



DEFENSE INFORMATION SYSTEMS AGENCY
P.O. BOX 4502
ARLINGTON, VIRGINIA 22204-4502

DISA INSTRUCTION 220-50-47*

21 November 2005

ADMINISTRATION

Gifts and Decorations from Foreign Governments

1. **Purpose.** This Instruction assigns responsibility for ensuring familiarity with procedures on acceptance and retention of gifts and decorations from foreign governments.
2. **Applicability.** This Instruction applies to all DISA activities.
3. **Authority.** This Instruction is published in accordance with the authority contained in [DODD 1005.13](#), Gifts and Decorations from Foreign Governments, 19 February 2002.
4. **Responsibilities.**
 - 4.1 **General Counsel, DISA.** The General Counsel, DISA, will:
 - 4.1.1 Ensure employees are familiar with the compliance requirements of [DODD 1005.13](#) (authority document).
 - 4.1.2 Ensure employees are familiar with the requirements and restrictions on acceptance and retention of gifts and decorations from foreign governments.
 - 4.1.3 Make administrative determinations as to whether employees have complied with procedures for acceptance and retention of gifts and decorations from foreign governments.
 - 4.1.4 Advise on the appropriate disposition of gifts or decorations from foreign governments. If the recipient of a decoration is the Director or Vice Director, the approval or disapproval determination shall be made by the Principal Deputy Under Secretary of Defense for Personnel and Readiness.

4.1.5 Report to the Attorney General, through the General Counsel of the Department of Defense, any employees who have been determined to (1) have failed to comply with procedures for acceptance and retention of gifts and decorations from foreign governments, (2) have received travel or travel expenses from a foreign government, or (3) have failed to comply with the proper statutory procedures for acceptance of gifts of travel.

4.2 Principal Directors of Strategic Business Units, Directors and Chief of Shared Services Units, Direct Reports, and Special Advisors, Headquarters, DISA, and Commanders of DISA Combatant Command Field Offices. These individuals will report all gifts accepted from foreign governments to the office of General Counsel for guidance on disposition matters.

4.3 Director for Manpower, Personnel, and Security (MPS). The Director, MPS, will:

4.3.1 Ensure procedures are in place for the safeguarding of gifts of more than minimal value accepted from foreign governments pending final disposition.

4.3.2 Maintain gifts from foreign governments received by Agency personnel as accountable property.

4.4 Chief of Protocol. The Chief of Protocol will:

4.4.1 Report all gifts from foreign governments accepted by the Director or Vice Director to the office of General Counsel for guidance on disposition matters.

4.4.2 Maintain and appropriately display gifts from foreign governments that have been accepted by the Director or Vice Director for the Agency.

FOR THE DIRECTOR:


MARK S. BOWMAN
Colonel, USA
Chief of Staff

*This Instruction cancels DISAI 220-50-47, 28 February 2003.

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