

## **6 FAM 770**

# **FURNITURE, FURNISHINGS, APPLIANCES, AND EQUIPMENT (FFA&E) FOR RESIDENCES AND OFFICE AND OTHER FUNCTIONAL SPACE**

*(TL:GS-95; 11-18-2002)*

## **6 FAM 771 SCOPE AND APPLICABILITY**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

This subchapter applies to the provision of FFA&E and certain other items (antiques, *works of art, other cultural heritage objects*, air-conditioners, emergency generators, uninterruptible power systems, and electrical transformers) for residences, offices, and other functional space for State Department/USAID/other agency personnel, and Marine *security* guards abroad. Procedures to implement these regulations are found in 6 FAM 779. Comments and questions may be directed to *OBO/PE/IF* or *OBO/OM/ART* for State or USAID/W (M/AS/OMS) for USAID. *Additional information is available in OBO/PE/IF's Program Guide and OBO/OM/ART's Guidelines for the Art in Embassies Program. Questions related to emergency generators and power systems may be directed to M/OBO/OM/FAC.*

## **6 FAM 772 RESIDENCES**

### **6 FAM 772.1 Policy**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

The U.S. Government will supply FFA&E for *post-required*, U.S. Government-held residences of U.S. citizen employees (direct-hire or personal services contractors) hired in the United States.

## 6 FAM 772.2 Funding

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. OBO funds FFA&E for permanent residences of the ambassador (COM), deputy chief of mission (DCM), consul general (CG) when principal officer (PO), chief of the liaison office, U.S. interest section PO, and COM to an international organization abroad, and for special ambassador residences, whether such residences are U.S. Government-owned (GO), long-term leased (LTL), or short-term leased (STL). Posts may use maintenance and repair funds for emergency repairs or *refurbishments* not exceeding \$1,000 per residence per year.

b. Funding of FFA&E in the case of capital construction projects is subject to agreement between the Department of State and affected agencies.

c. Regional bureaus fund FFA&E for Department of State *program* positions *either directly or indirectly through an ICASS furniture pool*. *The Bureau of Diplomatic Security, with reimbursement from the U.S. Marine Corps, funds FFA&E for Marine security guard quarters. ICASS funds FFA&E for ICASS personnel.*

d. Public Diplomacy is responsible for funding items *particular* to the needs of Public Diplomacy (e.g., information resource centers or Worldnet rooms are considered unique to Public Diplomacy).

e. Each individual agency funds FFA&E for its own personnel (*either directly or indirectly through an ICASS furniture pool*).

## 6 FAM 772.3 Basic FFA&E, Supplemental FFA&E, and Other Items

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. Each agency may provide for its employees the standard items of FFA&E listed in 6 FAM 772 Exhibit 772.3A. In addition, supplemental FFA&E as listed in 6 FAM 772 Exhibit 772.3B and other items not listed may be provided, subject to funds availability by each agency and according to post housing agreement.

b. Special media and other technical equipment required for performance of job-related functions, such as monitoring the local or international media, may continue to be issued on a long- or short-term basis. The provision of multisystem or host-country compatible televisions and VCRs, satellite dishes, etc., and related services may be authorized by the public affairs officer (PAO) for those individuals who have a specific need. If provided, such equipment will be funded from the public diplomacy field allotment.

## **6 FAM 772.4 Conditions and Restrictions**

### **6 FAM 772.4-1 Quarters for Household Staff**

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

The Department of State and USAID do not *routinely* provide funds for FFA&E for household staff. *OBO, as the sole exception to this restriction,* will fund large appliances and floor covering costs with project funds if a kitchen for household staff is part of the construction of a new representational residence.

### **6 FAM 772.4-2 Living Quarters Allowance (LQA) Residences**

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. Posts with LQA residences may authorize the post interagency housing board (IAHB) and the single real property manager (SRPM) to establish a policy and guidelines for the use and provision of FFA&E in LQA residences. Each agency funds these items for its personnel.

b. If established, the post's policy and guidelines for the provision of U.S. Government-owned FFA&E in LQA should include:

- (1) Procedures for requests;
- (2) Number and type of items to be provided; and
- (3) Responsibility for installation, maintenance, and removal of items.

## **6 FAM 772.4-3 Individual Requests**

(TL:GS-59; 10-01-1999)  
(Uniform State/USAID/Commerce/Agriculture/DIA)

Except for items needed for handicapped and limited mobility employees and family members, requests of individual occupants that do not further post long-range objectives are not considered.

## **6 FAM 772.5 Marine Corps Quarters**

### **6 FAM 772.5-1 Consolidated Quarters**

(TL:GS-95; 11-18-2002)  
(Uniform State/USAID/Commerce/Agriculture/DIA)

Marine security guard (MSG) watchstanders consolidated quarters are completely furnished in accordance with the Memorandum of Understanding between the Department of State and the U.S. Marine Corps. *OBO/PE/IF* procures china, flatware, and kitchenware. Post provides other appropriate FFA&E. All items are funded *by DS, with reimbursement by the U.S. Marine Corps.*

### **6 FAM 772.5-2 Separate Quarters**

(TL:GS-95; 11-18-2002)  
(Uniform State/USAID/Commerce/Agriculture/DIA)

Marine security guard personnel entitled to separate quarters receive FFA&E as provided to State Department *program* employees at post.

## **6 FAM 773 REPRESENTATIONAL ITEMS**

### **6 FAM 773.1 Policy**

#### **6 FAM 773.1-1 General Policy**

(TL:GS-95; 11-18-2002)  
(Uniform State/USAID/Commerce/Agriculture/DIA)

The U.S. Government provides certain residences with official china, glassware, flatware, hollowware, kitchenware, and other items, as approved by *OBO* or the parent agency, with allocations based on program requirements, the facilities of the individual residence, and particular circumstances.

#### **6 FAM 773.1-2 Detailed Policy**

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. *OBO/PE/IF* provides crested china and glassware, including cobalt blue service plates, for use only in the residences of ambassadors.

b. Retired ambassadors may purchase crested china and glassware at their own expense. Requests must be submitted to *OBO/PE/IF* for approval.

c. Uncrested china and glassware are provided and funded by the parent agency to the following residences only: DCM, PO (other than ambassador), USAID mission director, and *United States and Foreign Commercial Service (US&FCS) minister-counselor (MC)*.

d. *OBO/PE/IF* provides sterling silver or silverplated flatware; silverplated hollowware; and other items as deemed necessary for State Department positions. USAID and US&FCS may approve and fund these items for the mission director and the MC.

e. *OBO/PE/IF* provides a kitchen cookware set for residences of the COM, DCM, and PO, and a utensils set as a supplement.

## 6 FAM 773.2 Funding

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. **Other agencies:** Each agency funds the requirements of its personnel. *The 6 FAM 773 Exhibit 773.2A* lists authorized items provided by USAID.

b. **Department of State:** *OBO/PE/IF* funds the initial and replacement items listed in 6 FAM 773 Exhibit 773.2B; table linens for the COM, DCM, and CG and consul when PO; small electrical equipment costing more than \$75; and associated shipping costs. DCP funds are used for garden and grounds equipment and supplies; equipment such as mops and cleaning supplies; and linens (for official use only) for kitchen, guest bedroom, and bath.

## **6 FAM 773.3 Refurbishment**

### **6 FAM 773.3-1 General Policy**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

OBO funds regularly scheduled refurbishment and redecorating necessary for the residences of the COM, DCM, CG when PO, chief of the liaison office, U.S. interest section PO, and COM to an international organization abroad, and for special ambassador residences. Costly, unnecessary changes and redecorating to accommodate personal tastes of new occupants are not authorized. The Representational *Residence* Review Committee approves the schedule of refurbishment for residences, oversees refurbishment, and ensures that costs are controlled. *The committee consists of OBO's Director/Chief Operating Officer (chair); OBO's Managing Director for the Office of Program Execution; the Executive Assistant to the Under Secretary for Management; two regional bureau executive directors (membership alternates annually); and OBO's Director of the Interiors and Furnishings Division.*

### **6 FAM 773.3-2 Guidelines**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. OBO/PE/IF maintains a master list of the condition of all official residences with a schedule of planned refurbishment and briefs future occupants on the *residences* they will occupy. The prospective occupant may request changes to any proposed work using the Design Change Request *Format*, 6 FAM 773 Exhibit 773.3.

b. The paint color in the family living areas may be changed to accommodate the occupant's taste without prior approval. Routine maintenance and repair funds can be used for GO/LTL properties and S&E/DCP funds for STL properties.

c. Occupants may have other refurbishing work done in their residences at their own expense, with prior OBO/PE/IF approval. However, occupants must fund the costs required to return the *residences* to *their* original condition. Structural changes must be funded and approved separately by OBO/OM/AM and reviewed by OBO/DE/CSB in accordance with 6 FAM 760.

## **6 FAM 773.4 Closings and Evacuations**

### **6 FAM 773.4-1 Post Closings**

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

Before a post closes, the post should notify *OBO/PE/IF* for instructions for the transfer or disposal of representational items and other *furniture and furnishings*. These items must not be left with other agencies without prior *OBO/PE/IF* approval.

### **6 FAM 773.4-2 Post Evacuations**

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

Posts in evacuation status are reminded to safeguard sterling flatware. If a secure location is not available at the official residence, flatware can be stored in empty Mosler safes in the chancery. Upon request from *OBO/PE/IF*, post should pack and ship sterling flatware back to Washington, DC by the best means possible.

### **6 FAM 773.4-3 Mission Closings and Evacuations**

(TL:GS-95; 11-18-2002)

(USAID Only)

USAID missions must request instructions from *USAID/W* (M/AS/OMS).

## **6 FAM 773.5 Antiques, Works of Art, and Other Cultural Heritage Objects**

### **6 FAM 773.5-1 Policy**

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

*OBO/PE/IF* seeks to identify and preserve all antiques, works of art, and *other cultural heritage objects* owned by the Department of State abroad. These are *fine and decorative arts whose value is based on historic importance, antiquity, or rare quality*. Posts must bring to the attention of *OBO/PE/IF*'s Curatorial Services Program any *object*, including a gift that may fit this definition, so that it can be *evaluated*. The program staff provides guidance to posts to ensure appropriate assessment, documentation, maintenance, adherence to inventory requirements, and technical direction and funding for conservation. These items may not be

disposed of without written concurrence from the Curatorial Services Program staff (see 6 FAM 779.1).

## **6 FAM 773.5-2 Loans of Department-Owned Works of Art**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

The Department of State lends works of art only in unusual circumstances. The *Director/Chief Operating Officer for the Bureau of Overseas Buildings Operations* has the authority to approve special loans and may do so based on the Department's diplomatic interest and the recommendation of the ambassador regarding local, legal, or logistical issues of concern. A loan must include a binding agreement that all costs will be covered by the borrower *and be accompanied by a certificate of insurance for the work of art* at replacement value. Posts must contact *OBO/PE/IF* for details.

## **6 FAM 773.6 Annual Inventories**

### **6 FAM 773.6-1 State Department**

*(TL:GS-95; 11-18-2002)*

*(State Only)*

Each post must submit to *OBO/PE/IF* an annual inventory or update of all GO property in the following residences: COM, DCM, consul if provided representational items, CG when PO, COM to an international organization abroad, chief of liaison office, PO of U.S. interest section, and special ambassador residences. *Antiques, works of art, and other cultural heritage objects in these residences and in other facilities must be reported annually.* Inventories are due November 1<sup>st</sup> but may be dated anytime after August 1<sup>st</sup> (see 6 FAM 779.2-1).

### **6 FAM 773.6-2 USAID Mission Director Residences**

*(TL:GS-95; 11-18-2002)*

*(USAID Only)*

USAID missions must submit to USAID/W (M/AS/OMS), in accordance with the procedures at 6 FAM 779.2-2, an annual inventory of all U.S. Government-owned property in the residence of the mission director *accompanied by a certification of inventory signed by the USAID mission director.*

## **6 FAM 773.6-3 Joint Administrative Offices**

(TL:GS-59; 10-01-1999)  
(Uniform State/USAID/Commerce/Agriculture/DIA)

USAID/W (M/AS/OMS) requires annual inventory reporting for all residences.

## **6 FAM 774 ART IN EMBASSIES PROGRAM**

(TL:GS-95; 11-18-2002)  
(Uniform State/USAID/Commerce/Agriculture/DIA)

OBO/OM/ART administers loans and donations of U.S. works of art from the public and private sectors. Collections are assembled at the request of an ambassador or the U.S. representative to an *international organization* abroad when PO for display in the official residence. The *works of art provide* a suitable backdrop for representational activities and *enhance* the communication of U.S. values and cultural diversity through the display of U.S. art. This program depends on regional bureau policy and budget, shipping constraints, post facilities, and climatic and security conditions (see 6 FAM 779.3). Additional information is available in *OBO/OM/ART's Guidelines for the Art in Embassies Program*.

## **6 FAM 775 OFFICE AND OTHER FUNCTIONAL SPACE**

### **6 FAM 775.1 Policy**

(TL:GS-95; 11-18-2002)  
(Uniform State/USAID/Commerce/Agriculture/DIA)

OBO prepares a fully integrated interior design and initial furnishings package for all capital construction projects. No changes may be made to the initial furniture, furnishings, and equipment (FF&E) package for the first year without prior OBO/PE/IF approval.

### **6 FAM 775.2 Definition**

(TL:GS-95; 11-18-2002)  
(Uniform State/USAID/Commerce/Agriculture/DIA)

Office furnishings include systems and modular furniture, casegoods, seating, limited utility shelving, and office accessories. Carpeting and window treatments are fixed interior finishes and should be addressed in the construction documentation for any new, renovation, or lease project, or replaced using routine M&R funds. The same is true for building specialties

such as appliances, specialty storage, *and* signage. Office equipment is the responsibility of the post including the provision of computers, printers, modems, copiers, shredders, cellular phones, telecommunications equipment, safes, workbenches and tools, and medical equipment.

## **6 FAM 775.3 Funding**

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

For capital construction projects, OBO funds initial FF&E for State Department personnel. For noncapital renovation or lease projects, the regional bureau funds initial FF&E for State Department *program* personnel. The regional bureau also funds all replacement FF&E for State Department *program* personnel. *ICASS funds FF&E for all ICASS personnel.* Other agencies fund their own initial and replacement FF&E. Public Diplomacy is responsible for funding items *particular* to the needs of Public Diplomacy (e.g., information resource centers or Worldnet rooms are considered unique to Public Diplomacy). Agencies may pay directly or reimburse OBO for initial FF&E and the regional bureau for replacement FF&E. (See 6 FAH-5, *ICASS Handbook.*)

## **6 FAM 776 PROCUREMENT REQUIREMENTS, REMOVAL RESTRICTIONS, AND PROPERTY DISPOSAL**

### **6 FAM 776.1 Procurement Requirements**

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. Procurement of all FFA&E items must comply with the principles set forth in these regulations, the FAR and DOSAR, and the pertinent procurement regulations of the funding agency.

b. **USAID:** Maximum quantities of representational items listed in 6 FAM 773 Exhibit 773.2A may not be exceeded without prior USAID/W (M/AS/OMS) approval. Purchase of items that are not listed and replacement of unauthorized items now in use requires prior approval. Each USAID mission shall institute a written policy standardizing the type and quantity of *FFA&E* to be issued. Personal preference items shall not be procured for representational use. Procurement methods are listed in 6 FAM 779.4.

c. **US&FCS:** All representational items for MC residences require prior approval before purchase.

## **6 FAM 776.2 Restrictions on the Removal of U.S. Government-Owned Items**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. **Representational residences:** Furniture purchased for representational residences must be so identified and shall not be removed from the residence without prior approval of *OBO/PE/IF* or parent agency. Other items must remain at the assigned residence and may not be transferred to other residences or agencies without *OBO/PE/IF* or parent agency authorization. Any furniture or furnishings removed from residences must be stored in a climate-controlled warehouse. If post facilities are not adequate, items must be stored at occupant expense. If no climate-controlled warehouses are available, items may not be removed.

b. **Other residences, offices, and other functional space:** No one may remove or permit the removal of GO FFA&E except on the instructions of the accountable property officer.

## **6 FAM 776.3 Property Disposal**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

If post wishes to consider the sale of any *antiques, works of art, other cultural heritage objects*, or furniture in a representational residence, the accountable property officer must request prior approval from *OBO/PE/IF*. *Post should also ask for guidance on the disposition of funds from OBO/PE/IF, and report the sale using Form OF-132, Property Disposal Authorization and Survey Report.*

## **FAM 777 AIR-CONDITIONERS**

### **6 FAM 777.1 Policy**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Air-conditioning units may be provided when the SRPM and IAHB determine they are necessary, funds are available, and prior parent agency approval has been secured.

### **6 FAM 777.2 Funding**

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. **Units 36,000 BTUs and greater:** OBO funds units for GO/LTL offices and residences *from Special M&R funds*. Submit requests to OBO/OM/AM for approval in accordance with 6 FAM 760. Units for STL facilities are generally the responsibility of the landlord (see 6 FAM 762.3).

b. **Units smaller than 36,000 BTUs:** *Each agency is responsible for funding the requirements of its personnel either directly or through an ICASS appliance pool. State program personnel are funded by post-held DCP funds and ICASS personnel by ICASS funds. (See 6 FAH-5, ICASS Handbook.)*

## **6 FAM 778 EMERGENCY GENERATORS, UNINTERRUPTIBLE POWER SYSTEMS (UPS), VOLTAGE REGULATORS, AND ELECTRICAL TRANSFORMERS**

### **6 FAM 778.1 Emergency Generators**

#### **6 FAM 778.1-1 Policy**

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

*OBO/OM/FAC supports emergency and critical power needs for all State Department facilities abroad, including funding, equipment, and technical and systems maintenance assistance. Diesel engine generators support mission-critical systems and facility security systems, enabling post electrical loads to operate when city power supply is unreliable or fails. Funding availability generally does not allow for immediate implementation of post requests. Requests for program support are evaluated and ranked by OBO/OM/FAC based on the condition of city power supply and post's assessment of the physical security implications of unreliable power equipment, including generators. Implementation may be phased over multiple fiscal years. OBO/OM/FAC may undertake generator projects or allot funds to post for this purpose (see 6 FAM 779.5). Analytical and lab services for generator fluids, including engine oil, also will be funded by OBO/OM/FAC in response to post requests for support and program equipment reliability testing.*

## 6 FAM 778.1-2 Funding and Approval

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. **Department of State:** OBO/OM/FAC funds *the purchase of equipment, its installation, major equipment overhauls, and replacement*, for Department of State-held, GO/LTL or DOS-occupied STL real property. Post DCP or occupying agency funds must be used for preventive maintenance contracts, spare parts, and operating expenses such as fuel and filters.

b. **USAID:** Generator purchases may be authorized by the *mission director*; no prior USAID/W approval is required.

## 6 FAM 778.2 Uninterruptible Power Systems (UPS)

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. **Department of State:** OBO/OM/FAC is responsible for providing UPS equipment when conditions at a post make it necessary to support sensitive mission-critical equipment. UPS equipment provides a highly stable, no-break source of power for a short period immediately after the main power source fails. Only sensitive mission-critical equipment generally requires connection to UPS. Loads more commonly suffer from voltage fluctuations from the nominal values expected from the host country city power supply (see 6 FAM 778.3b for voltage regulator equipment). Costly UPS equipment requires/demands posts have maintenance capabilities consistent with those of the United States. Users shall demonstrate that power supplies and specific loads with low power-quality tolerance cannot operate without UPS power. DCP funds may be used for other systems that posts may purchase directly. UPS procurement or installation may *not* take place without OBO/OM/FAC approval (see 6 FAM 779.5).

b. **USAID:** The *mission director* may authorize UPS purchases without prior USAID/W approval.

## **6 FAM 778.3 Electrical Transformers, Switchgear, and Voltage Regulators**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. *To sustain reliable post operations, OBO/OM/FAC provides technical assessment, analysis, and engineering support for modification and replacement of main electrical transformers, switchgear, and power plant transfer schemes. OBO/OM/FAC funds both the replacement and installation of transformers containing polychlorinated biphenols (PCBs). Posts should contact OBO/OM/FAC to arrange for PCB identification, testing, surveying, and any replacements in compliance with U.S. Code 40 CFR 761.*

b. *After determination that the local power supply is inadequate for post operations, OBO may provide equipment to control and regulate the power supply so that voltage is compatible with post-selected loads. Posts should contact OBO/OM/FAC for guidance and support for selected voltage regulator equipment.*

## **6 FAM 779 REQUIRED PROCEDURES AND GUIDELINES**

### **6 FAM 779.1 Guidelines on Identifying and Preserving Antiques, Works of Art, and Other Cultural Heritage Objects**

#### **6 FAM 779.1-1 Identification**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. **Appraisals:** *OBO/PE/IF's Curatorial Services Program conducts professional appraisals at posts with significant collections of antiques, works of art, and other cultural heritage objects. The program staff will serve as the contracting officer's representative (COR) for appraisal contracts.*

b. **Documentation:** *Whenever possible, post property management officers must provide the Curatorial Services Program staff with copies of the following records:*

- (1) Names of artists or makers;
- (2) Historic associations and biographies;
- (3) Donor letters;
- (4) Bills of sale with purchase dates and sources;
- (5) Annotations regarding related published information; and
- (6) Photographs.

*Posts* will maintain originals of these records. The program staff will provide posts with additional information to support their responsibilities.

c. **Inventories:** Posts must inventory *antiques, works of art, and other cultural heritage objects* annually, paying particular attention to the condition assessment (see 6 FAM 773.6-1).

## **6 FAM 779.1-2 Preservation**

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. **Maintenance:** Posts must follow the specific guidance provided by the Curatorial Services Program staff concerning the placement, routine care, activities to monitor the environment, and moving and storage of *antiques, works of art, and other cultural heritage objects*.

b. **Conservation:** Property management officers must report damage or deterioration of *antiques, works of art, and other cultural heritage objects* to the Curatorial Services Program. Posts should not attempt to remedy a problem without prior approval. Program staff will provide direction for selecting qualified professionals, soliciting bids, evaluating treatment proposals, and ensuring satisfactory project completion.

## **6 FAM 779.2 Procedures for Annual Inventories**

### **6 FAM 779.2-1 State Department**

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. NEPA and non-NEPA reporting posts have the following general reporting requirements:

(1) Provided there has been no change in occupant, in the year following a complete inventory, the household inventory submission can be a list of changes in the condition of items, and any additions, deletions, or other changes to the household inventory, *or*, if no changes have occurred, submit a memorandum to *OBO/PE/IF* to that effect *signed by the occupant or property management officer*;

(2) Complete representational inventories, except kitchenware, and *antiques, works of art, and other cultural heritage object* inventories must be conducted and submitted each year;

(3) Posts must report lost or missing items from the previous inventory on Form OF-132, *Property Disposal Authorization and Survey Report*, and have inventories signed by the accountable property officer and resident (see 6 FAM 779 Exhibit 779.2A, *Form DS-4009, Occupant Certification*);

(4) Annual inventories should include a complete description of all items, including manufacturers, sizes, patterns, colors, *conditions*, acquisition costs, *purchase dates*, and appraised values and *appraisal dates* for *antiques, works of art, and other cultural heritage objects*, with items listed by building and room location;

(5) Annual inventories consist of three reports:

(a) **Household inventories** (furniture *and/or* furnishings): See 6 FAM 779 Exhibit 779.2B, *Sample Household Inventory of Residences with Representational Furniture and Furnishings (do not include Art in Embassies items)*;

(b) **Representational inventories** (china, glassware, flatware, hollowware, kitchenware): See 6 FAM 779 Exhibit 779.2C, *Form DS-1958, Representational Inventory Reports Form*; and

(c) **Antiques, works of art, and other cultural heritage objects inventories** (if applicable).

b. For Special Embassy Program and Special Consulate Program posts, *when* the occupant changes *in representational residences*, post must conduct and submit a new inventory. *In succeeding years, post may copy initial inventories, make corrections, have the responsible person sign, and submit the inventories to OBO/PE/IF by November 1.*

c. *OBO/PE/IF* will not process requests for additional items until current inventories are received.

## 6 FAM 779.2-2 USAID Mission Director Residences

(TL:GS-95; 11-18-2002)  
(USAID Only)

a. USAID missions must submit to USAID/W (M/AS/OMS) an annual inventory of all U.S. Government-owned property in the mission director's residence. Forward inventories by November 10 and include all nonpersonal FFA&E located in the USAID *mission director* residence as of September 30, including property on loan from other agencies, security equipment, and installed equipment. Regardless of funding source, the total value of FFA&E shall not exceed \$40,000.

b. In calculating the total inventory value subject to the limitations, exclude built-in cabinets and clothes closets, installed equipment (hot water heaters, cooling and heating units, generators, etc.), and packing, crating, and shipping costs. Also exclude chinaware, glassware, silverware, kitchen utensils, and linens as listed in 6 FAM 773 Exhibit 773.2A. However, maximum quantities listed shall not be exceeded. Limits are also established on appliances *and/or* equipment at Part I of the exhibit. Items listed at Part I of the exhibit are included in the limitation. Draperies may also be excluded if, and only if, there is a post drapery policy in place and the residence is in compliance with that policy. Each USAID *mission director* will submit the following signed certificate to USAID/W (M/AS/OMS) by November 10:

I certify that the total inventory value (original acquisition cost) of all U.S. Government furniture, furnishings, and equipment assigned to and/or located in my official representational quarters as of September 30, 20\_\_, did not exceed \$40,000.

## 6 FAM 779.3 Art in Embassies Program Requirements

(TL:GS-95; 11-18-2002)  
(Uniform State/USAID/Commerce/Agriculture/DIA)

a. **Responsibilities:** *OBO/OM/ART* arranges the loan and/or donation; assembles, crates, and ships the *works of art* to post; and arranges and funds the fine arts insurance. The regional bureau funds packing and shipping costs. It is the responsibility of the post and the ambassador to follow the exact instructions of the insurer and *OBO/OM/ART* for the care, handling, and safekeeping of the *works of art*. The ambassador must ensure full observance of the terms of the loan agreement and the return of the *works of art*. (See 6 FAM 221.2-10 for employee responsibilities related to personal property and 6 FAM 221.3-2, *paragraph c*, for penalties for noncompliance.)

b. **Receiving art:** *OBO/OM/ART* provides post with a detailed inventory and instructions for unpacking and handling by cable before arrival of the *works of art*, followed by comprehensive information concerning care and safekeeping.

c. **Preservation of shipping materials:** Shipping crates and packing material must be retained in a climate-controlled area, preferably at the ambassador's residence, for the eventual return of the *works of art*.

d. **Safeguarding art during display:** *Works of art* should be placed away from the flow of traffic. *OBO/OM/ART* monitors the location and condition at post. During any renovation or repair near the *works of art*, the insurance requires wrapping and packing the art in the original crates as described for return. Moving art to any storage facility is prohibited without first notifying *OBO/OM/ART*.

e. **Return of art:** Art must be packed and shipped to the Department under the ambassador's recognizance. *OBO/OM/ART* provides complete instructions. The *works of art* must be returned prior to the ambassador's final departure from post. All packing must be supervised by a U.S. citizen employee.

f. **Art at posts in crisis:** Art is subject to recall by *OBO/OM/ART* with clearance by the regional bureau executive director. If a post is currently in crisis, *OBO* can only offer art from the GO collection.

## 6 FAM 779.4 USAID Procurement Requirements

(TL:GS-95; 11-18-2002)  
(USAID Only)

a. All USAID missions will  *cable*  or email an acquisition plan for all representational items (china, glassware, hollowware,  *flatware* ,  *kitchen utensils* , and  *cookware kits* ) to  *USAID/W (M/AS/OMS)*  for approval. Upon receipt of  *USAID/W (M/AS/OMS) approval of the plan* ,  *USAID missions are to submit requests for representational items to USAID/W (M/AS/OMS)*  for ordering.  *USAID/W (M/AS/OMS) is the authorized ordering activity for china, glassware/crystal, flatware, hollowware, kitchen utensils, and cookware kits. USAID missions are prohibited from ordering these items directly from vendors. This policy is to ensure the worldwide standardization of tableware settings and kitchen/cookware items. Missions are to procure other types of items such as bed and bath linens, blankets, table linens, and kitchenware directly from vendors. Any deviation from the authorized representational item list (6 FAM 773 Exhibit 773.2A) must be approved in advance by USAID/W (M/AS/OMS).*

b. *USAID missions may order household furniture from the Department of State Residential Furniture Contract or directly from other sources (such as through local or third country purchase). Missions desiring to order from the Department of State Residential Furniture Contract must submit their order in the cable format, as described in the instructions included in the Residential Furniture Contract Price List, to USAID/W (M/AS/OMS) for ordering action.*

c. Neither appropriations nor trust funds will be used to buy, transport, install, or repair videotape machines, televisions, or swimming pool equipment for residential quarters.

d. In residential quarters, colors and fabrics suitable to several occupants should be used. *USAID missions should establish a mission order or specify in their housing handbook a time period and conditions for replacement, refinishing, and reupholstering, with four years a typical minimum.*

e. Type and quantity of *FFA&E* (except for *mission directors*) should be based on *the* size and composition of the family, not size of quarters. Residences with unusually large living rooms and/or one guest room may be issued additional *FFA&E* at USAID's option.

f. When a mission is contemplating or in phasedown posture, procurement will be held to the absolute minimum required.

## **6 FAM 779.5 Emergency Generators and Uninterruptible Power Systems (UPS)**

### **6 FAM 779.5-1 Detailed Requirements for Emergency Generators**

*(TL:GS-95; 11-18-2002)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

a. Posts may not purchase, *scrap*, install, sell, or transfer generators without prior *OBO/OM/FAC* approval. Proceeds from generator sales must be reimbursed directly to *OBO* as a "*Proceeds of Sale*" transaction. *For appropriate procedures, contact the post financial management officer or OBO/RM/FM.*

b. Posts *shall* submit emergency power requirements to *OBO/OM/FAC* for review, approval, and funding. 6 FAM 779 Exhibit 779.5A lists the information needed for requests for new or replacement equipment and upgrades. *OBO/OM/FAC* will determine whether its engineers or a *contracted commercial firm* will *conduct an on-site systems assessment* and *if any design effort* is needed to implement the project.

- c. Emergency Generator Program funds can be used to:
- (1) Survey and design a new generator project;
  - (2) Modify or construct a room, structure, *or* housing *for* the generator;
  - (3) *Crate*, ship, and install the generator and *all* ancillary equipment; and
  - (4) Replace *the* electrical equipment connected to the generator if increased output capacity is necessary.

d. The following *project costs may be funded as part of a generator project*:

- (1) Generator set and *all required* accessories, including *manufactured and third-party* options, *panel boards*, breakers, cables, fuel pump, batteries and charger, *fuel (day) tanks*, and sound-attenuated winterized enclosures;
- (2) Automatic transfer switch (ATS) *and generator controls*;
- (3) New or modified generator *buildings and all associated fixtures and fittings*;
- (4) New or larger fuel storage tank and fuel lines, *pumps, filters, etc.*;
- (5) Taxes, export packing, shipping costs, *and storage (short-term)*;
- (6) Installation and testing *for commissioning of complete* generator set; and
- (7) Initial *set of* spare parts (2000 hours) for new generator set installations.

e. Whenever there is a change *of equipment*, posts *shall* submit an updated emergency generator inventory list to OBO/OM/FAC (see 6 FAM 779 Exhibit 779.5B for required information).

f. General requirements for generators:

- (1) *Generator* installations will use electronic governors and be *automatic-start* with automatic transfer switches for unattended automatic operation, unless local conditions warrant otherwise *and prior approval is given by OBO/OM/FAC; and*
- (2) Diesel-*fueled engine* generators may be installed; (gasoline-fueled generators are prohibited *at posts abroad*).

## **6 FAM 779.5-2 Uninterruptible Power Systems (UPS)**

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. *The UPS equipment provides designated, approved loads with a no-break power source. Certain mission-critical electronic equipment (demonstrated as subject to damage during power fluctuations or periods of transfer from one power source to another) may be approved by OBO/OM/FAC for UPS equipment. A UPS provides a sufficient period of time to allow users an orderly shutdown of equipment, based on an engine-generator nominal start up time of 15 to 20 seconds. Requests for UPS support should be made only after it has been determined that voltage regulators cannot solve the problem.*

b. If a UPS *appears to be* necessary, *post* should contact OBO/OM/FAC and provide a list of *mission-critical* equipment, security systems, and communications and other electronic equipment. OBO/OM/FAC will:

- (1) *Validate actual need at each designated load;*
- (2) *Determine the type and size of equipment/load;*
- (3) *Provide engineering and design support; and*
- (4) *Determine whether conditions warrant multiple-zone type UPS.*

**6 FAM 772 Exhibit 772.3A  
FURNITURE, FURNISHINGS, APPLIANCES,  
AND EQUIPMENT FOR U.S. GOVERNMENT-  
FURNISHED RESIDENCES**

*(TL:GS-59; 10-01-1999)*

**BASIC FFA&E**

**STANDARD ITEMS FOR U.S. GOVERNMENT-FURNISHED  
RESIDENCES**

Furniture as provided in State Department-contracted packages, including:

Sofas

Chairs

Dining and kitchen tables

Desks

Buffets

Coffee and end tables

Bookcases

China cabinets

Mirrors

Beds (including mattresses, box springs and frames)

Wardrobes (as needed)

Bureaus

Side tables

Dressers

Also:

Rugs, carpets, and carpet pads

**Continuation—6 FAM 772 Exhibit 772.3A**

Table and floor lamps, and normal lighting fixtures

Draperies, curtains, blinds, or shades

Cooking range (gas or electric)

Refrigerator

Washing machine and dryer, or shared laundry facilities

Smoke detectors

Fire extinguishers

Initial set of electric light bulbs

Electrical regulators, such as transformers and adaptor plugs, as necessary for U.S. Government-furnished equipment

**6 FAM 772 Exhibit 772.3B  
FURNITURE, FURNISHINGS, APPLIANCES,  
AND EQUIPMENT FOR U.S. GOVERNMENT-  
FURNISHED RESIDENCES**

*(TL:GS-95; 11-18-2002)*

**SUPPLEMENTAL FFA&E**

Water filters

Air-conditioners and evaporative coolers

Window, floor, and table fans

Humidifiers *and* dehumidifiers

Air cleaning devices

Portable heating appliances

Food freezers

Snow shovels, ladders, garden hoses, and other garden and maintenance equipment

Chandeliers, decorative lighting fixtures, and sconces in appropriate representational residences

Commercial cooking equipment (including exhaust hoods and ducts, suppression systems, and control devices) in appropriate representational residences

Garden, patio, porch, and terrace furniture

Window awnings, window screens, *and* mosquito netting

Vacuum cleaners

Floor polishers

Fireplace equipment

**Additional items of basic FFA&E, such as:**

Refrigerators

Ranges

Washing machines

Clothes dryers

## Continuation—6 FAM 772 Exhibit 772.3B

### Guidelines on the Provision of Supplemental FFA&E and Other Items

a. The U.S. Government may provide *supplemental* FFA&E upon recommendation of the post IAHB, with the approval of the SRPM and principal representative of each agency. Provision is subject to the availability of post-held funds. The IAHB should establish a joint country policy, including the specific kinds and number of items for each residence, but with provisions for varying needs and special conditions. The supplemental FFA&E policy, as approved by the IAHB, must be included in the *Post Housing Guidelines*.

b. The U.S. Government may furnish *other items* in addition to those listed as *basic* and *supplemental* FFA&E, if the post IAHB and the SRPM establish among agencies utilizing the housing a joint policy that such items will be furnished routinely. Prior approval by the parent agency and regional bureau is required. In addition, Departmental furniture packages, including replacement items, must be used to the fullest extent possible.

c. Food freezers may be provided for residences when the IAHB determines that conditions warrant. Prior regional bureau approval is required. The adequacy of the local electricity supply must also be determined. The following conditions are considered: isolated post location; lack of commissary services; long distance from shopping facilities; restricted seasonal availability of meat, seafood, etc. on the local market; and the need to import large quantities of food to supplement the local diet.

**6 FAM 773 Exhibit 773.2A**  
**CHINA, CRYSTAL, GLASSWARE, FLATWARE,**  
**COOKWARE, KITCHEN UTENSILS,**  
**HOUSEHOLD APPLIANCES, AND LINENS**  
**AUTHORIZED FOR**  
**USAID MISSION DIRECTORS**

*(TL:GS-95; 11-18-2002)*

A count of all items must be maintained with due regard for normal breakage. Items listed under item “J” are to be included within the dollar limit for the USAID *mission director* (see 6 FAM 779.2-2). All other items are controlled by the maximum quantity limitation and are not to be included in the dollar limit.

<b>AUTHORIZED ITEMS</b>	<b>MAXIMUM QUANTITY</b>
<b>A. CHINA—Uncrested or Other Commercial</b>	
China set w/service pieces (place settings)	24
Teacups (extra)	36 each
Dessert plates (extra)	36 each
Saucers for extra teacups	36 each
<b>B. FLATWARE</b>	
Silverware flatware set w/serving pieces (place settings)	24
<b>C. CRYSTAL—Uncrested Stemware</b>	
Water goblet	24 each
Champagne	24 each
Sherbet	24 each
Red wine	24 each
White wine	24 each
Liqueur	24 each
Sherry	24 each
Footed iced tea	24 each
<b>D. GLASSWARE/BARWARE</b>	
Tumbler, 16 oz.	72 each
Tumbler, 12.5 oz.	72 each
Tumbler, 6 oz.	72 each
Cocktail, 4.5 oz.	72 each

**Continuation—6 FAM 773 Exhibit 773.2A**

Rocks, 9 oz.	72 each
Rocks, 7 oz.	72 each
Brandy snifter, 12 oz.	48 each

**E. SERVING PIECES**

Dish, chafing, Pyrex 3 qt.	2 each
Dish, casserole	8 each
Punch bowl set, glass, to include punch bowl, tray, ladle, and NTE 48 cups	1 set
Trays, serving (not sterling or silverplated)	6 each
Water pitcher, silverplated	2 each
Salt and pepper shakers, glass	4 pairs

**F. TABLE LINENS (moderately priced)**

Napkins, cloth	24 each
Tablecloth	2 each
Tablecloth, bridge, w/napkins	8 sets

**G. SMALL KITCHEN APPLIANCES, ELECTRIC**

Blender or mixer	1 each
Coffee-urn, 50 or more cups	1 each
Coffee-maker, 12-18 cups	1 each
Deep fryer	1 each
Food processor	1 each
Food warmer	1 each
Frying pan	1 each
Meat grinder	1 each
Meat slicer (electric or nonelectric)	1 each
Toaster, 4 slice	1 each
Waffle iron or <i>waffle</i> grill	1 each

**H. COOKING/BAKING UTENSILS—NONELECTRIC**

Baking sheets	*
Bowls, mixing (various)	*
Broiler, heavy duty	*
Casseroles	*
Colander	*
Custard cups	*
Dishpan	*
Fork and spoon, graded	*
Fork, cook's	*
French fryer and basket, nonelectric	*
Ladles	*
Measures	*

**Continuation—6 FAM 773 Exhibit 773.2A**

Pans, baking	*
Pan, cake, layer	*
Pan, cake, tube	*
Pan, double boiler w/cover	*
Pan, muffin	*
Pan, sauce, w/cover (various sizes)	*
Pastry board	*
Pie plate	*
Pitcher, water (plastic)	*
Roaster, twin	*
Sharpener, knife	*
Skillet w/cover	*
Skimmer	*
Spatula	*
Spoons	*
Strainer	*
Stockpot w/cover	*
Teakettle	*

**I. KITCHEN CUTLERY**

Butcher knife, steel	*
Knife, boning	*
Knife, bread, serrated edge	*
Knife, cook's	*
Knife, meat slicing	*
Knife, paring	*

**J. HOUSEHOLD EQUIPMENT/MAJOR APPLIANCES**

Electric or gas, as appropriate	
Air conditioner (when central system is nonexistent)	
Per occupied bedroom	1 each
Per guest room	1 each
Living room	as required
Dining room	1 each
Dishwasher (installed or freestanding)	1 each
Dryer, clothes	1 each
Fan, ceiling floor or table (when room is not air-conditioned) per room	1 each
Freezer, chest or upright type, max. 27 cu. ft.	1 each
Garbage disposal	1 each
Humidifier, air evaporator, air evaporative (desert) cooler	as required
Microwave oven, (installed or freestanding)	1 each
Refrigerator, max. 27 cu. ft.	1 each

**Continuation—6 FAM 773 Exhibit 773.2A**

Stove, cooking, household or restaurant-type	2 each
Vacuum cleaner	1 each
Washing machine	1 each

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\*A reasonable quantity of items are authorized in this category to supplement USAID *mission director's* personal items brought to post.

**6 FAM 773 Exhibit 773.2B  
FURNITURE, FURNISHINGS, APPLIANCES,  
AND EQUIPMENT FOR U.S. GOVERNMENT-  
FURNISHED RESIDENCES**

*(TL:GS-95; 11-18-2002)*

**REPRESENTATIONAL ITEMS**

The following items may be provided for the residences of ambassadors, DCMs, CGs when PO, chiefs of liaison office, U.S. interest section POs, and COMs to an international organization abroad (items may also be provided for special ambassador residences):

Chandeliers *and* decorative lighting  
Piano (for ambassadors and *consuls general when PO*)  
Television, VCR, and stereo (one each per residence)  
Dishwasher  
Ice machine  
Plate warmer  
Bedspreads

The following items may be provided for the residences listed above and for the residences of consuls when PO:

*Sterling silver flatware*  
Silverplated flatware  
China  
Glassware  
Kitchen utensils  
Tulip champagne glasses  
Placecard holders  
Tea and coffee service  
Candelabra  
Chafing dishes  
Trays (small, medium, and large)  
Punch sets

**Continuation—6 FAM 773 Exhibit 773.2B**

Water pitchers

Salt and pepper shakers

Hurricane lamps

Ice buckets *and* ice tongs

Revere bowls *with* liners

Butter dishes

Bread trays

Casserole dishes (*covered and* uncovered)

Silver chest

Ash trays

# 6 FAM 773 Exhibit 773.3 DESIGN CHANGE REQUEST FORMAT

(TL:GS-95; 11-18-2002)

DATE: \_\_\_\_\_

TO: OBO/DIR/COO

FROM: \_\_\_\_\_

SUBJECT: REFURBISHMENT OF [EMR, DCR, CGR] [CITY NAME, COUNTRY]

(I, We) met with OBO/PE/IF Interior Designer \_\_\_\_\_  
on \_\_\_\_\_ and was/were told that this property is scheduled for  
major refurbishment in FY \_\_\_\_\_.

(I, We) wish to appeal the *planned* refurbishment to the Representational  
Residence *Review* Committee for reconsideration. (I, We) understand that  
the next committee meeting will be held on or about (January, April, July,  
October) 30 and that a decision will be made by the committee at that time.

The changes that (I, we) request are

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(My, Our) reasons for wishing to make a design change are

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
[SIGNATURE]

# 6 FAM 779 Exhibit 779.2A FORM DS-4009, OCCUPANT CERTIFICATION

(TL:GS-95; 11-18-2002)



U.S. Department of State

## OCCUPANT CERTIFICATION

**POST:** \_\_\_\_\_

**OFFICIAL RESIDENCE:** \_\_\_\_\_

**INVENTORY TAKEN BY:** \_\_\_\_\_

SIGNATURE

DATE (mm-dd-yyyy)

**ADMIN SECTION:** \_\_\_\_\_

SIGNATURE

DATE (mm-dd-yyyy)

### OCCUPANT CERTIFICATION

I acknowledge receipt of the property listed in this inventory. Except for normal wear and tear and circumstances beyond my control, I accept financial responsibility for damage or loss of property caused by me or members of my household. It is understood that the extent of my liability for damages or lost property will be determined by a Property Survey Board.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE (mm-dd-yyyy)

DS-4009  
07-2002

**6 FAM 779 Exhibit 779.2B**  
**SAMPLE HOUSEHOLD INVENTORY OF**  
**RESIDENCES WITH REPRESENTATIONAL**  
**FURNITURE AND FURNISHINGS**

(TL:GS-59; 10-01-1999)

USE THIS FORMAT IF POST DOES NOT HAVE NEPA CAPABILITIES.

**HOUSEHOLD INVENTORY REPORT\***

POST: ANTANANARIVO OCCUPANT: AMBASSADOR  
PROPERTY NO.: X01001 DATE: JULY 1, 1987  
ROOM LOCATION: DINING ROOM

INVENTORY ITEM AND DESCRIPTION NO.	CONDITION E-EXCELLENT G-GOOD F-FAIR P-POOR	COST	YEAR
E27.4	F	80.00	1978
1 TABLE, END - 1 DRAWER W/SHELF, 24"X30"X20"H, DARK WOOD FINISH			
E29-6 TO E29-26	18-G 2-P	60.00	1978
20 DINING CHAIRS – BLOND WOOD, UPHOLSTERED SEAT AND BACK, RED/GREEN STRIPE			
E30.7	G	UNK	1977
1 PR. DRAPERY, OFF- WHITE, ROUGH TEXTURE W/LINING. CURVED VALANCE(PELMET)W/BEIGE/ GREEN FRINGE			
E30.9	G	UNK	UNK
1 RUG - 12'X18', BEIGE W/CARVED BORDER W/UNDERLAY (PAD) (or) CARPET – WALL-TO-WALL, BEIGE			
E27.8	G	80.00	1980
2 LAMPS, CHINESE VASE, RED FLORAL, 27" HIGH			
	F	50.00	1980
SHADE: WHITE SILK, 27" ACROSS TOP, 28" BOTTOM, 18" SIDE HEIGHT			

(\* Hypothetical Numbers)

# 6 FAM 779 Exhibit 779.2C FORM DS-1958, REPRESENTATIONAL INVENTORY REPORTS FORM

(TL:GS-95; 11-18-2002)

This form is available from the DIR web site at <http://arpsdir.a.state.gov>

PLACE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.						
<b>CAMUSSO INVENTORY REPORT</b>									
POST: _____		RESIDENCE: _____		BUILDING NO. _____		DATE: (mm-dd-yyyy) _____			
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF PLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."									
				[*****]	OBO USE ONLY	*****]			
				RETURNED	SENT	DATE (mm-dd-yyyy)			
TEASPOON	64 201								
PLACE KNIFE (D/L)	64 202								
PLACE FORK (LUNCHEON)	64 203								
PLACE SPOON (DESSERT)	64 204								
DINNER KNIFE	64 205								
DINNER FORK	64 206								
CREAM SOUP SPOON	64 207								
SALAD FORK - INDIVIDUAL	64 208								
BUTTER SPREADER - HH	64 209								
COFFEE SPOON (DESSERT)	64 210								
ICED BEVERAGE SPOON	64 211								
FISH FORK - INDIVIDUAL	64 212								
FISH KNIFE - INDIVIDUAL	64 213								
STEAK KNIFE - INDIVIDUAL	64 223								
TEA FORK	64 229								
DESSERT FORK	64 230								
BUTTER SPREADER - RH	64 231								
<b>SERVING PIECES</b>									
TABLESPOON-REGULAR	64 214								
TABLESPOON-PIERCED	64 215								
COLD MEAT FORK-REGULAR	64 216								
GRAVY LADLE	64 217								
PIE/CAKE SERVER	64 218								
SALAD SET	64 219								
ROAST CARVING FORK	64 220								
ROAST CARVING KNIFE	64 221								
TOMATO SERVER (PLAT)	64 222								
SUGAR SHELL	64 224								
SALAD/MEAT FORK-LARGE	64 225								
SALAD/SBERRY SPOON	64 226								
FISH SERVING FORK - LG.	64 227								
FISH SERVING KNIFE - LG.	64 228								
STEAK CARVING KNIFE	64 232								
PUNCH LADLE	64 233								
CASSEROLE SPOON	64 234								
MEAT FORK-LARGE	64 235								
STEAK CARVING FORK	64 236								
ICE CREAM SPOON	64 237								
BUTTER SERVING KNIFE	64 238								
CAKE SLICER	64 239								
TABLESPOON - LARGE	64 240								
* Due to the size of the Ice Cream Spoon (237), this should be considered a place setting piece.									
Certified Correctly by: _____		Signature		Title		Date (mm-dd-yyyy) _____			
DS-1958 07-2002									Page 1 of 12

# Continuation—6 FAM 779 Exhibit 779.2C

GRAND COLONIAL INVENTORY REPORT							
POST: _____		RESIDENCE: _____		BUILDING NO. _____		DATE: (mm-dd-yyyy) _____	
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF PLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."							
PLACE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	[*****]	OBO USE ONLY	[*****]	DATE (mm-dd-yyyy)
				RETURNED	SENT		
TEASPOON	64301						
PLACE KNIFE (D/L)	64302						
PLACE FORK (D/L)	64303						
PLACE SPOON (DESSERT)	64304						
DINNER KNIFE	64305						
DINNER FORK	64306						
CREAM SOUP SPOON	64307						
SALAD FORK - INDIVIDUAL	64308						
BUTTER SPREADER - FH	64309						
COFFEE SPOON (DEMITASSE)	64310						
ICED BEVERAGE SPOON	64311						
FISH FORK - INDIVIDUAL	64312						
FISH KNIFE - INDIVIDUAL	64313						
STEAK KNIFE - INDIVIDUAL	64323						
ICE CREAM FORK	64329						
BUTTER SPREADER - HH	64333						
SERVING PIECES							
TABLESPOON - REGULAR	64314						
TABLESPOON - PERCED	64315						
COLD MEAT FORK-REGULAR	64316						
GRAVY LADLE	64317						
PIE/CAKE SERVER	64318						
SALAD SET	64319						
ROAST CARVING FORK	64320						
ROAST CARVING KNIFE	64321						
TOMATO SERVER (FLAT)	64322						
SUGAR SHELL	64324						
SALAD SERVING FORK	64325						
SALAD SERVING SPOON	64326						
FISH SERVING FORK - LG.	64327						
FISH SERVING KNIFE - LG.	64328						
CAKE KNIFE	64330						
BUTTER SERVING KNIFE	64331						
BREAD KNIFE	64332						
Certified Correctly: _____							
		Signature			Title		
DS-1958						Date (mm-dd-yyyy)	Page 2 of 12

# Continuation—6 FAM 779 Exhibit 779.2C

MARIE LOUISE INVENTORY REPORT							
POST: _____		RESIDENCE: _____		BUILDING NO. _____		DATE: <i>(mm-dd-yyyy)</i> _____	
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF PLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."							
PLACE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	[*****]		OBO USE ONLY	
				RETURNED	SENT	DATE <i>(mm-dd-yyyy)</i>	
TEASPOON	64 401						
PLACE KNIFE (D/L)	64 402						
PLACE FORK (D/L)	64 403						
PLACE SPOON (DESSERT)	64 404						
DINNER KNIFE	64 405						
DINNER FORK	64 406						
CREAM SOUP SPOON	64 407						
SALAD FORK - INDIVIDUAL	64 408						
BUTTER SPREADER - HH	64 409						
COFFEE SPOON (B/MIT/SS)	64 410						
ICED BEVERAGE SPOON	64 411						
FISH FORK - INDIVIDUAL	64 412						
FISH KNIFE - INDIVIDUAL	64 413						
STEAK KNIFE - INDIVIDUAL	64 423						
CHILD'S FORK/DESSERT	64 429						
ICE CREAM FORK/SPOON	64 430						
BUTTER SPREADER - RH	64 436						
SERVING PIECES							
TABLESPOON - REGULAR	64 414						
TABLESPOON - BERCED	64 415						
COLD MEAT FORK-REGULAR	64 416						
GRAVY LADLE	64 417						
PIE/CAKE SERVER	64 418						
SALAD SET	64 419						
ROAST CARVING FORK	64 420						
ROAST CARVING KNIFE	64 421						
TOMATO SERVER (PLAT)	64 422						
SUGAR SHELL	64 424						
SALAD/MEAT FORK-LARGE	64 425						
SALAD/BERRY SPOON	64 426						
FISH SERVING FORK - LG.	64 427						
FISH SERVING KNIFE - LG.	64 428						
PUNCH LADLE	64 431						
CASSEROLE SPOON	64 432						
PASTRY SERVER	64 433						
BUTTER SERVING KNIFE	64 434						
CAKE KNIFE	64 435						
Certified Correctly: _____		Signature _____		TIME _____		Date <i>(mm-dd-yyyy)</i> _____	

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# Continuation—6 FAM 779 Exhibit 779.2C

EMBASSY SCROLL INVENTORY REPORT							
POST: _____		RESIDENCE: _____		BUILDING NO. _____		DATE: (mm-dd-YYYY) _____	
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF PLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."							
PLACE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	[*****]		OBO USE ONLY	
				RETURNED	SENT	DATE (mm-dd-YYYY)	DATE (mm-dd-YYYY)
TEASPOON	64 501						
PLACE KNIFE (D/L)	64 502						
PLACE FORK (D/L)	64 503						
PLACE SPOON (DESSERT)	64 504						
DINNER KNIFE	64 506						
DINNER FORK	64 506						
CREAM SOUP SPOON	64 507						
SALAD FORK - INDIVIDUAL	64 508						
BUTTER SPREADER - HH	64 508						
COFFEE SPOON (BMITASSE)	64 510						
ICED BEVERAGE SPOON	64 511						
FISH FORK - INDIVIDUAL	64 512						
FISH KNIFE - INDIVIDUAL	64 513						
STEAK KNIFE - INDIVIDUAL	64 523						
SERVING PIECES							
TABLESPOON - REGULAR	64 514						
TABLESPOON - PERCED	64 515						
COLD MEAT FORK-REGULAR	64 516						
GRAVY LADLE	64 517						
PIECAKE SERVER	64 518						
SALAD SET	64 519						
ROAST CARVING FORK	64 520						
ROAST CARVING KNIFE	64 521						
TOMATO SERVER	64 522						
SUGAR SHELL	64 524						
SALAD/MEAT FORK-LARGE	64 525						
SALAD BERRY SPOON	64 526						
FISH SERVING FORK - LG.	64 527						
FISH SERVING KNIFE - LG.	64 528						
Certified Correctly: _____							
		Signature		Title		Date (mm-dd-YYYY)	

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# Continuation—6 FAM 779 Exhibit 779.2C

SILVERPLATE (Page 1) INVENTORY REPORT							
POST: _____		RESIDENCE: _____		BUILDING NO. _____		DATE: (mm-dd-yyyy) _____	
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF FLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY." *NOTE: SUBMIT A SEPARATE INVENTORY FOR EACH PATTERN OF SILVERPLATE FLATWARE.							
PLACE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	PATTERN/VENDOR	OEO USE ONLY		DATE (mm-dd-yyyy)
					RETURNED	SENT	
TEASPOON	64 801						
PLACE KNIFE (D/L)	64 802						
PLACE FORK (LUNCHEON)	64 803						
PLACE SPOON (DESSERT)	64 804						
DINNER KNIFE	64 805						
DINNER FORK	64 806						
CREAM SOUP SPOON	64 807						
SALAD FORK - INDIVIDUAL	64 808						
BUTTER SPREADER - RH	64 840						
BUTTER SPREADER - HH	64 809						
COFFEE SPOON (B/MITASSE)	64 810						
ICED BEVERAGE SPOON	64 811						
FISH FORK - INDIVIDUAL	64 812						
FISH KNIFE - INDIVIDUAL	64 813						
SERVING PIECES							
TABLESPOON - REGULAR	64 814						
TABLESPOON - RERCEED	64 815						
COLD MEAT FORK-REGULAR	64 816						
GRAVY LADLE	64 817						
SOUP LADLE	64 831						
PIE/CAKE SERVER	64 818						
SALAD SET	64 819						
ROAST CARVING FORK	64 820						
STEAK CARVING FORK	64 825						
ROAST CARVING KNIFE	64 821						
STEAK CARVING KNIFE	64 826						
TOMATO SERVER (PLAT)	64 822						
STEAK KNIFE INDIVIDUAL	64 823						
SUGAR SHELL	64 824						
SALAD/MEAT FORK-LARGE	64 827						
SALAD BERRY SPOON	64 828						
FISH SERVING FORK - LG.	64 829						
FISH SERVING KNIFE - LG.	64 830						
TEA FORK	64 833						
CASSEROLE SPOON	64 836						
PUNCH LADLE	64 832						
BUTTER SERVING KNIFE	64 838						
CAKE KNIFE/SLICER	64 839						

Certified Correctly: \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_ Date (mm-dd-yyyy) \_\_\_\_\_

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Continuation—6 FAM 779 Exhibit 779.2C

SILVERPLATE (Page 2)  
INVENTORY REPORT

POST: \_\_\_\_\_ RESIDENCE: \_\_\_\_\_ BUILDING NO. \_\_\_\_\_ DATE: (mm-dd-yyyy) \_\_\_\_\_

\*\*INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF FLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."  
\*\*NOTE: SUBMIT A SEPARATE INVENTORY FOR EACH PATTERN OF SILVERPLATE FLATWARE.

PLACE SETTING	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	PATTERN/VENDOR	***** OBO USE ONLY *****		***** DATE (mm-dd-yyyy)
					RETURNED	SENT	
ICE CREAM FORK	64 834						
ICE CREAM SPOON	64 835						
PASTRY SERVER	64 837						
FRUIT KNIFE	64 841						
COCKTAIL/LOYS TER FORK	64 842						
CHEESE KNIFE	64 843						
CHEESE SERVER	64 844						
GRAPEFRUIT/MELON SPOON	64 845						
SALT SPOON	64 846						
OLIVE/PICKLE FORK	64 847						
BUTTER PICK	64 848						
LEMON FORK	64 849						
SUGAR TONGS	64 850						
BON BONNUT SPOON	64 851						
JELLY SERVER	64 852						

Certified Correct by: \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_ Date (mm-dd-yyyy) \_\_\_\_\_

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# Continuation—6 FAM 779 Exhibit 779.2C

GLASSWARE INVENTORY REPORT				
POST: _____		RESIDENCE: _____		BUILDING NO. _____
DATE (mm-dd-yyyy) _____				
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF GLASSWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."				
CRESTED	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	REMARKS
WATER GOBLET	62701			
CHAMPAGNE	62702			
SHERBET	62703			
RINGER BOWL	62704			
RINGER BOWL PLATE	62705			
RED WINE	62706			
WHITE WINE	62707			
COGNAC	62708			
SHERRY	62709			
FOOTED ICED TEA	62710			
BRANDY SNIFTER	62711			
UNCRESTED	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	REMARKS
WATER GOBLET	62712			
CHAMPAGNE	62713			
SHERBET	62714			
RINGER BOWL	62715			
RINGER BOWL PLATE	62716			
RED WINE	62717			
WHITE WINE	62718			
COGNAC	62719			
SHERRY	62720			
FOOTED ICED TEA	62721			
HIGHBALL	62722			
OLD FASHIONED	62723			
MEDIUM TUMBLER	62724			
COCKTAIL	62725			
ON THE ROCKS	62726			
BRANDY AND SODA	62727			
BRANDY SNIFTER	62728			
TULIP CHAMPAGNE	62901			
RED WINE, ALL PURPOSE	62906			
Certified Correct by: _____		Signature _____		Title _____
DS-19 58				Date (mm-dd-yyyy) _____ Page 7 of 12

# Continuation—6 FAM 779 Exhibit 779.2C

CHINAWARE INVENTORY REPORT				
POST: _____		RESIDENCE: _____		BUILDING NO. _____
DATE (mm-dd-yyyy) _____				
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF CHINAWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."				
CRESTED	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	REMARKS
SERVICE PLATE (COBALT BLUE)	61801			
DINNER PLATE	61802			
ENTREE PLATE	61803			
SALAD/DESSERT PLATE	61804			
BREAD AND BUTTER PLATE	61805			
TEACUP	61806			
SAUCER FOR TEACUP	61807			
DEMITASSE CUP	61808			
SAUCER FOR DEMITASSE CUP	61809			
CREAM SOUP CUP	61810			
SAUCER FOR CREAM SOUP CUP	61811			
CEREAL/FRUIT DISH	61812			
PLATTER - 15-1/4"	61813			
SOUFPASTA PLATE	61814			
CHOP DISH (ROUND) 13"	61815			
SALAD BOWL (ROUND)	61816			
SAUCEBOAT (GRAVY BOAT)	61817			
VEGETABLE BOWL (OV AL)	61818			
SUGAR BOWL	61819			
COVER FOR SUGAR BOWL	61820			
CREAMER	61821			
BEVERAGE SERVER (COFFEE/TEA)	61822			
COVER FOR BEVERAGE SERVER	61823			
UNCRESTED	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	REMARKS
DINNER PLATE	61824			
ENTREE PLATE	61825			
SALAD/DESSERT PLATE	61826			
BREAD AND BUTTER PLATE	61827			
TEACUP	61828			
SAUCER FOR TEACUP	61829			
DEMITASSE CUP	61830			
SAUCER FOR DEMITASSE CUP	61831			
CREAM SOUP CUP	61832			
SAUCER FOR CREAM SOUP CUP	61833			
CEREAL/FRUIT DISH	61834			
PLATTER - 15-1/4"	61835			
SOUFPASTA PLATE	61836			
CHOP DISH (ROUND) 13"	61837			
SALAD BOWL (ROUND)	61838			
SAUCEBOAT (GRAVY BOAT)	61839			
VEGETABLE BOWL (OV AL)	61840			
SUGAR BOWL	61841			
COVER FOR SUGAR BOWL	61842			
CREAMER	61843			
BEVERAGE SERVER (COFFEE/TEA)	61844			
COVER FOR BEVERAGE SERVER	61845			

Certified Correct by: \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_ Date (mm-dd-yyyy) \_\_\_\_\_

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Continuation—6 FAM 779 Exhibit 779.2C

HOLLOWARE INVENTORY REPORT				
POST: _____		RESIDENCE _____		BUILDING NO. _____
DATE (mm-dd-yyyy) _____				
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF HOLLOWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."				
HOLLOWARE	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	FULL DESCRIPTION
HOLLOWARE	83500			
TRAY W/HANDLES	83501			
PLATTER (OV/AD)	83502			
WIRE COOLER	83503			
REVERB COWL/LINER	83504			
CANDELABRA	83505			
COFFEE POT	83506			
TEAPOT	83507			
CREAMER	83508			
WASTE	83509			
KETTLE W/ BURNER	83510			
TRAY W/OUT HANDLES	83511			
WAITER W/HANDLES	83512			
BUFFET SERVER	83513			
WIRE BASKET	83514			
SALAD BOWL	83515			
SALT AND PEPPER SET	83516			
PITCHER - WATER	83517			
SUGAR BOWL	83518			
ICE TONGS	83519			
ICE BUCKET	83520			
FOOD WARMER	83521			
CASSEROLE DISH	83522			
TRAY (ROUND)	83523			
HURRICANE LAMP	83524			
SHADE FOR HURRICANE LAMP	83525			
CANDLE STICK	83526			
PUNCH BOWL	83527			
PUNCH LADLE	83528			
PLACE CARD HOLDER	83529			
BREAD TRAY	83530			
BUTTER DISH	83531			
CHAFING DISH	83532			
PYREX LINERS	83533			
RICE SPOON	83701			
CHEESE KNIFE	83702			
STORAGE CHEST (FLATWARE)				
ADDITIONAL HOLLOWARE ITEMS NOT LISTED ABOVE:				
Certified Correct by: _____				
Signature		Title		Date (mm-dd-yyyy)

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# Continuation—6 FAM 779 Exhibit 779.2C

KITCHEN UTENSILS INVENTORY REPORT				
POST: _____		RESIDENCE _____		BUILDING NO. _____ DATE (mm-dd-yyyy) _____
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF KITCHEN UTENSILS IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."				
KITCHEN UTENSILS (Pg. 1)	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	FULL DESCRIPTION
KITCHEN UTENSILS	83000			
CUTTING BOARD	83101			
CAKE DECORATING SET	83102			
DREDGE W/HANDLES	83103			
ROLLING PIN	83104			
FLOUR SIFTER	83105			
EGG SLICER	83106			
PASTY BRUSH	83107			
BOTTLE OPENER	83108			
GARLIC PRESS	83109			
CAN OPENER (MANUAL)	83110			
MEASURE	83111			
WIRE WHIP	83112			
STRAINER	83113			
SKIMMER	83114			
SPOON WOODEN	83115			
BOWL SPOON	83116			
TONGS, SPRING	83117			
LADLE	83119			
PLATE SCRAPER	83121			
ICE PICK	83123			
FOOD CHOPPER	83124			
FOOD MILL	83125			
FITCHER	83126			
TRASH CAN W/COVER	83127			
CORK SCREW, WINGED	83128			
ASH TRAY	83129			
COOK'S FORK, HEAVY	83130			
GRAPEFRUIT KNIFE	83131			
PAPER CORER	83132			
MELON BALLER	83133			
PE SEWER	83134			
PANCAKE TURNER	83135			
HAMBURGER TURNER	83136			
STEAK TURNER	83137			
FRY PAN, CAST IRON	83138			
FRY PAN COVER	83140			
MIXING BOWL	83141			
Certified Correct by: _____		_____		_____
<i>Signature</i>		<i>Title</i>		<i>Date (mm-dd-yyyy)</i>

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# Continuation—6 FAM 779 Exhibit 779.2C

KITCHEN UTENSILS INVENTORY REPORT				
POST: _____		RESIDENCE _____		BUILDING NO. _____
DATE (mm-dd-yyyy) _____				
**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF KITCHEN UTENSILS IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."				
KITCHEN UTENSILS (Fig. 2)	STOCK NO.	CURRENT QTY.	PREVIOUS QTY.	FULL DESCRIPTION
MIXING BOWL-3 QT.	83142			
MIXING BOWL-5 QT.	83143			
MIXING BOWL-8 QT.	83144			
MIXING BOWL-13 QT.	83145			
COLANDER	83146			
MUFFIN PAN	83147			
PIE PAN	83148			
SAUCE PAN	83149			
BUN PAN	83150			
ROAST PAN	83151			
COVERED ROASTER	83152			
FUNNEL	83153			
OPEN ROASTER W/BROILER	83154			
INSERT FOR ROASTER	83155			
SPAGHETTI COOKER	83156			
CAKE PAN	83157			
DISH PAN	83158			
SAUTE PAN	83159			
STOCK POT W/COVER	83160			
FRY PAN	83161			
SAUCEPAN W/COVER-2 QT.	83162			
SAUCEPAN W/COVER-3 QT.	83163			
SAUCEPAN W/COVER-5 QT.	83164			
SAUCEPAN W/COVER-8 QT.	83165			
DOUBLE BOILER	83166			
PARING KNIFE	83167			
SLICER	83168			
BREAD KNIFE	83169			
BONING KNIFE	83170			
CHEF'S KNIFE	83171			
SHARPENING STEEL	83172			
TEA STRAINER	83173			
PERCOLATOR - NON-ELECTRIC	83174			
TUBE CAKE PAN	83175			
KNIFE SHARPENER	83176			
SAUTE PAN				
STEAMER				
OMLETTE PAN				
OUICHE PAN				
STOCK POT				
LIDS				
DUTCH OVEN				
STEAMER				
TEA KETTLE				

  

Certified Correct by: _____	Signature	Title	Date (mm-dd-yyyy) _____
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## **6 FAM 779 Exhibit 779.5A**

### **SUBMITTING REQUESTS FOR OBO/OM/FAC SUPPORT**

*(TL:GS-95; 11-18-2002)*

Posts should submit, *whenever possible*, the information *below* with a request for new (or replacement) generators, fuel tanks, generator buildings, and emergency electrical distribution systems. *OBO/OM/FAC will maintain and update post information annually.* If the information is not available, post should notify *OBO/OM/FAC*.

Send *information* to *OBO/OM/FAC* via telegram, FAX (703) 875-7005, or pouch to *Suite L-200*, Room C-3, SA-6, WASHDC 20522-0602. All correspondence on generator matters shall include *OBO/OM/FAC* and program TAGS "KPWR."

(1) *Provide* identification (PropID), type of property (e.g., OBC, COB, EMR, WHE, RES/STD), and gross and net floor space to be served by new generator (see 6 FAM 724 *Exhibits 724.8A, B, and C* for definitions of net and gross floor space). Indicate if the generator will be, or is, the designated emergency power source for either the PCC *and/or* safe-haven or *other* safe area. *Post preliminary assessment of voltage fluctuations and city power outages weekly also should be provided to OBO/OM/FAC, to assist in selecting the most appropriate equipment ratings.*

(2) *Provide* information on any existing generator(s) and associated transfer switches (in the format of 6 FAM 779 Exhibit 779.5B) *as well as* information *on the* intended disposition or reuse of existing generators.

(3) If the building to be served by the new generator is air-conditioned, list the number of units installed. For each unit, indicate the type of unit (e.g., split pack or window unit), three-phase or single-phase, and its rating in tons or other power unit, *to include* KW *and* KVA, horsepower (HP), or BTUs, *if appropriate.*

(4) If the building to be served by the new generator is connected to a separate transformer station for commercial power, provide the nameplate information consisting of:

- (a) Power rating in KVA;
- (b) Single- or three-phase;
- (c) Secondary voltage (phase-phase and phase-neutral);

## Continuation—6 FAM 779 Exhibit 779.5A

- (d) Oil filled or dry type; *and*
- (e) Location (i.e., the distance between the transformer and the proposed location of the generator).

(5) Provide the following information for the main electrical service switch or circuit breaker:

- (a) Size in amps;
- (b) Whether one- or three-phase;
- (c) Voltage;
- (d) Whether three- or four-wire service;
- (e) Size in square millimeters or American Wire Gauge (AWG) of the service cable connecting the transformer or commercial power connection point and the service switch; *and*
- (f) Disconnect type (switch or circuit breaker).

(6) Estimate the number and average duration of each *city* power outage during the last 12 months *and note* other unusual circumstances regarding the stability of local commercial power.

(7) Itemize the building loads by size, type, and characteristics (such as KW, KVA, or HP, and whether single- or three-phase). Where elevators exist, indicate the number and, for each, the number of floors they serve, whether passenger or freight, electrical load in KW, voltage, and whether single- or three-phase. Also supply information (number, load in KW, KVA, etc.) on the following typical equipment:

- (a) Electric heat;
- (b) Food service refrigerators;
- (c) Food service freezers;
- (d) Ranges (specify electric or gas);
- (e) Ovens (specify electric or gas);
- (f) Microwave ovens;
- (g) Clothes dryers (specify electric or gas);

## Continuation—6 FAM 779 Exhibit 779.5A

- (h) Hot water heaters (specify electric or gas);
  - (i) Water pumps;
  - (j) Security lighting (number of fixtures, watts *per lamp*);
  - (k) Interior lighting (number of fixtures, *maximum* watts *per lamp*);  
*and*
  - (l) Other special function facilities.
- (8) Describe the proposed location of the new generator, including interior room dimensions and number of exterior walls. *Note the following:*
- (a) Generators must be located on ground or basement levels where ventilation (intake and exhaust) requirements can be accommodated;
  - (b) Outdoor generator installation units in weatherproof enclosures are *appropriate* where security and corrosive atmospheric conditions are not a problem; *and*
  - (c) Appropriate sound attenuation, vibration, and exhaust provisions are incorporated into the weatherproof enclosure.
- (9) If there is a fuel-oil tank, describe capacity, location, whether *it* also serves another diesel generator or heating system, and the type of heating oil used. If a new fuel tank is required, indicate the proposed location.
- (10) Identify the diesel generator manufacturers represented in the country or region, and indicate whether generator maintenance capability exists locally.
- (11) If a local vendor is available, provide the following cost data:
- (a) Cost for proposed generator set (genset) and associated equipment. (The basis for cost comparison should include the size *of the prime or continuously* rated KVA and/or KW, type of *generator set*, and *all required accessories*, equipment and options. Options include critical muffler, vibration isolators, weather-protective housing protective circuit breaker, instrument panel, fuel tank, day tank, battery and battery rack, battery charger, fuel pump, electronic governor, jacket water heater, extended generator winding for single- or three-phase operation without derating, and service manuals);

## Continuation—6 FAM 779 Exhibit 779.5A

- (b) Cost for shipping;
- (c) Cost for constructing or modifying the generator room; *and*
- (d) Cost for complete installation of the equipment (electrical and mechanical).

*(12) Whenever possible, for lower costs, the facility generator main fuel tank should be procured locally. To reduce fuel tanker activity, this tank should be sized for a minimum of eight (24-hour) days at continuous full-load operation or greater, depending on local site conditions. Thus, oil-fired boilers that are also supplied from this main tank should be considered when sizing the main tankage. OBO/OM/FAC may provide engineering guidance and support to posts that request assistance in calculating requirements for fuel. Prior to making any procurement decisions, posts should seek guidance from OBO/OM/FAC and request tank technical standards.*

*(13) Construction of new or rehabilitation of existing generator rooms requires drawings and technical specifications development. Posts should advise OBO/OM/FAC of local expertise available, including electrical, mechanical, and other engineers to perform survey and design work, and local electrical contractors for installation and commissioning.*

## 6 FAM 779 Exhibit 779.5B GENERATOR INVENTORY DATA SHEET

(TL:GS-95; 11-18-2002)

The following information should be completed for each generator, including stored units and those supporting non-State Department facilities. Send *information* to OBO/OM/FAC via telegram, fax (703-875-7005), or pouch to *the Utility Management Program Office, Suite L-200, Room C-3, SA-6, Washington, DC 20522-0602.* All correspondence on generator matters shall include OBO/OM/FAC and program TAGS “KPWR.”

- A.1 Post
- A.2 Facility name
- A.3 Facility property number
- A.4 Facility lease type (GO, LTL, STL/DOS, STL/NON-DOS)
- A.5 Areas of building served (if not entire building)
- A.6 Occupant of building (if DOS is not present)

### **B. GENERATOR SET:**

- B.1 Manufacturer
- B.2 Model number
- B.3 Serial number
- B.4 Prime or continuous rating in KVA
- B.5 Prime or continuous rating in KW
- B.6 Standby rating in KVA
- B.7 Standby rating in KW
- B.8 Number of phases (single- or three-phase)
- B.9 Output voltage (phase-phase)
- B.10 Output voltage (phase-neutral)
- B.11 Frequency (50 or 60 Hz)
- B.12 Engine fuel type (diesel, gasoline, etc.)
- B.13 Installation date (if known)
- B.14 Run time hours and date of reading
- B.15 Estimated annual run time hours
- B.16 General assessment of condition (good, poor, etc.)

### **C. TRANSFER SWITCH:**

- C.1 Automatic or manual transfer switch (ATS OR MTS)
- C.2 TS manufacturer
- C.3 TS model number
- C.4 TS serial number
- C.5 TS ampere rating (maximum rated amps)
- C.6 TS voltage rating (maximum rated volts)
- C.7 TS number of poles (one, three, or four)