



**Functional Series [500](#)
Management Services**

INTERIM UPDATE 08-15

SUBJECT: Reporting of Foreign Gifts

NEW MATERIAL: All USAID employees are required to notify M/AS/FMD, in accordance with Federal Property Management Regulations (FPMR), 41 CFR 10-49, if they receive a gift or decoration (such as medals or awards) from a foreign government.

EFFECTIVE DATE: 10/08/2008

POLICY

USAID/General Notice
M/AS/FMD
10/08/2008

Subject: Reporting of Foreign Gifts

All USAID employees are required to notify M/AS/FMD, in accordance with Federal Property Management Regulations (FPMR), 41 CFR 10-49, if they receive a gift or decoration (such as medals or awards) from a foreign government.

Employees may keep a gift from a foreign government if the gift is of minimal value. ("Minimal value" currently means that it has a retail value in the U.S. of \$335.00 or less.)

Employees who accept a gift valued at more than the minimal value must transfer it to GSA through M/AS/FMD within 60 days of acceptance. With the approval of the Director, M/AS, the employee may deposit it for official use at a designated location in USAID/W or at a specified Foreign Service post overseas. When transferring or depositing the gift, the employee must file a statement with the designated depository office (M/AS/FMD) that contains the information required by 22 CFR 3.

When the gift is personal property, the Director, M/AS must determine whether the gift is to be retained by USAID for official use or transferred to GSA. (See 41 CFR 101-49).

M/AS/FMD is working on a gift report for the Department of State and requests employees to report any gifts to Linda Levine, M/AS/FMD, by October 24, 2008.

ADS Link <http://www.usaid.gov/policy/ads/500/>

Attachments:

Memo Format for Gift Submission

Point of Contact: Linda Levine, M/AS/FMD, (202) 712-1762, lilevine@usaid.gov .

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Notice Date	10/09/2008
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Editorial Revision Date	10/08/2008
ADS CD No.	N/A
Remarks	This IU will remain active until the policy and procedure in it are incorporated into Series 500.

Notice 1030