

FOR OFFICIAL USE ONLY
(WHEN FILLED IN)

1650
(Date)

From: Individual or Command
To: Approval Authority

Subj: REPORT OF AND REQUEST FOR APPRAISAL OF FOREIGN GIFT

Ref: (a) SECNAVINST 1650.1G, Chapter 7

1. The following foreign gift(s) is forwarded in accordance with reference (a). It is requested that an appraisal be performed to determine whether the gift is more than the minimal value.

a. Name, rank/rate, social security number, and position of the recipient:

b. Description of the gift (composition, size, type, brand, serial number, etc.):

c. Circumstances justifying acceptance:

d. Name and position of donor and identity of the foreign government:

e. Date and place of gift acceptance:

f. Does the employee wish to participate in sale of the gift if it is determined to be more than minimal value and is to be sold by the General Service Administration?

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