

**DEPARTMENT OF HOMELAND SECURITY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER**

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<b>FLETC DIRECTIVE NO:</b>	35-10
<b>FLETC DIRECTIVE TITLE:</b>	Submission to the Department of State of Listing of Gifts of More Than Minimal Value Given to Foreign Individuals
<b>EFFECTIVE DATE:</b>	08/20/2008

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**1. POLICY:** The Federal Law Enforcement Training Center (FLETC) will adhere to Public Law 95-105 that governs the use of appropriated funds to purchase any tangible gifts of more than minimal value for any foreign individual, and will comply with reporting requirements contained in that law.

**2. SCOPE:** This directive applies to all FLETC personnel and offices.

**3. REFERENCES:** Section 515(b) of Public Law (PL) 95-105, 91 Stat. 866, 22 USC 2694, effective August 17, 1997, 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 (\$305.00) 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:

a. Any gift of more than minimal value (\$305.00) purchased with appropriated funds, which were given to foreign individuals during the previous fiscal year, and

b. Any other gifts of more than minimal value (\$305.00) 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.

**4. PROCEDURES:** To ensure compliance with PL 95-105, the FLETC hereby:

a. Prohibits the purchase of gifts for foreign individuals of more than minimal value without Congressional approval with this directive, and

b. Designates the Chief, International Training & Technical Assistance (ITT) as the central point for reporting of all such gifts by October 31 of each year, and will advise the Office of Protocol of this designation.

c. 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. The Chief, ITT will prepare FLETC’s compilation in the format indicated on the attached (Appendix A) Department of State Memorandum. Reports may be classified as necessary. Reports will be

submitted to the Gifts Officer via email, fax: (202) 647-1560, or U.S. Mail (hard copy printout) to:

Department of State  
Office of Protocol  
S/CPR/G, Room 1238  
Attn: Gifts Officer  
Washington, DC 20520

5. **CANCELLATIONS:** None.
6. **ADDITIONAL GUIDANCE:** Department of State memo dated September 12, 2007 titled: "Submission to the Department of State of Listing of Gifts of More Than Minimal Value Given to Foreign Individuals."
7. **RESPONSIBILITY:** International Training & Technical Assistance (ITT); will ensure the execution of required reporting for all foreign gifts as required.
8. **OFFICE OF PRIMARY INTEREST:** International Training & Technical Assistance Division.

[Signature on file](#)

Connie L. Patrick  
Director

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

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

\_\_\_ ACQUIRED FROM OTHER SOURCES (described 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.

Form State/CPR-1. 6/91