1698  
[kimberly.sargent@nrc.gov](mailto:kimberly.sargent@nrc.gov)

Very best regards,

*Susan Wittick*

Protocol Specialist  
O: 301-415-3268  
C: 202-570-0683  
O14 E05  
[susan.wittick@nrc.gov](mailto:susan.wittick@nrc.gov)







**Mike, Linda**

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**From:** Shea, Pamela  
**Sent:** Friday, February 10, 2012 8:24 AM  
**To:** Mike, Linda  
**Subject:** FW: SRM-STDPT120130  
**Attachments:** 2012\_02\_09\_12\_12\_12.pdf

**From:** Mitchell, Linda  
**Sent:** Friday, February 10, 2012 8:18 AM  
**To:** Shea, Pamela  
**Subject:** FW: SRM-STDPT120130

Please see email below. I am teleworking today.

Linda

**From:** Dembek, Stephen  
**Sent:** Thursday, February 09, 2012 1:29 PM  
**To:** Mitchell, Linda  
**Subject:** FW: SRM-STDPT120130

Ok, Linda. Please check with Kim and then work with SECY to get it transferred.

Steve

**From:** Mitchell, Linda  
**Sent:** Thursday, February 09, 2012 12:14 PM  
**To:** Dembek, Stephen  
**Subject:** SRM-STDPT120130


Steve this ticket just came in. This ticket should be reassigned to the NRC Office of Protocol

Linda

January 30, 2012

MEMORANDUM

TO: Heads of All Employing Agencies as Defined in Section 7342 of Title 5 of the United States Code

FROM: Ambassador Capricia Penavic Marshall, Chief of Protocol 

SUBJECT: Submission to Department of State of Listing of Foreign Gifts of More than Minimal Value Reported to Employing Agencies in Calendar Year 2011

**All federal departments and 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 (minimal value is currently defined as having a retail value of \$350 or less) received by an employee from a foreign government during calendar year 2011 (January 1, 2011 through December 31, 2011). This year's submission deadline is Monday, February 27, 2012. See below for further instructions.**

In accordance with 5 U.S.C. §7342, tangible gifts of more than minimal value (minimal value is currently defined by the General Services Administration as having a retail value of \$350 or less) received by Federal employees, their spouses or dependents from a foreign government are deemed to have been accepted on behalf of the United States and, upon acceptance, become the property of the United States. Upon deposit of the gift for disposal or official use, the employee must file a statement with his or her employing agency regarding the gift. 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. The listings should be prepared in the format shown in the attached sample and include, for each gift reported, the name and position of the employee, a brief description of the gift and the circumstances justifying acceptance, the identity of the foreign government and the name of the official who presented the gift, the date of acceptance of the gift, the estimated value in the United States of the gift at the time of acceptance and the disposition or current location of the gift. Guidelines for preparing the report are also attached.

Gifts from an international organization or multinational organization whose membership is composed of any unit of a foreign government are included in the definition of "foreign government" for the purposes of the reporting requirement. However, gifts from sources other than foreign governments or such international organizations, e.g., nongovernmental organizations and foreign corporations (unless government owned), are not reportable. Further, agencies need not report gifts that had a retail value in the United States at the time of acceptance



of less than \$350. Decorations received from foreign governments are excluded from this reporting requirement.

(Note: If an employee received a gift from a foreign government, as described above, between January 1, 2005 and December 31, 2007 with a retail value of more than \$305, but the employing agency has not yet reported that gift, it should do so now.)

Listings from agencies must include, in addition to tangible gifts of more than minimal value, all gifts of travel or travel expenses from foreign governments for travel taking place entirely outside the United States (such as transportation, food, and lodging) and valued at more than \$350, the acceptance of which was not authorized in accordance with specific instructions of the recipient's employing agency. 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.

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

All agencies must submit their reports to the Office of the Chief of Protocol no later than Monday, February 27, 2012. **If your agency has had no statements filed during 2011 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](mailto:ProtocolGiftOfficer@state.gov).**

Please also provide the name, telephone number, and e-mail address of the individual who may be contacted, if necessary, concerning the contents of your report.

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

**Attachments:**

1. Guidelines for report form
2. Sample report form templates: tangible gifts and travel

Drafted by: S/CPR: SHenning, ext. 7-1161

Cleared by: S/CPR MWalsh - ok  
S/CPR/M RPauli - ok  
L/Ethics JMann - ok  
L/M VWenderoth - ok

## Guidelines for Report of Tangible Gifts:

	A	B	C	D	E	F	G	H	I
1	Recipient (Full Honorific, Name and Title)	Donor (Full Honorific, Name and Title with Country)	Description	Date Received	Cost (Value in \$ US)	Location	Agency	Report	Year
2	EXAMPLE #1: The Honorable Barack Obama, President of the United States	Her Excellency Jane Doe, President of the Republic of X	Limited edition crystal bowl with a gold commemorative inscription plaque	1/30/2009	\$2,000.00	Location - Pending Transfer to General Services Administration	White House	Tangible Gifts	2009
3	EXAMPLE #2: The Honorable Hillary Rodham Clinton, Secretary of State of the United States	His Excellency John Doe, Minister of Foreign Affairs of the Kingdom of X	8"x10" sterling silver picture frame	2/1/2009	\$499.99	Disposition - Secretary's office for Official Use	Department of State	Tangible Gifts	2009
4									
5									
6									

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.e. \$499.00). Please do not report gifts that have a value of \$335 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 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 **CSV file format**:
  - a. Select "File" from top menu.
  - b. Select "Save As" in the File menu.
  - c. In the "Save As" popup window change the "Save as type" from Microsoft Office Excel Worksheet (\*.xls) to CSV (Comma delimited) (\*.csv) onto their computer.
3. E-mail the report files to [ProtocolGiftOfficer@state.gov](mailto:ProtocolGiftOfficer@state.gov)



## Tangible Gift Report Template for Federal Register 2011

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>1/30/2011</i>	<i>\$2,000.00</i>	<i>Disposition - Pending Transfer to General Services Administration</i>	<i>White House</i>	<i>Tangible Gifts</i>	<i>2011</i>
<i>EXAMPLE #2 : The Honorable Hillary Rodham Clinton, 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>2/1/2011</i>	<i>\$499.99</i>	<i>Disposition - Secretary's office for Official Use</i>	<i>Department of State</i>	<i>Tangible Gifts</i>	<i>2011</i>



Gifts of Travel Report Template for Federal Register 2011

Recipient (Full Honorific, Name and Title)	Donor (Full Honorific, Name and Title with Country)	Description and Justification	Date Received	Cost (Value in USD)	Agency	Report	Year
						Travel	2011