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Overseas Support

AGENCY for INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C.
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Chapter 7 - Appendix 7A (6 FAM 610), "Safety/Health and Environmental Management Program"

Chapter 8 - Appendix 8A (6 FAM 500), "Commissary, Food Service, Mess, and Recreation Facilities"

The Table of Contents has been revised to reflect these changes.

FILING INSTRUCTIONS:

1. REMOVE PAGES:
TC-1 thru TC-4, TC-9 thru TC-12,
4-1, 4A-1 thru 4A-74,
6A-1 thru 6A-10
7-1, 7A-1 thru 7A-18,
8-1, 8A-1 thru 8A-17 (TM 23:79)

REPLACEMENT PAGES:
TC-1 thru TC-4, TC-9 thru TC-12
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6A-1 thru 6A-11,
7-1, 7A-1 thru 7A-13
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A.I.D. HANDBOOK **23**

Overseas Support

AGENCY for INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C.
20523

TM 23:79
FEBRUARY 28, 1992

N O T E

Throughout this Handbook, masculine pronouns are to be interpreted as including both men and women, unless the context specifically excludes this interpretation. Future revisions will take into account the AID directive (HB 18, Part I, 2E) of 12/30/75 on the avoidance of sex-biased language.

HANDBOOK 23

OVERSEAS SUPPORT

TABLE OF CONTENTS

Page

Chapter 1 - Functions of the Mission Executive Officer

1A. Introduction 1-1

1B. Functional Responsibilities 1-1
1. Program Planning 1-1
2. Budgetary Planning 1-2
3. Management Analysis and Planning 1-2
4. Personnel Management 1-2
5. Administrative Services 1-3
6. Contract Management 1-3
7. Embassy Administrative Support 1-3
8. Administrative Support to Contractors 1-4

1C. Combination of Functions 1-4
1 Security and Safety 1-4
2. Mission Controller and Executive Officer Functions . 1-4
3. Program Functions 1-5

1D. Relation of Executive Officer to Financial Management 1-5

1E. Relation of Executive Officer to Joint Administrative Services Organization 1-5

Attachment 1A - Post Reports (2 FAM 170)
Attachment 1B - Personal Property Disposition at Posts Abroad

Chapter 2 - Opening a USAID Mission

2A. Introduction 2-1

2B. The USAID Mission Opening Team 2-1
1. Composition 2-1
2. Administrative Actions Prior to Departing AID/W 2-1

TABLE OF CONTENTS

Page

Chapter 2 - Opening a USAID Mission (Cont.)

2C. Initial Administrative Responsibilities at the USAID Mission 2-3
1. Embassy Contacts 2-3
2. Host Government Contacts 2-4
3. Other Contacts 2-5
4. Housing 2-5
5. Office Space 2-6
6. Cleaning and Custodial Service 2-6
7. Vehicle Procurement and Interim Transportation Arrangements 2-6
8. Records Management 2-7
9. Property Records System 2-7
10. Foreign Service National (FSN) Personnel 2-7
11. Financial Management 2-8
12. Automation Systems 2-8

Chapter 3 - Combined Administrative Support

Appendix 3A Uniformity Among the Agencies (2 FAM 120). 3A-1

121 Policy 3A-1

122 Responsibilities 3A-1

125 Basic Principles for Overseas Combined Administrative Support Services 3A-1

Appendix 3B Interagency Agreement Between Department of State and AID Governing the Establishment and Operation of Joint Administrative Services 3B-1

Chapter 4 - Personal Property Management Overseas

Appendix 4A Personal Property Management (6 FAM 220) 4A-1

221 General Policy and Procedures 4A-1

* 222 Requirements Planning and Utilization ..... 4A-8 *

* REVISED

TABLE OF CONTENTS

Page

Chapter 4 - Personal Property Management Overseas (Cont.)

Appendix 4A (Continued)

223 Receipt and Storage of Property 4A-11

224 Control of Personal Property 4A-13

* 225 Property Cost Accounting 4A-16

226 Physical Inventory and Reconciliation 4A-18

227 Disposal of Personal Property 4A-22

229 Reporting Requirements ..... 4A-30 *

Appendix 4B Standardizzation Policy

Chapter 5 - Real Property Management Overseas

Appendix 5A Foreign Buildings Operations (6 FAM 700)

710 Office of Foreign Buildings Overseas Real Property Program Administration 5A-1

711 Introduction 5A-1

712 Authority for Issuance 5A-1

713 Office of Foreign Buildings Operations (A/FBO)..... 5A-2

714 Definitions 5A-4

715 through 719 UNASSIGNED

720 Management Of Government-Held Property 5A-11

721 Responsibility for Management of Government-Held Property 5A-11

722 Allocation and Utilization of Space 5A-11

723 Government Maintenance of Government-Held Properties 5A-13

* REVISED

TABLE OF CONTENTS

Page

Chapter 5 - Real Property Management Overseas (Cont.)

724 Funding Maintenance and Repair Costs on Government-Held Properties 5A-14

725 Government/Occupant Sharing of Custodial and Maintenance Responsibilities for Government-Held Properties 5A-15

726 Utilities 5A-17

727 Taxes And Rates 5A-18

728 Inspection of Properties by FBO Representatives 5A-19

729 UNASSIGNED

730 Leased Space 5A-20

731 Leasing Policy, Authority, Limitations 5A-20

732 General Post Responsibilities 5A-25

733 Leasing Procedures 5A-26

734 The Lease Agreement 5A-27

735 through 739 UNASSIGNED

740 Acquisition of Real Property by Purchase, Exchange, Gift, or Lease/Purchase 5A-36

741 Policy and Limitations 5A-36

742 Preparation of Proposals 5A-36

743 Purchase Requirements 5A-38

744 Purchase Agreement 5A-39

745 Acquisition by Gift 5A-40

TABLE OF CONTENTS

Page

Chapter 5 - Real Property Management Overseas (Cont.)

746 Payment

747 Disposition Of Purchase Documents 5A-40

748 AID Acquisition of Property 5A-40

749 UNASSIGNED

750 Construction, Improvements and Alterations of U.S. Government-Owned and Long-Term Leased Property 5A-49

751 Introduction 5A-49

752 Categories 5A-49

753 Approvals and Restrictions 5A-49

754 AID Funded Major Construction and Capital Improvements 5A-50

755 through 759 UNASSIGNED

760 Minor Improvements and Special Maintenance and Repair Projects 5A-52

761 Minor Improvements 5A-52

762 Special Maintenance and Repair Projects 5A-52

763 Approval and Funding Requests for Minor Improvement and Special M & R Projects 5A-52

764 Identification and Selection of Major Construction and Capital Improvement Projects . 5A-54

765 Project Development and Major Construction Projects 5A-54

TABLE OF CONTENTS

Page

Chapter 5 - Real Property Management Overseas (Cont.)

766 On-Site Supervision of Major Construction and Capital Improvement Projects 5A-54

767 Post Administrative Responsibilities for Major Construction and Capital Improvement Projects 5A-55

768 Changes to Completed Projects 5A-55

769 UNASSIGNED

770 Furniture, Furnishings, Appliances, and Equipment (FFA&E) for Residential Quarters and Office Space 5A-56

771 Residential Quarters 5A-56

772 Basic and Supplemental Furniture, Furnishings, Appliances, and Equipment for Residential Quarters 5A-60

773 Chinaware, Glassware, Silver, and Kitchen Equipment 5A-62

774 Hospitality Kits and Temporary Loan of Government-Owned FFA&E 5A-64

775 Use of Government-Owned FFA&E in LQA-Provided Residential Quarters 5A-65

776 Marine Corps Quarters 5A-65

777 Annual Inventories 5A-65

778 Art in Embassies Program 5A-67

779 Office and Other Functional Space 5A-68

780 Disposition of U.S. Government-Owned of Long-Term Real Property 5A-80

TABLE OF CONTENTS

Page

Chapter 5 - Real Property Management Overseas (Cont.)

781 Authorities, Disposal Methods, Legal Counsel 5A-80

782 Property Utilization 5A-81

783 Sale of Government-Owned Property 5A-82

784 Exchange of Government-Owned Property 5A-83

785 Lease or License of Government-Owned Property ... 5A-83

786 Disposition of Proceeds 5A-85

787 Funding of Expenses 5A-85

788 and 789 UNASSIGNED

790 Real Property Reports 5A-91

791 Responsibilities 5A-91

792 Real Estate Management System (REMS) 5A-91

793 Annual Report and Certification of AID Real Property Holdings (Owned and Leased) 5A-92

794 Annual Report of Functional and Residential Property (USIA Only) 5A-93

795 Disposition of Lease, Title, and Other Real Property Documents 5A-93

796 through 799 UNASSIGNED

Chapter 6 - Motor Vehicle Management

6A. General 6-1

6B. Applicability 6-1

TABLE OF CONTENTS

Page

Chapter 6 - Motor Vehicle Management (Cont.)

6C. Definitions and Categories 6-1

6D. Methods of Providing Official Transportation 6-2

6E. Size of Automotive Fleets 6-2

6F. Motor Pools 6-4

6G. Acquisitions of Vehicles 6-5
1. Vehicle Replacement Program 6-5
2. Standardization 6-7
3. Limitations on Size and Cost of Vehicles 6-9
4. Foreign-Made Vehicles 6-10
5. How and Where to Buy U.S. Manufactured Vehicles 6-10

6H. Vehicle Insurance 6-13

6I. Accidents Involving Government-Owned or-Leased Vehicles . 6-13

6J. Records and Reports 6-13

6K. Safe Driving Awards 6-19

6L. Maintenance of Vehicles 6-20

6M. Disposal of Vehicles 6-20

Attachments:

Exhibit A Additional Systems and Equipment for Vehicle
Exhibit B Suggested Interim Vehicle Spare Parts List
Exhibit C Operator's Report of Motor Vehicle Accident (SF-91)
Exhibit D Investigation Report of Motor Vehicle Accident (SF-91A)
Exhibit E Statement of Witness (SF-94)
Exhibit F Motor Vehicle Record (AID 5-197)
Exhibit G Parts Slip and Work Required Form (AID 5-238)
Exhibit H Monthly Record of Automobile Operating Expenses (AID 5-237)
Exhibit I Fuel Consumption Record
Exhibit J Oil Consumption Record
Exhibit K Unsatisfactory Equipment Report (AID 5-236)

TABLE OF CONTENTS

Page

Chapter 6 - Motor Vehicle Management (Cont.)

Exhibit L Agency Report of Motor Vehicle Data (SF-82)
Exhibit M AID Dispatch Analysis for Motor Pools (AID 540-3)
Exhibit N Correction of Motor Vehicle Record (AID 5-197A)
Exhibit O Motor Vehicle Classification - Available Makes of Sedans and Station Wagons

Appendix 6A (6 FAM 228) - Use and Control of Official Vehicles

Chapter 7 - Safety Program

Appendix 7A Safety Program (6 FAM 600)

* 610 Safety/Health and Environmental Management Program 7A-1

611 General 7A-1

612 Policy 7A-2

613 Program Administration and Responsibilities 7A-2

614 Post Safety and Occupational Health Program Administration and Responsibilities 7A-5

615 Employee Rights, Responsibilities, and Protection from Reprisal 7A-7

616 Standards 7A-7

617 Safety and Occupational Health Program Requirements ..... 7A-9 *

618 through 690 UNASSIGNED

* REVISED

TABLE OF CONTENTS

Page

Chapter 8 - Employee Operated Services and Facilities

Appendix 8A Commissary, Food Service, Mess and Recreation Facilities (6 FAM 500)

510 Legislative Authority and Applicability 8A-1

511 Legislation 8A-1

512 Applicability of Regulations 8A-1

513 Delegation of Authority 8A-1

514 Central Fund 8A-1

515 Employee Associations 8A-2

516 through 519 Unassigned

520 Principal Officer Responsibilities 8A-3

521 Duties of Principal Officer 8A-3

522 Department of State Assistance 8A-4

523 Operating Funds 8A-4

524 Establishment 8A-4

525 Policy 8A-6

526 Operational Requirements 8A-8

* 527 Financial Management Requirements 8A-10

528 Annual Questionnaire 8A-11

529 Reorganization or Liquidation 8A-11

530 Employee Organizations and Contracting Procedures ..... 8A-13 *

*REVISED

TABLE OF CONTENTS

Page

Chapter 8 - Employee Operated Services and Facilities (Cont.)

* 531 With the United States Government 8A-13

532 Management Positions 8A-14

533 through 539 Unassigned

540 Tax Liabilities 8A-15

541 Federal Taxes 8A-15

542 through 549 UNASSIGNED

550 Use of APO/FPO Facilities 8A-16

551 Department of Defense Postal Facilities 8A-16

552 through 559 UNASSIGNED

560 Employee Association Owned or Leased Facilities and Properties 8A-17

561 Transit or Temporary Housing ..... 8A-17 *

Chapter 9 - Overseas Schools Program

Appendix 9A Overseas Schools Program (2 FAM 600)

610 Elementary and Secondary Education Overseas ... 9A-1

611 Authorities 9A-1

612 Program Objectives 9A-1

613 General Responsibilities of the Overseas Schools Policy Committee 9A-1

614 Assistance to Overseas Schools 9A-3

615 Responsibility of Post 9A-6

* REVISED

TABLE OF CONTENTS

Page

Chapter 9 - Overseas Schools Program (Cont.)

616 Overseas Schools Funding Purposes and Eligibility 9A-7

617 Types of Assistance 9A-8

618 Special Educational Programs 9A-10

619 Overseas Schools Advisory Council 9A-12

620 Educational Facility Reporting Requirements .. 9A-39

621 Purpose 9A-39

622 Overseas Schools Questionnaire 9A-39

623 Request for Assistance Under Consolidated Overseas Schools Program 9A-39

624 Financial and Program Reports 9A-40

625 through 690 UNASSIGNED

Chapter 10 - Claims for Losses of Private Personal Property

10A. Purpose and Scope 10-1

10B. Guidelines 10-1

10C. Substantiation 10-1

10D. Approving Authority for AID 10-1

10E. Procedures 10-1
1. Submission of Claims 10-1
2. Claim Investigation 10-2
3. Review by FA/AS 10-2
4. Final Determination and Disposition 10-2

TABLE OF CONTENTS

Page

Chapter 10 - Claims for Losses of Private Personal Property (Cont.)

Appendix 10A Claims for Private Personal Property Losses (6 FAM 310)

310 Claims for Private Personal Property Losses 10A-1

311 Claimants 10A-1

312 Filing and Processing of Claims 10A-1

313 Submission of Claim 10A-2

314 Claims Assistance Officer 10A-2

315 Investigation of Claims 10A-2

316 Adjudication of Claims 10A-3

317 Claims Payable 10A-3

318 Types, Quantities, and Ownership of Property Payable and Claims Not Payable 10A-4

319 Policy on Private Insurance by Employees 10A-6

320 Evidence in Support of Claims 10A-14

321 General Instructions 10A-14

322 Factors in the Determination of Compensation 10A-14

323 Specific Classes of Claims 10A-15

324 Waiver of Required Evidence 10A-16

325 Reconsideration of Claims 10A-16

326 Advance Payment of Claim 10A-16

327 through 329 UNASSIGNED

TABLE OF CONTENTS

Page

Chapter 10 - Claims for Losses of Private Personal Property (Cont.)

Attachments
10A Claim for Private Personal Property Against the U.S. (DS-1620) and Schedule of Property
10B Claims Investigating Officer's Report (DS-1620-A)
10C Demand on Carrier/Contractor (DS-1620-B)
10D Personal Property Claims Handbook

Chapter 11 - Regional Conferences

11A. General 11-1

11B. Initiating Regional Conferences 11-1

11C. Responsibility of AID-Sponsoring Component 11-3
1. Responsibility of AID-Sponsoring Component 11-3
2. Responsibility of Host USAID Mission 11-5
3. Responsibility of Participating USAID Missions and Offices 11-7

11D. Security 11-7
1. Appointment of Conference Security Officers 11-7
2. Conference Site 11-7
3. Security Clearance 11-7
4. Financial Support 11-7
5. Security Briefings 11-8
6. Functional Security Control of Restricted Areas ... 11-8
7. Technical Security 11-8

11E. AID/W Conferences 11-8

11F. Conference Report 11-8

Chapter 12 - Emergency Planning at Missions

12A. Introduction 12-1

12B. Related Information 12-2

12C. Crisis Management Committee/Disaster Assistance 12-2

TABLE OF CONTENTS

Page

Chapter 12 - Emergency Planning at Missions (Cont.)

12D. Personnel 12-3
1. Administrative Planning 12-3
2. U.S. Government Employees 12-3
3. AID-Financed Contract Personnel 12-4
4. Foreign Service and Third Country Nationals 12-5

12E. Participant Training Activities 12-5

12F. Program Operations 12-7
1. USAID Mission Responsibilities 12-7
2. AID/W Responsibilities 12-8

12G. Program Resumption or Termination 12-10
1. Resumption of the Program 12-10
2. Termination of the Program and Mission Closeout 12-10

12H. Audit Activities 12-10

12I. Supply and Procurement Activities 12-10
1. Mission Responsibilities 12-10
2. AID/W Responsibilities 12-11

12J. U.S. Government-Owned Property 12-12
1. U.S. Government-Owned Property 12-12
2. Official Vehicles 12-12
3. Property Records 12-12

12K. Employee Personal Property 12-12

12L. Real Property 12-13

12M. Records 12-13
1. Emergency Disposition of Records Other Than Financial Management Records 12-13
2. Memorandum Report to the Agency Records Management Officer Required Under Emergency Closeout Conditions 12-14
3. Financial Management Records 12-14

12N. Missing Persons 12-14

TABLE OF CONTENTS

Page

Chapter 12 - Emergency Planning at Missions (Cont.)

Appendix 12A Acts of Violence to Persons or Property Overseas (2 FAM 180) 12A-1

181 Policy 12A-1

182 Nature of Reporting Requirements 12A-2

183 Accountability 12A-2

184 Financing Repairs and Replacements 12A-3

Appendix 12B Guidelines for Personnel Taken Hostage (3 FAM 623) 12B-1

Appendix 12C Deaths, Serious Accidents, or Serious Illness (3 FAM 697) 12C-1

Appendix 12D Foreign Disaster Emergency Relief (2 FAM 060) 12D-1

Chapter 13 - Closing A USAID Mission

13A. Introduction 13-1
1. Normal Closing 13-1
2. Immediate Closing 13-1
3. Emergency Closing 13-1

13B. Post-AID Self-Financed Technical Services 13-1

13C. AID/W Task Force 13-2

13D. Planning the Closing Out of Assistance Activities 13-2
1. Mission Responsibilities 13-2
2. Preparation of Policy Plan 13-2
3. Special Problems of Immediate Closeout 13-3

13E. Planning the Closeout of the USAID Mission 13-4
1. Preparation of Operational Plan 13-4
2. USAID Mission Responsibilities 13-4

TABLE OF CONTENTS

Page

Chapter 13 - Closing USAID Missions (Cont.)

13F. Closing Out Personnel Activities 13-4
Normal and Immediate Closeout 13-4
1. Applicability 13-5
2. Announcement 13-5
3. Completion of Duty 13-5

13G. Closing Out Financial Management Activities
1. Normal Closeout 13-6
2. Immediate Closeout 13-11

13H. Closing Out Supply and Procurement Activities 13-11
1. Normal Closeout 13-11
2. Immediate Closeout 13-13

13I. Closing Out Personal Property 13-13
1. Normal Closeout 13-13
2. Immediate Closeout 13-17

13J. Employee Personal Property Normal and Immediate Closeout 13-18

13K. Closing Out Real Property 13-18
1. Normal Closeout 13-18
2. Immediate Closeout 13-19

13L. Records Closeout 13-19
1. Introduction 13-19
2. Maintenance Procedures that Will Facilitate Closeout 13-19
3. Records Closeout Guidance 13-21

13M. Closeout of Participant Training Activities 13-24
1. Normal Closeout 13-24
2. Immediate Closeout 13-26

Attachment A - Sample Memorandum for the Transfer of Missions Controller Financial Books, Files, and Records

TABLE OF CONTENTS

Page

Chapter 14 - Purchasing for AID's Overseas Activities

14A. Purpose and Scope 14-1

14B. Authorities 14-1

14C. Procurement Conducted by FA/AS/PP/AP for AID Missions 14-2
1. Household Furniture 14-2
2. ADP Equipment 14-4
3. Representational Furnishings (Chinaware, Crystal, and Flatware) 14-5
4. Responsibilities of FA/AS/PP/AP 14-6

14D. Procurement by USAID Missions 14-6
1. Telephone Equipment for Administrative Use 14-7
2. Vehicles 14-7
3. Records Management Services 14-7

14E. Mission Administrative Procurement of Foreign End Products and Services Under the Balance of Payments Program 14-8

14F. Small Purchase Transactions by USAID Missions 14-8
1. Policy 14-8
2. Authority 14-8
3. Disbursements..... 14-9
4. Procedure 14-9

Attachments:

Exhibit 14A, SF 1165, Receipt for Cash-Subvoucher
Exhibit 14B, OF-206, Purchase Order Receiving Report and Voucher
Appendix 14A, Small Purchase Competition Requirements

Chapter 15 - Tort Claims - Domestic or Foreign

15A. General 15-1

15B. Authority for Settlement of Tort Claims 15-1

15C. Areas of Authority 15-2

TABLE OF CONTENTS

Page

Chapter 15 - Tort Claims - Domestic or Foreign (Cont.)

15D. Policy and Responsibility 15-3

15E. Determination of Claims 15-3

15F. Procedures for Handling Tort Claims 15-3
1. By Claimant 15-3
2. By AID 15-5

Attachment 15A. Claims for Damage or Injury (SF-95)
Attachment 15B. Operator's Report of Motor Vehicle Accident (SF-91)
Attachment 15C. Investigation Report of Motor Vehicle Accident (SF-91A)
Attachment 15D. Statement of Witness (SF-94)
Attachment 15E. Report of Accident Other than Motor Vehicle (AID-352-3)
Attachment 15F. Voucher for Payment Under Federal Tort Claims Act (SF-1145)

Chapter 16 - Procurement of Legal Services Abroad

16A. Applicability 16-1

16B. Policy 16-1

16C. Procedures 16-1

16D. Emergency Situations 16-3

16E. Counsel in Litigation Involving AID 16-3

Chapter 17 - USAID Guest House Facilities

17A. Introduction 17-1

17B. Policy 17-1

17C. Establishment of USAID Guest Houses 17-2

17D. Security 17-2

TABLE OF CONTENTS

Page

Chapter 17 - USAID Guest House Facilities (Cont.)

17E. Eligibility 17-2

17F. Services Provided 17-3

17G. Lodging Rates 17-3

1. For USAID-Operated Guest House 17-3
2. For Contractor-Operated Guest Houses 17-4
3. Controls to Prevent Possible Overclaims on Vouchers 17-4

17H. Finances 17-5

17I. Miscellaneous Operating Instructions 17-7

17J. Guest House Operating Policy and Procedures 17-8

Exhibit 1 - Bin Card
Exhibit 2 - Profit and Loss Statement
Exhibit 3 - Guest House Occupancy Report
Exhibit 4 - Statement of Receipts
Exhibit 5 - Daily Cash Disbursement Ledger
Exhibit 6 - Daily Cash Receipt Ledger
Exhibit 7 - Staff House Registration Card

Attachment 17A - Guest House Ledger
Attachment 17B - Sample - Guest House Rules

CHAPTER 1

FUNCTIONS OF THE MISSION EXECUTIVE OFFICER

1A. Introduction

1. The Executive Officer of an AID mission is responsible for the administrative management activities of the mission. In this capacity, he/she also provides advice and guidance on management and support services required for effective mission administration. The Executive Officer is responsible for developing plans for administrative support functions which are provided to accommodate program operations. He/she develops and interprets management policies and procedures, reviews program documents for management implications, provides support services, and assists in the formulation of operating expense budgets. Functional units which may be located in an Executive Office include personnel, general services, security, safety, supply management, contracting services, leasing, travel, automatic data processing, communications and records, management analysis, and communications resources. The scope of functions which may be assigned to an Executive Office are determined primarily by the size, diversity, and complexity of the mission, as well as the degree of development in the host country.

2. While the duties of the Executive Officer cover a wide range of functions, actual duties performed will vary depending upon the post and services available from the embassy and other sources.

1B. Functional Responsibilities

The Executive Officer is responsible to the Mission Director for providing managerial guidance and directions in the following functional areas:

1. Program Planning

a. Participates in the formulation of mission policies on program development, implementation, and evaluation.

b. Devises appropriate organizational structure and manpower requirements for both American and local personnel.

1B1

c. Reviews mission development assistance projects for their management support requirements and participates in the design of the administrative/logistical component of project designs.

d. Collaborates with responsible mission officials in developing manpower needs and logistical support requirements within budgetary limitations.

2. Budgetary Planning

a. Assists in supervising the development of an operating expense budget in coordination with the Controller.

b. Collaborates with Program and Technical Offices in the formulation of the Annual Budget Submission (ABS).

c. Directs the administration of current support budgets ensuring prompt obligation of funds.

3. Management Analysis and Planning

a. Develops and prescribes appropriate internal management systems and policies.

b. Interprets AID management regulations, and directs their application to facilitate the provision of management support.

c. Plans and directs the continuous evaluation of mission organization, staffing, and services to ensure effective maximum use of material and human resources.

d. Establishes and maintains a directives system for internal issuance of policies, procedures, and notices to mission personnel.

4. Personnel Management

a. Plans and directs the personnel management of the mission for both American and foreign national employees.

b. Collaborates with mission officials in the proper placement of personnel and recommends action to ensure maximum use of personnel.

1B4

c. Counsels employees and their families on a wide range of subjects including education, equal opportunity, career development, onward assignments, and employee relations.

d. Plans and conducts orientation for new employees and their families.

e. Advises on and develops programs and activities concerned with employee services such as commissaries, social and recreational activities, etc.

5. Administrative Services

a. Supervises the Executive Office staff and directs the mission's administrative management operation.

b. Plans and directs the mission's personal property acquisition, management, and disposal programs, and develops standards for issuing, using, and controlling the personal property of the mission.

c. Plans and directs the real property acquisition, management, and disposal program.

6. Contract Management

Mission Directors (or Principal AID Officers at post) have limited contracting authority, in accordance with the AID Acquisition Regulations (AIDAR). Most Executive Officers also have personal warrants of acquisition (i.e., contracting) authority issued by the Procurement Executive. Within these delegated authorities, the Executive Officer exercises the contracting and/or purchasing functions in accordance with the AID Acquisition Regulations (AIDAR) (48 C.F.R. Chapter 7) and Federal Acquisition Regulations (FAR) (48 C.F.R. Chapter 1).

7. Embassy Administrative Support

a. Represents the mission in the development and administration of the embassy's Foreign Affairs Administrative Support (FAAS) Agreement, and any other support agreements or budgets which impact on the mission. (FA/B/SB and Mission Controller are also involved in establishing FAAS levels.)

1B7

b. Monitors and ensures that the type, level, and charges for services conform with support agreements and AID regulations.

8. Administrative Support to Contractors

The support relationship between the mission and contractors shall normally be spelled out in the provisions of the contract. Therefore, it is essential that the Executive Officer be familiar with the support provisions of all contracts in force at the mission. In each case, the Executive Officer is expected to provide guidance and advice to the contractor in arranging support services.

1C. Combination of Functions

Depending upon the organizational structure and the diversity of operations within any given mission, the Mission Director may delegate additional responsibility to the Executive Officer, viz:

1. Security and Safety

a. Responsibility for administering the mission's security program under the guidance of the U.S. Embassy or Regional Security Officer.

b. Serves as Unit Security Officer for the mission.

c. Serves as Unit Safety Officer.

2. Mission Controller and Executive Officer Functions

a. AID Mission Controller and Executive Officer functions represent separate and distinct professional skills. Each profession requires specially trained and experienced personnel. Except as noted in item b. below, Mission Controller and Executive Officer functions shall not be combined.

b. In special circumstances: (1) of a temporary nature where AID is starting up or phasing out of a mission, or (2) in a very small field organization where there is clearly not a requirement for a full-time American Controller and a full-time American Executive Officer, the possibility of a combined Controller/Executive Officer function shall be considered along with alternative possibilities for providing such services off-site or through TDY assistance. If the mission believes

1C2b

that one American Officer should have both Controller and Executive Officer responsibilities, the mission submits its recommendation to the appropriate AID/W geographic bureau, which shall determine approval with the concurrence of the Associate Administrator for Finance and Administration (AA/FA).

3. Program Functions

Depending upon the organizational structure of the mission and magnitude of the program, the Mission Director may assign responsibility for the procurement of program commodities and supplies to the Executive Officer.

1D. Relation of Executive Office To Financial Management

The Executive Officer and the Controller maintain close coordination between their two offices. Generally, the Executive Officer has the primary responsibility for coordinating the formulation of the Operating Expenses budget, working closely with the Controller for financial guidance. In all instances, the budget is to be reviewed and cleared by the Controller. In addition, the Controller is responsible for advising the Executive Officer of the status of funds.

1E. Relation of Executive Officer to Joint Administrative Services Organization (JAO)

In countries where the administrative services of U.S. Government agencies have been combined, the Executive Officer is responsible for maintaining liaison with the JAO and for monitoring the quality and quantity of services provided as agreed upon between the agencies. The liaison activities may also include advice and guidance in technical activities, as well as to provide assistance in establishing policies and procedures to ensure maximum conformity with uniform standards and procedures. In addition to these liaison activities, the Executive Officer participates in any evaluations conducted on the post's JAO operations and reports to the AID Director the conclusions and findings of such an evaluation. The Executive Officer also has primary responsibility for advising the Mission Director of any major problems which might surface concerning daily JAO operations.

ATTACHMENT 1A

170 POST REPORTS

171 REQUIREMENTS

(TL:GEN-232 8-21-85)
(Uniform State/AID/USIA)

These instructions set forth standards and specify procedures for the preparation, issuance, and periodic review of post reports. Post reports are official statements which must be complete, accurate, and timely if they are to be useful reflections of local conditions and activities. A post report is regularly required from all U.S. Embassies or Missions.

172 PURPOSE

The purpose of a post report is to help orient all newly assigned employees and to furnish employees and their families with information they need to know before arriving at post. Post reports also aid in strengthening recruitment activities and assisting in numerous other official intraagency and interagency activities. Data on Consulates General, Consulates, and special offices are combined with or made a separate section of the supervisory embassy or mission report (see Appendix A, PART III). A post report also serves as a general information booklet on government affairs in various countries.

173 RESPONSIBILITIES

173.1 Chief of the Diplomatic Mission

The chief of the diplomatic mission is responsible for: (1) the preparation and submission of comprehensive post reports covering each place where employees are assigned; (2) keeping these reports current by appropriate reviews, supplements, or new reports, as necessary; and (3) insuring that post reports reflect agency policies such as equal employment opportunities and private-person status of spouses. (See 3 FAM 011.)

173.2 Washington Offices

a. State

The Publishing Services Division (FAIM/PS) edits, types or contracts typesetting, and prints the reports, and controls the format, distribution list, and distribution. Each regional bureau maintains a supply of reports on posts within its area. The Superintendent of Documents of the Government Printing Office maintains a supply of post reports for general sale to the public.

b. AID/W

The Office of Management Operations, Publications and Audio/Visual Arts Division (SER/MO/PAV), maintains a supply of current post reports and distributes them to requesting offices.

The Office of Personnel Management, Personnel Operations Overseas (PM/PO/OS), also maintains a limited supply of mission reports.

c. USIA

The Foreign Service Personnel Division (M/PF) maintains the current reports and other information about posts.

174 APPLICABILITY

A post report describes local conditions, administration, and life at each post within a country where State, AID, and USIA employees are assigned. Information on various posts within the jurisdiction of the Embassy is incorporated into the Embassy report by means of brief, separate sections containing basic information on each subordinate post or geographically separate office.

175 ANNUAL REVIEW AND INTERIM CHANGE

Each post conducts a continuing review of its post report to insure that an adequate and current post report exists at all times.

175.1 Annual Review

Each post completes an annual comprehensive review of its post report. This review, which includes reexamination of the adequacy of all aspects of the report, is in addition to the continuing appraisal that the post gives to the adequacy and currency of the post report throughout the year. These annual reviews are to be completed according to the following schedule:

ARA posts	March 31
EAP posts	June 30
EUR posts	September 30
NEA and AF posts	December 31

175.2 Report of Annual Review

When the annual review is completed, according to the schedule contained in section 175.1, the chief of the diplomatic mission will submit a report to the Department of State (FAIM/PS) by operations memorandum (copy of transmittal operations memorandum to appropriate regional bureau executive director's office), Subject: AINF, as follows:

a. Complete Revision

A complete revision is submitted by memorandum to the Department (FAIM/PS) no later than 3 years from the last complete revision date regardless of any partial revisions or interim changes which may have been submitted during this period. Regional bureaus will insure that posts under their jurisdiction comply with this requirement. Complete revisions are to be submitted according to the following schedule for the years 1985-88 and thereafter in 3-year intervals during the appropriate month set forth below.

Bureau of African Affairs (AF)

Benin: 2/87

Botswana: 1/85
Brunei: 10/85
Burkina Faso: 10/87
Burundi: 2/86
Cameroon: 4/86
Cape Verde: 4/85
Central African Republic: 2/86
Chad: 9/85
Congo-Brazzaville: 6/85
Djibouti: 1/85
Equatorial Guinea: 12/85
Ethiopia: 8/87
Gabon: 1/85
The Gambia: 11/87
Ghana: 8/86
Guinea: 1/85
Guinea-Bissau: 3/85
Ivory Coast: 1/85
Kenya: 8/88
Lesotho: 1/85
Liberia: 12/87
Malawi: 10/87
Madagascar: 4/85
Mali: 1/85
Mauritania: 4/88
Mauritius: 11/87
Mozambique: 6/85
Niger: 6/88
Nigeria: 8/87
Rwanda: 11/86
Senegal: 8/88
Seycheiles: 2/86
Sierra Leone: 7/88
Somalia: 11/85
South Africa: 8/85
Sudan: 4/86
Swaziland: 1/85
Tanzania: 3/87
Togo: 7/88
Uganda: 1/85
Zaire: 7/86
Zambia: 9/85
Zimbabwe: 8/88

Bureau of Inter-American Affairs (ARA)

Antigua and Barbuda: 10/85
Argentina: 7/88
Bahamas: 7/88
Barbados: 11/86
Belize: 3/86
Bolivia: 7/88
Brazil: 7/88
Chile: 7/88
Colombia: 1/85
Costa Rica: 1/87
Cuba: 7/86
Dominican Republic: 6/86
Ecuador: 10/85
El Salvador: 2/86
Grenada: 2/88
Guatemala: 1/85
Guyana: 2/86
Haiti: 4/86
Honduras: 7/86
Jamaica: 7/88
Martinique: 4/87
Mexico: 6/87
Netherlands Antilles: 4/86
Nicaragua: 11/86
Panama: 9/87
Paraguay: 7/88
Peru: 8/88
Suriname: 8/88
Trinidad and Tobago: 4/86
Uruguay: 11/85
Venezuela: 8/87

Bureau of East Asian and Pacific Affairs (EAP)

Australia: 4/85
Burma: 2/85
People's Republic of China: 1/85
Fiji: 7/88
Hong Kong: 1/85
Indonesia: 8/88
Japan: 8/88
Korea: 8/85
Laos: 1/87
Malaysia: 5/86
Nauru: 1/85
New Zealand: 2/85
Papua New Guinea: 1/85
Philippines: 8/88
Singapore: 5/86
Thailand: 2/87
Western Samoa: 1/85

Bureau of European Affairs (EUR)

Austria: 7/88
Belgium: 6/86
Bermuda: 1/85
Bulgaria: 3/85
Canada: 8/88
Cyprus: 5/87
Czechoslovakia: 7/88
Denmark: 5/87
Finland: 11/85
France: 7/88
Geneva: 1/85
German Democratic Republic: 1/85
Federal Republic of Germany: 7/85
Greece: 8/88
The Holy See: 12/85
Hungary: 2/87
Iceland: 9/88
Italy: 4/86
Ireland: 9/85
Luxembourg: 7/88
Malta: 7/88
Netherlands: 8/88

Norway: 8/88
Poland: 6/86
Portugal: 8/85
Romania: 6/86
Spain: 12/86
Sweden: 12/86
Switzerland: 7/88
Turkey: 10/85
USSR: 7/86
United Kingdom: 11/85
USUN: 6/87
Yugoslavia: 8/88

Bureau of Near Eastern and South Asian Affairs (NEA)

Afghanistan: 1/85
Algeria: 8/87
Bahrain: 5/86
Bangladesh: 8/88
Egypt: 12/85
India: 1/87
Iraq: 1/85
Israel: 12/85
Jerusalem: 10/86
Jordan: 9/88
Kuwait: 2/87
Lebanon: 1/85
Morocco: 8/88
Nepal: 12/87
Oman: 7/88
Pakistan: 10/86
Qatar: 10/86
Saudi Arabia: 7/86
Sri Lanka and the Maldives: 8/86
Syria: 8/85
Tunisia: 1/85
United Arab Emirates: 1/85
Yemen: 7/85

b. Partial Revision

A partial revision is submitted by memorandum to the Department (FAIM/PS) accompanied by appropriate serially numbered supplements to the sections and pages of the existing post reports.

c. Submission of Negative Report

If a revision is unnecessary, a negative report should be submitted to the Department (FAIM/PS) and a copy sent to the appropriate regional bureau executive director's office.

175.3 Interim Changes

The embassy or mission initiates action to have appropriate amendments or additions made to the post report as significant changes occur locally which affect the accuracy or completeness of the post report. These changes may be submitted at any time. This is done, for example, to indicate the establishment of a school or commissary, for the redesignation of the post from "unlimited" to "limited" for AID employees' household effects, weight allowances, etc., or to reflect changes in quarters availabilities, hotel accommodations, or living costs.

Interim changes to the post report are issued as serially numbered supplements to specific sections or pages of the existing report. They are transmitted to the Department (FAIM/PS) with appropriate explanation by operations memorandum.

176 PREPARATION

176.1 General Guidelines

The post report should be designed to meet the program requirements of the agencies at the post for orientation, recruitment, publicity, and other purposes. The post report should provide information appropriate to new employees and their families so that they may make necessary family arrangements, and bring appropriate clothing, furniture, and other personal effects. It should also give guidance and procedures to be followed in traveling to post, especially in accordance with the Fly America Act, and upon first arrival.

At posts having substantial AID missions, the post report should provide additional and more extensive information about the post and the country in general, because a large proportion of AID personnel are recruited for assignment specifically to the post. The post report, therefore, serves AID as an essential recruitment tool to assure that the prospective employee receives an adequate picture of the conditions under which the employee will be working.

Appendix A to these instructions provides guides for maximum coverage of each subject. Limit the content of each report to relevant facts of sufficient usefulness to warrant inclusion.

176.2 Content

The style and tone of the report are important. A subjective remark on local customs, an inappropriate tone, or undue emphasis on the purely negative aspects of life abroad could impair our public relations and damage the foreign relations of the United States. An unduly pessimistic report, moreover, may make recruitment of competent personnel difficult. A straightforward factual account is desired. Short sentences and paragraphs are preferable. Reporting officers should avoid qualified sentences. If a qualifier is necessary, it should be written as a separate sentence. Reporting officers should also try to emphasize the more positive, challenging, and interesting aspects of service at their posts. They should, in general, avoid loaded and offensive words and phrases, such as extreme, excessive, scorching, caste system, and so on.

Subjective comments on local customs, the policies of the host government, or the way it deals with its own citizens should not be included. However, information on local customs which is pertinent to social behavior should be included.

A descriptive introductory section increases the effectiveness of the post report. This preface precedes PART I of the report and is itself unnumbered.

Make no attempt to gloss over the inadequacies and hardships that exist; on the other hand, since the report is used, among other purposes, as part of recruiting materials, do not write it as a justification for a "hardship differential." Keep to a minimum reference to allowances or prices that are subject to frequent changes.

Incorporate into the report any information which is pertinent to each of the three agencies. For example, if AID does anything differently from the Department or USIA regarding housing, use of official cars, commissary, etc., it should be noted.

The post is encouraged to draw upon and to incorporate into the post report, as much as possible, the views and special competencies of personnel at the post. For example, dependent social committees, where they exist, and if they wish to participate, may be able tc make valuable contributions to the preparation of the report. Since post reports are also made available to other agencies and their personnel, their review of the draft report, especially about conditions which affect them, is advantageous. The viewpoints of unmarried employees at the post should also be considered.

176.3 Format

The post report conforms to the "Standard Outline for Post Reports," as set forth in Appendix A. A post must request prior Washington approval from (FAIM/PS) in order to depart from the prescribed format. Typesetting and design shall conform to The Graphics Standards Manual for the Department.

a. The post report text is submitted typewritten on plain bond paper, and **double-spaced** to facilitate editing and final preparation in FAIM/PS. If possible, a Wang diskette can also be submitted to facilitate setting type electronically.

b. A city map is included, showing location of embassy, AID, and USIA buildings, points and places of interest to U.S. personnel and tourists, skeleton street patterns, and other outstanding physical and urban features. Posts will supply these data by marking up commercial city maps or by other convenient means. Final cartography is prepared in the Department.

c. Photographs should be submitted from each post, possibly updating photographs with each complete revision. They should be 8" x 10", glossy photographs. Negatives can be submitted if suitable processing is not available at post. Photographs should include exterior views, as appropriate, of the AID mission, USIA, and embassy; available housing; educational, recreational, and other social-use facilities; and also scenes which are typical and representative of the country. NOTE.—**Include an appropriate horizontal photograph for the front cover.**

d. The date of the post report is clearly shown on the cover. Any supplements thereto are also clearly dated and carefully identified with the post report which is supplemented, including its pertinent sections or pages.

e. An official statement, as follows, is prominently shown on the inside front cover of each post report:

"This is the official post report prepared by the post. The information contained herein is directed to official U.S. Government employees and their families. Any other information concerning the facts as set forth herein is to be regarded as unofficial information."

177 REPRODUCTION AND DISTRIBUTION

177.1 Reproduction

Post reports are reproduced at Washington by FAIM/PS for internal usage and for overseas posts, and are sold by the U.S. Government Printing Office for public consumption.

Negatives and photographs are filed by FAIM/PS to facilitate reproduction of additional copies.

177.2 Distribution

FAIM/PS maintains stocks of all post reports and distributes reports as follows:

a. Five copies to originating post, unless post has requested additional copies.

b. If there is an AID mission at the initiating post, two copies direct to the AID mission.

c. To AID/W, SER/MO/PAV: 250 copies. SER/MO/PAV shall establish, with clearance from PM/PO/OS, such automatic distribution within AID/W as appears appropriate.

To AID/W Training Center, PM/WTC: 2 copies of all post reports and all subsequent revisions.

d. To other agencies in Washington, other Departmental offices (OPR/FMAS/ESC, A/ALS, M/DGP/FSI, regional bureaus, etc.), and the following selected repository posts abroad: 400 copies.

(1) Originating Post

Embassy - 5 copies each.
Subordinate posts - 2 copies each.

(2) Repository Distribution

Abijan - 1	La Paz - 2
Accra - 1	Lima - 2
Addis Ababa - 3	Lisbon - 2
Ankara - 2	London - 3
Asuncion - 2	Madrid - 3
Athens - 2	Manila - 2
Baghdad - 1	Mexico, D.F. - 3
Bamako - 1	Monrovia - 2
Bangkok - 2	Montevideo - 2
Beirut - 3	Moscow - 2
Belgrade - 2	Nairobi - 2
Bern - 2	New Delhi - 2
Bogota - 2	Oslo - 2
Bonn - 3	Ottawa - 2
Brasilia - 3	Ouagadougou - 2
Brussels - 2	Panama - 2
Bucharest - 2	Paris - 2
Buenos Aires - 2	Port-au-Prince - 2
Cairo - 3	Pretoria - 2
Canberra - 3	Quito - 2
Caracas - 3	Rabat - 2
Copenhagen - 2	Rangoon - 2
Dacca - 2	Rio de Janeiro - 2

Dakar - 2
Freetown - 2
Hague, The - 2
Hong Kong - 2
Islamabad - 3
Jakarta - 2
Jidda - 2
Rome - 2
San Salvador - 2
Santiago - 2
Santo Domingo - 2
Seoul - 2
Tegucigalpa - 2
Tokyo - 2
Kabul - 2
Kinshasa - 2
Kuala Lumpur - 2
Kuwait - 2
Lagos - 2
Tunis - 2
Vienna - 2
Warsaw - 2
Yaounde - 2

End Uniform State/AID/USIA Regulations.

178 and 179 (Unassigned)

APPENDIX A

STANDARD OUTLINE FOR POST REPORTS

PREFACE

PART I - THE HOST COUNTRY

A. Area, Geography, and Climate
B. Population
C. Public Institution
D. Arts, Science, and Education
E. Commerce and Industry
F. Transportation
G. Communications
H. Health and Medicine
I. Employment for Spouses and Dependents

PART II - AMERICAN EMBASSY

A. [Name of Post City]
B. The Post and its Administration
C. Housing
D. Food
E. Clothing
F. Supplies and Services
G. Religious Activities
H. Education
I. Recreation and Social Life
J. Official Functions
K. Special Information

PART III - OTHER POSTS OR OFFICES WITHIN THE HOST COUNTRY

PART IV - NOTES FOR TRAVELERS

A. Getting to the Post
B. Customs, Duties, and Passage
C. Firearms and Ammunition
D. Currency, Banking, and Weights and Measures
E. Taxes, Exchange, and Sale of Property
F. Recommended Reading and Viewing
G. Local Holidays

PREFACE

Give a short description (one or more paragraphs) of the most interesting, challenging, and positive aspects of life and service at the post and in the area.

PART I - THE HOST COUNTRY

A. AREA, GEOGRAPHY, and CLIMATE

Give explanation of physical nature of country overall and at major posts including altitudes, topography, terrain, vegetation, seasons, temperatures (mean and extremes), humidity, rainfall, winds, dust, pests, natural hazards; indicate effect of climate in such ways, for example, as causing mildew or fostering unusual diseases, etc.

B. POPULATION

This includes totals, distribution, language(s) and dialects, religion(s), ethnic-tribal-national groupings and communities, identifiable social and economic groupings, customs, habits, mores, and other items. Where appropriate, the relationships connecting these items may be briefly explored (predominant or "state" religion vs. minority ones, etc.). Give some background into traditions, customs, and practices which are significant in the country; explain the effects of these patterns concerning food, family, and other intrasocial relationships.

C. PUBLIC INSTITUTIONS

Describe briefly the governmental and social organization of the country. Comment, when appropriate and feasible, on the principal legislative, executive, and judicial organs, legal system; political parties; political organizations of the country; semi- or quasi-public, social, philanthropic, financial, or commercial organizations, such as Red Cross, Red Crescent, youth organizations, etc.

D. ARTS, SCIENCE, AND EDUCATION

Mention mainstreams of intellectual, educational, technological, and artistic life of the host country.

E. COMMERCE AND INDUSTRY

Describe national economic patterns, including aspects which might affect employees. Give brief account of major industries, chief imports and exports, and principal trading partners, regional economic orientation, such as participation in trading blocks; market characteristics, such as extent of barters, etc.; special development programs underway, such as 5-year plans, dams, etc.; local attitudes toward property ownership and investment; labor organizations and labor-management relations, etc. In preparing this information, be sure that the amount of coverage is adapted to the needs for which the report will be used (see section 176.1).

F. TRANSPORTATION

1. Automobiles

Emphasize matters encountered by U.S. Government employees; for example, automobile usage, registration and licensing, shipping, personal car vs. officially available or commercially available transport, condition of roads most frequently used and traffic patterns, advantages of some makes vs. others, or of certain types of accessories (tropical radiator, export kit, etc.), grade, types, and cost of fuel available and whether embassy employees receive a discount price, maintenance, spare parts, restrictions on purchasing and resale, insurance requirements with ideas concerning desirable types and extent of coverage and available carriers. Indicate whether rental vehicles are available in the post city.

2. Local

Describe the local transportation, including: taxi, commuter, intracity and intercity transport (i.e., pedicab, automobile, train, omnibus,railroad). Give comparative costs, adequacy, tipping customs, local practices regarding paint or color of official vehicles (fire and police departments, etc.).

3. Regional

Describe railroad and air transport between countries and within country, all-weather motor-vehicle roads, left-hand vs. right-hand driving pattern, road conditions, etc.

G. COMMUNICATIONS

1. Telephone and Telegraph

Give characteristics including adequacy and availability of telephone, telegraph, cable, and wireless communications locally. Indicate approximate rates and costs for both internal and external usage.

2. Mail and Pouch

Provide rates, schedules, etc., on postal and pouch facilities and services. Indicate if APO or FPO privileges are available, approximate transit time for mail and parcel post of various classifications by surface and air. Give most desirable form and method for international mail, (for example, international mail, APO mail, or pouch), proper form for addressing correspondence, and any other pertinent information.

3. Radio and TV

Describe, if appropriate, characteristics of radio and television broadcasting received locally. Indicate whether programming is in black and white or in color. Indicate Sources, quality, and variety of coverage, types of programming, number of hours each week available, number of channels used regularly. Also cover local availability of receiving sets and comparative costs.

4. Newspapers, Magazines, Books, and Technical Journals

Give availability of local periodicals or international editions of U.S. or worldwide periodicals. Comment on advisability of subscribing to U.S. periodicals and book clubs via regular mail. Provide information on availability of English-language books and bookstores.

H. HEALTH AND MEDICINE

1. Medical Facilities

Explain the type and extent of medical facilities provided as a feature of post administration. Indicate degree of medical services available at each major and minor subpost. Identify and describe other medical facilities considered adequate by Western standards, including facilities of other U.S. Government agencies which are accessible to State, USIA, and AID personnel and dependents. (Outline basis on which available, including basis for contract personnel, tourists, etc.) Indicate nature of facility (clinic, pharmacy, laboratory, institutional infirmary, hospital, facilities for handicapped dependents, etc.), capacities, extent of medical care available (first aid, general practice, surgery, etc.), range of medical specialization, dentists, ophthalmologists, obstetricians, etc. Comment on adequacy of these locally available facilities and services, and suggest alternative facilities in other countries, if pertinent.

2. Community Health

Comment on any pertinent health and public sanitation programs of interest to U.S. Government personnel. For example, identify any active efforts to control health hazards, etc., and indicate degree of success; extent of sewage disposal and treatment facilities and activities (indicate costs if on private-commercial basis only); pest and vermin control effectiveness; facilities for water purification; food container sterilization; food and beverage adulteration; standard control measures, etc. Describe what programs may be currently underway, or successfully completed, which deal with the public health problem.

3. Preventive Measures

Indicate, if pertinent, the nature of serious, prevalent, endemic diseases and hazards in host country generally and at various specific posts; for example, snakes, animal-borne diseases, insect-borne diseases, contagious diseases commonly experienced or likely to occur in epidemic form; problems caused by climatic or topographic extremes such as heat, humidity, altitude, etc. Give attention to the various activities U.S. Government personnel may be involved in at work, at home, traveling, or in recreational institutions.

Indicate the measures which must be taken to guard against the possible dangers, including, for example, the need to boil milk or water, whether water or milk is potable, special treatment or handling of meat and fresh vegetables, recommended immunizations, drugs, and sundry items which should be brought along or may be obtained locally, any special medical or therapeutic treatment which should be taken prior to arrival for specific problematic physical conditions or ailments (give consideration to the special needs of children, pregnant women, etc.).

I. EMPLOYMENT FOR SPOUSES AND DEPENDENTS

In support of State/AID/USIA policy to consider the employment of spouses or dependents in posts abroad, describe employment opportunities for them in the U.S. Mission, including kinds of positions normally available, qualification requirements, pre-employment tests required, if any, medical and security requirements, and action, if any, to take regarding appointment before departure for post. Describe, in general, other employment opportunities at the post including appropriate employment in the local economy.

PART II - AMERICAN EMBASSY

A. [NAME OF POST CITY]

Include description of city, where located, and its main features (capital city, etc.). A map should also be included showing embassy location, major intersections and points of interest (see section 176.3b).

B. THE POST AND ITS ADMINISTRATION

Give here also an explanation of any significant American mission (e.g., embassy, USAID mission, etc.). Include a brief historical resume of the AID plus precedecessor mission, and the tie-in with other American missions (such as diplomatic, military, etc.). Also give location office(s), detailed addresses; how telephone number is listed; how reached upon arrival if traveler is not met; transportation from "dock" (adequacy of local transport, etc.). If employee enters country at other than most usual point, what arrangements are made at port of entry or points en route, what transportation is available (any special consideration).

Give a brief, general introduction to the administration of the post. Include information on the organizational structure of various agencies and the titles of the principal officials. Describe administrative functions with which the employee should be initially familiar. Include information on the Family Liaison Office, if one has been established at post. Do not include material already set forth in foregoing sections of the post report, but give some details of methods of payment for various categories of employees, housing placement, medical support, duty hours, administrative workweek, arrangement for greeting new employees at airport or port of entry, and orientation at mission.

C. HOUSING

1. Temporary Quarters

Give names of available hotels, boarding houses, pensions, transient quarters. Give costs of room and meals. Explain if a "staff house" is operated.

2. Permanent Housing

Describe nature, adequacy, and availability of permanent housing, whether provided by U.S. Government or local authorities or available through private lease; mention type of housing available, whether houses or apartments, do not indicate home addresses for any housing; method of assignments; availability and costs of "extras" such as guard, elevator, janitor service; necessity of sharing quarters; other conditions of local housing market. Indicate, when possible, the average wait for permanent quarters.

3. Furnishings

Give detailed list of any furniture and furnishings provided. Explain if furniture, appliances, and other household equipment should be brought to post to supplement that which is supplied. If furniture and furnishings are not provided, describe most suitable types that employees should bring with them (for example, "rattan most suitable; hardwood will do, soft, temperature-zone wood is prey to termites"; etc.). Specify any undue influences of climate; special precautions to be taken; any items which must be brought in, in order to set up housekeeping; whether ready-made curtains/drapes or only curtain/drape material is best to import; size and type of standard window; whether items common to other areas are unnecessary or unusable (for example, large rugs unsuitable because of high temperature, or because available houses have unusually small rooms).

4. Utilities and Equipment

Give availability of running water (hot and cold); baths, toilets; lighting accessories, available fuels; heating accessories; cooking facilities; refrigeration; telephone; electric power (voltage, cycle, alternating or direct current, dependability, other characteristics); any transformer requirements; source (for example, if provided by post); appliances available locally or which must be imported; any special equipment and appliance items that should be brought along; equipment and appliances normally usable in other areas of the world which cannot be used at this post (for example, automatic washers, electric dryers, air-conditioners, if applicable).

D. FOOD

Describe, by comparison with normal American experiences, the availability, variety, seasonal limitations, etc., of basic and baby foods; necessity, if any, to import foods; desirability of maintaining individual gardens. Identify foods that should be brought along at time of initial entry; presence of commissaries and/or PXs; and group-purchasing arrangements; rationing; U.S. Government cafeterias (whether available to all personnel or only certain groups), etc. Indicate cost of joining cooperative commissary.

E. CLOTHING

Describe briefly local tastes and standards. Identify customary attire and seasonality, including specific requirements, taboos, or especially unsuitable items; locally procurable items, including children's shoes and whether American-type last; necessity for formal wear including requirements by various categories of employees, particularly for a female ambassador or any female senior officer; items which should be brought to the post or which can be acquired locally.

F. SUPPLIES AND SERVICES

1. Supplies

List available toiletries, cosmetics, feminine personal supplies, tobacco items, home medicines, drugs, common household needs; any other conveniences commonly used for housekeeping, household repairs, or entertaining, etc., not obtainable locally (for example, cleaning equipment, water softeners, shower curtains, closet fittings, glue or other adhesives for repairs, clothespins, napkins, other entertainment accessories, etc.); and if price of items is comparable to the United States.

2. Basic Services

Explain the availability and adequacy of tailoring, dressmaking, shoe repairing, dry cleaning, laundries, beauty and barber shops, radio and automobile repair, and kindred facilities and community services.

3. Domestic Help

Give availability, types (cooks, drivers, maids, etc.), special needs for, or customary use by, all categories and levels of U.S. government personnel; advisability of hiring host country or third-country nationals; wages and maintenance expenses; local customs and laws that must be respected with respect to servants; employer's liability, host government social security, and taxes.

G. RELIGIOUS ACTIVITIES

Indicate available places of worship for various faiths common in America; make-up of congregations; language(s) of services (especially those in English).

H. EDUCATION

1. Dependent Education

Describe educational facilities for school-age dependents at all levels whether "at post," or "away from post." The information should constitute an adequate survey of the education situation from all aspects, as follows:

a. At Post

Identify existing and projected schools and indicate with respect to them: accessibility, level(s), age groups accepted, language(s) of instruction, curriculums, availability of and any requirements for transportation, number of children

attending, existence of boarding facilities, tuition and related costs, description of facilities (athletic, etc.), source of enrollment (for example, Americans only, internal community generally, host country students, etc.), explanation of extracurricular activities and instructor-parent-type organizations, description of school calendar (holidays, etc.), grading system, accreditation, etc. Include some comment on the adequacy of the overall "educational situation" and individual facilities (laboratories, libraries, etc.).

b. Away From Post

Identify the availability of accessible and desirable educational facilities "away from post." Specify other post reports which describe them, if applicable. Cover the same types of information required under section 176.1, plus the following: distance from post, available mode of travel (including necessary transfer points en route), whether boarding facilities are available for boys or girls or both, approximate costs involved and whether an educational allowance is provided, provisions for holiday periods, etc.

2. Special Educational Opportunities

Indicate here any specially available educational facilities, and whether they are intended for school-age dependents or adults. Include such items as colleges and accreditation for college-age dependents, private tutoring, instruction in the arts (music, dance, etc.), special training in crafts, hobbies, sports, other sills (horsemanship, gardening, power-equipment handling, etc.), and any opportunities especially related to the culture of the host country. Identify any adult-education institutions available to personnel and explain "degree" programs offered, and other pertinent related information, such as admission delays and waiting list, if applicable. Identify any institutions that have programs and instruction for handicapped children and/or adults.

3. Post Orientation Program

Briefly describe program for orienting newcomers to host country and activities. Include such items as the program's relationship to U.S. Government objectives and to existing conditions in host country, the "objective" of the orientation program, its length, method of organization, instructors, techniques, extent to which nonadults are included, perspective as to its history, any local "color," incidents illuminating its effectiveness, and so forth. Indicate host country language training programs if U.S. Government-sponsored and whether available for dependents.

I. RECREATION AND SOCIAL LIFE

1. Sports

Indicate opportunities available for participation or instruction in the various individual group and spectator sports. Enumerate national or major sports which are popular in host country; some indication of competitive tournaments, athletic associations, explorer societies, etc., especially those which are open to U.S. Government employees. Specify the availability of any necessary equipment and the comparative costs. Mention any restrictions on attire, and use of animals in hunting. (See PART IV, paragraph C concerning guns and ammunition.)

2. Touring and Outdoor Activities

Give names, types of attractions, and such other appropriate data as population, distance from post(s), etc.; explain whether these attractions offer change of scene, relief from climate, or other features of special interest; include travel time, means of travel, approximate cost of travel, and accommodations and costs, if available. Give the name of the rest and recuperation post, if one has been designated.

Give the full range of readily accessible recreational advantages. Comment on hunting, fishing, camping, boating, mountain climbing, ocean or lake bathing, sightseeing, snow and water skiing, visiting museums, botanical gardens, zoological and "preserve" parks, playgrounds, and any other organized activities.

3. Entertainment

Enumerate the types of available entertainment facilities. Include such items as stage and film theaters; concerts; opera; recitals; in-person audience opportunities at broadcasting stations; pageants; festivals; fairs; public, "state," and other ceremonies; and special guidelines concerning photography, etiquette requirements, etc., which Americans should observe in connection with these activities.

4. Social Activities

a. Among Americans

Describe post-sponsored and other opportunities for social and nonofficial contact in the American community. Include dependent social committees, American-sponsored social and fraternal organizations, any facilities offered for their use, etc. Indicate what is available in this area for all levels and for each group of U.S. Government personnel, including both adults and children, such as, organized dances, historical-archeological societies, local branches or committees of literary or other study organizations, and scouting groups.

b. International Contacts

Enumerate opportunities for meeting host country nationals and nationals of other friendly countries. Mention all available avenues for contributing voluntary time, skills, and effort to charitable and other acceptable activities designed to aid the host country and advance American relations with the nationals of that country.

J. OFFICIAL FUNCTIONS

1. Nature of Functions

Describe briefly what is expected of personnel at the various official and semi official functions at post, including those of the American mission, other U.S. agencies, the host country government, and other governments. Describe dress, social conduct, correspondence, and protocol (involving appropriate-level officials) applicable at post. These factors should be clarified for all levels of State, AID, and USIA personnel and dependents (adult and children).

2. Standards of Social Conduct

Describe briefly the extent to which State, AID, and USIA personnel and their dependents are expected to take part in various social affairs; whether procedures such as use of calling cards and courtesy calls are followed at post; local availability of cards, which local events are "must" affairs; types of functions (official and semiofficial: to be expected (frequency, occasions, etc.); type of dress acceptable.

K. SPECIAL INFORMATION

Include in this section pertinent information not called for in any of the other sections of the post report which should nervertheless be highlighted. Include special information of interest to non-Foreign Service personnel, (for example, Washington office personnel on local TDY, military personnel, contract personnel, other agency personnel, consultants and experts, dependents traveling at own expenses, etc.), and any other essential information such as restrictions on movements within host country, particularly hazards.

PART III - OTHER POST OR OFFICES WITHIN THE HOST COUNTRY

This section should include the kind of information called for in PART II of the outline. The description should be limited to the center in which the post is located, and the post itself. Information about the host country and other centers should appear elsewhere in the main report.

The outline for PART II should be generally followed by the data presented in condensed form. If information about a particular subject, such as clothing, is the same, cross reference the information to the Embassy section of the report. If information about a particular subject, such as those found in PARTS I or IV, differs, add the pertinent information to the Special Information section (see PART II, paragraph K.)

PART IV - NOTE FOR TRAVELERS

A. GETTING TO THE POST

Give information of special interest about travel and transportation while en route to post, especially pertaining to the Fly-America Act. include: suggestions as to particular items of baggage or effects which should or should not be brought along (for example, clothing, etc., in accompanying baggage, unaccompanied airfreight, surface freight), usual shipping times and necessary shipping addresses (surface and air), information about conditions en route (weather, currency needs, stopovers, etc.), and any others which post feels are pertinent.

B. CUSTOMS, DUTIES, AND PASSAGE

1. Customs and Duties

Give information on local entry and exit regulations. Describe any special requirements with particular attention to various categories of employees, such as staff employees, holders of diplomatic passports, etc. Where necessary, comment on transit through neighboring countries. Cite regulations on unaccompanied baggage and effects with reference to special charges, quotas, waivers, or exemptions; special restrictions on automobiles, such as age an engine size and type (e.g., diesel), color, model, value, origin, weight, etc. Indicate any restrictions on mail service, such as prohibited items of food, liquor, etc. Describe restrictions on importation and export of currency, traveler's checks, or other instruments. Where necessary, indicate any differences between initial and subsequent entries in connection with travel of persons or transportation of baggage.

2. Passage

Identify any special requirements, rules, regulations, etc., which apply to the passage of persons and their personal accompanying baggage and/or vehicle on the various kinds of occasions when personnel must cross the frontier, including visas, passports, inoculations, health requirements, political tests, and authorizes license plates on automobiles.

3. Pets

Give quarantine requirements for pets. Identify the particular document(s) which pets must have to enter the country; method of transportation into the country; regulations concerning housing in hotels or apartments; host country regulations on pets; availability of kennels.

C. FIREARMS AND AMMUNITION

Only nonautomatic and semiautomatic firearms may be brought to posts when authorized by the chief of mission. Mention any host country limitations and list firearms the Chief of Mission has determined may be shipped to the host country. Include calibers of pistols and rifles and guages of shotguns (with barrels 18 inches or longer), as well as the quantity of each kind of ammunition (not to exceed a total of 1,000 rounds) that may be brought for these firearms.

Include appropriate suggestions on how the employee might arrange for handling of separate shipments when necessary. Since conditions related to importing firearms and ammunition may often change following publication of a post report, include a proviso that the employee must consult with the regional bureau concerned, or with the post administrative office, before making a final decision to ship any arms or ammunition. (See 10 FAM 750, Appendix A, and 6 FAM 168.5 for employee responsibility.)

D. CURRENCY, BANKING, AND WEIGHTS AND MEASURES

Describe the currency in use, the rate of exchange, and whether it is a floating rate of exchange; other types of currency which are acceptable; types of currency that should be brought along. Describe the system of weights and measures, particularly any special system which is uses at post.

E. TAXES, EXCHANGE, AND SALE OF PROPERTY

1. Restrictions

Describe the local requirements or exemptions there from which the newcomer may encounter, such as automobile or hunting licensing, compulsory insurance, auto-use (road) tax, registrations and taxes or exercises on the resale of automobiles or other personal property, etc. Summarize the post's regulations on the importation and sale of personal property, including automobiles.

2. Facilities

Describe the nature and adequacy of local banking and exchange facilities, use of checking and "draft" procedures, purchase and acceptability of traveler's checks, and any other financing "tips."

F. RECOMMENDED READING AND VIEWING

List important reference works, films, etc., in which newcomers may find more detailed information about the host country or places of interest within it. These should include books, articles in periodicals and journals, monographs, issuances of the host country government or of a U.S. Federal agency, film, etc. CAre should be exercised that the items listed be authoritative and not be a source of embarrassment, politically or otherwise.

G. LOCAL HOLIDAYS

List holidays on which local facilities are closed. Indicate whether it is best for personnel to arrange travel plans to avoid arriving during such local holidays.

ATTACHMENT 1B

PART 136—PERSONAL PROPERTY DISPOSITION AT POSTS ABROAD

Sec.
136.1 Purpose.
136.2 Authority.
136.3 Definitions.
136.4 Restrictions on dispositions of personal property.
136.5 Chief of mission policies, rules or procedures.
136.6 Contractors.

AUTHORITY: 22 U.S.C. 4341.

SOURCE: 53 FR 23188, June 20, 1988 (interim), and 54 FR 37308, Sept. 8, 1989 (final), unless otherwise noted.

§ 136.1 Purpose.

The primary purpose of these regulations is to ensure that employees and members of their families do not profit personally from sales or other transactions with persons who are not themselves entitled to exemption from import restrictions, duties, or taxes.

§ 136.2 Authority.

Section 303(a) of the State Department Basic Authorities Act of 1956 authorizes the Secretary of State to issue regulations to carry out the purposes of Title III of that Act.

§ 136.3 Definitions.

(a) *Basis* of an item shall include the initial price paid (or retail value at the time of acquisition if acquired by gift), inland and overseas transportation costs (if not reimbursed by the United States Government), shipping insurance, taxes, customs fees, duties or other charges, and capital improvements, but shall not include insurance on an item while in use or storage, maintenance, repair or related costs, or financing charges.

(b) *Charitable contribution* means a contribution or gift as defined in section 170(c) of the Internal Revenue Code, or other similar contribution or gift to a bona fide charitable foreign entity as determined pursuant to policies, rules or procedures issued by the chief of mission pursuant to § 136.5(b).

(c) *Chief of mission* has the meaning given such term by section 102(e) of the Foreign Service Act of 1980 (22 U.S.C. 2902(3).

(d) *Contractor* means: (1) An individual employed by personal services contract pursuant to section 2(c) of the State Department Basic Authorities Act of 1956 (22 U.S.C. 2669(c)) pursuant to section 636(a)(3) of the Foreign Assistance Act of 1961 (22 U.S.C. 2396(a)(3)), or pursuant to any other similar authority including, in the case of an organization performing services under such authority, an individual involved in the performance of such service; and (2) any other individual or firm that enjoys exemptions from import limitations, customs duties or taxes on personal property from a foreign country in connection with performance of a contract for goods or services when such contract is with the United States Government or an agency or instrumentality thereof or when such contract is directly financed by grant assistance from the United States Government or an agency or instrumentality thereof and the individual or firm is a party to the contract, a subcontractor, or an employee of a contractor or subcontractor.

(e) *Employee* means an individual who is under the jurisdiction of a chief of mission to a foreign country as provided under section 207 of the Foreign Service Act of 1980, (22 U.S.C. 3927) and who is—

(1) An employee as defined by section 2105 of title 5, United States Code;

(2) An officer or employee of the United States Postal Service or of the Postal Rate Commission;

(3) A member of a uniformed service who is not under the command of an area military commander, or

(4) An expert or consultant as authorized pursuant to section 3109 of title 5, United States Code, with the United States or any agency, department, or establishment thereof; but is not a national or permanent resident of the foreign country in which employed.

(f) *Family member* means any member of the family of an employee who is entitled to exemption from import limitation, customs duties, or taxes which would otherwise apply by

virtue of his or her status as a dependent or member of the household of the employee.

(g) *Foreign country* means any country or territory, excluding the United States, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, the Trust Territory of the Pacific Islands, American Samoa, Guam, the Virgin Islands, and other territories and possessions of the United States.

(h) Except as otherwise provided by a chief of mission in policies, rules or procedures issued pursuant to § 136.5(b), an item shall be deemed of "minimal value" if its acquisition cost in U.S. dollars (or retail value if received as a gift) is within the limit determined by the Administrator of General Services for "minimal value" of foreign gifts under 5 U.S.C. 7342, currently $180. For purposes of determining "minimal value," all constitutent parts of components of an audio or visual system, automobile, boat, computer system, or other integrated machine, system or item of equipment must be valued as a single item even if acquired separately, except that spare or superseded parts (e.g., an old set of tires that has been replaced on vehicle) may be valued as separate items.

(i) *Personal property* means any item of personal property, including automobiles, computers, boats, audio and video equipment and any other items acquired for personal use, except that items properly determined to be of "minimal value" shall not be subject to limitations on disposition except for purposes of § 136.4(d) or as prescribed in policies, rules or procedures issued by a chief of mission.

(j) *Profit* means any proceeds (including cash and other valuable consideration but not including amounts of such proceeds given as charitable contributions) for the sale, disposition or assignment of personal property in excess of the basis for such property.

§ 136.4 Restrictions on dispositions of personal property.

(a) An employee or family member shall not sell, assign or otherwise dispose of personal property within a foreign country except with the prior written approval of the chief of mission or designee, except where the category of dispositions has been authorized to be undertaken without prior written approval in policies, rules or procedures issued by the chief of mission (cf. § 136.5(b)(1)).

(b) An employee or family member shall not retain any profit from the sale, assignment or other disposition within a foreign country of personal property that was imported into or purchased in that foreign country and that, by virtue of the official status of the employee, was exempt from import restrictions, customs duties, or taxes which would otherwise apply, when such sale, assignment or other disposition is made to persons not entitled to exemptions from import restrictions, duties, or taxes. An employee or family member shall not profit from an indirect disposition to persons not entitled to such exemptions, such as sale through a third country diplomat acting as a middleman, where the employee or family member knows or should know that the property is being acquired by the third party for resale to persons not entitled to exemptions, except that this restriction shall not apply to sales of personal property to official agencies of the foreign country in accordance with the laws or regulations of that country.

(c) Profits obtained from dispositions of personal property by an employee or family member that cannot be retained under paragraph (b) of this section including any interest earned by the employee or family member on such profits, shall be disposed of within 90 days of receipt by contribution or gift as defined in section 170(c) of the Internal Revenue Code or by other similar contribution or gift to a bona fide charitable foreign entity as designated by the chief of mission pursuant to § 136.5(b)(11) of this part.

(d) Except as authorized in advance by the chief of mission on a case-by-case basis, no employee or family member shall sell, assign or otherwise dispose of personal property within a foreign country that was not acquired for bona fide personal use. There shall be a presumption that property that is new, unused or held by the employer or family member in unusual or com-

mercial quantities was not acquired for bona fide personal use. For purposes of this subsection, there is no exemption for items of minimal value § 136.3(h)).

(e) No employee or family member shall import, sell, assign or otherwise dispose of personal property within a foreign country in a manner that violates the law or regulations of that country or governing international law.

(f) Violations of the restrictions or requirements of paragraphs (a) through (e) of this section shall be grounds for disciplinary actions against the employee in accordance with the employing agency's procedures and regulations. Employees shall be responsible for ensuring compliance with these regulations by family members.

(g) For purposes of computing profits on personal property dispositions subject to these regulations, where acquisition and disposition of the property were transacted in different currencies, proceeds received and costs incurred in a foreign currency shall be valued in United States dollars at the time of receipt or payment at the rate of exchange that was in effect for reverse accommodation exchanges at U.S. missions at the time of such receipt or payment. Where property was acquired and sold in the same currency, no conversion is required.

§ 136.5 Chief of mission policies, rules or procedures.

(a) Each chief of mission shall establish a procedure under which employees may request approval for the sale of personal property and for conversion of proceeds of such sale from local currency into U.S. dollars, if applicable. This procedure may be modified to meet local conditions, but must produce a documentary record to be held by the post of the following:

(1) The employee's signed request for permission to sell personal property, and, if applicable, to convert local currency proceeds to U.S. dollars;

(2) A description of each item of personal property having more than minimal value, and the cost basis and actual sales price for each item;

(3) All profits received and whether profit is retainable;

(4) Donation to charities or other authorized recipients of non-retainable profits;

(5) Approvals to sell and, if applicable, to exchange proceeds, with any restrictions or refusals of the employee's request noted, signed by the chief of mission or designee; and

(6) For privately owned vehicle transactions, data on purchaser and statement that customs requirements have been met and title has been transferred or arranged with an agent identified on document.

(b) In order to ensure that due account is taken of local conditions, including applicable laws, markets, exchange rate factors, and accommodation exchange facilities, the chief of mission to each foreign country is authorized to establish policies, rules, and procedures governing the disposition of personal property by employees and family members in that country under the chief of mission's jurisdiction. Policies, rules and procedures issued by the chief of mission shall be consistent with the general restrictions set forth in § 136.4 and may include at least the following:

(1) Identification of categories of dispositions (e.g., sales of minimal value items) that may be made without prior written approval;

(2) Identification of categories of individuals or entities to whom sales of personal property can be made without restrictions on profits (e.g., other employees, third country diplomats), individuals or entities to whom sales can be made but profits not retained, and individuals or entities to whom sales may not be made;

(3) Requirements to report the total estimated and actual proceeds for all minimal value items, even if such items are otherwise exempted from limitations on profits of sale;

(4) Categories of items of personal property excluded from restrictions on disposition because generally exempt from taxation and import duties under local law;

(5) More restrictive definition of "minimal value" (see § 136.3(h) of this part);

(6) Limitations on manner of disposition (e.g., restrictions on advertising or yard sales);

(7) Limitations on total proceeds that may be generated by dispositions of personal property, including limitations on proceeds from disposition of "minimal value" items;

(8) Limitations on total profits that may be generated by dispositions of personal property, including limitations on profits from dispositions of "minimal value" items;

(9) Limitations on total proceeds from dispositions of personal property that may be converted into dollars by reverse accommodation exchange;

(10) Limitations on the timing and number of reverse accommodation exchanges permitted for proceeds of dispositions of personal property (e.g., only in last six months of tour and no more than two exchange conversions);

(11) Designation of bona fide charitable foreign entities to whom an employee or family member may donate profits that cannot be retained under these regulations.

(12) Designation of post officials authorized to approve on behalf of chief of mission employee requests for permission to sell personal property and requests to convert local currency proceeds of sale to U.S. dollars by reverse accommodation exchange.

(c) All policies, rules, and procedures that are issued by the chief of mission pursuant to paragraphs (a) and (b) of this section shall be announced by notice circulated to all affected mission employees and copies of all such policies, rules and procedures shall be made readily accessible to all affected employees and family members.

(d) Violations of restrictions or requirements established by a chief of mission in policies, rules, or procedures issued by a chief of mission pursuant to paragraphs (a) and (b) of this section shall be grounds for disciplinary actions against the employee in accordance with the employing agency's procedures and regulations. Employees shall ensure compliance by family members with policies, rules or procedures issued by the chief of mission.

§ 136.6 Contractors.

To the extent that contractors enjoy importation or tax privileges in a foreign country because of their contractual relationship to the United States Government, contracting agencies shall include provisions in their contracts that require the contractors to observe the requirements of these regulations and all policies, rules, and procedures issued by the chief of mission in that foreign country.

(End of Provision)

CHAPTER 2

OPENING A USAID MISSION

2A. Introduction

This Chapter sets forth guidelines for personnel engaged in opening a new USAID mission. These guidelines are intended to help assure fast, positive action for the Opening Team and to help inspire confidence in this effort on the part of the cooperating government. This Chapter also covers the administrative duties incident to establishment of a USAID mission following the negotiation of bilateral agreements, determination of the types of programs to be implemented, and written approval by the Administrator, AID, to open a USAID mission.

2B. The USAID Mission Opening Team

1. Composition

a. The Opening Team will consist of an experienced Executive Officer, an IG/SEC representative and, when necessary, a Controller. In the interest of economy and efficiency, the Executive Officer should be made available from a nearby USAID mission if staffing and workload permit; otherwise from AID/W. The IG/SEC representative shall determine security requirements early in the planning stage.

b. The Office of Overseas Management Support (FA/OMS) is responsible, in coordination with the appropriate geographic bureau and the Office of Human Resources Development Management (HRDM), for designating the Executive Officer for the Opening Team. FA/OMS should be advised of any special requirements in order to determine the experience, background, or skills required of the prospective Executive Officer.

2. Administrative Actions Prior to Departing AID/W

When it has been decided to establish a USAID mission in a country, the appropriate geographic bureau will complete the following administrative actions prior to the Opening Team's departure:

a. Consult the post report and discuss with the Department of State the characteristics and conditions particular to the cooperating country, including embassy facilities in providing support and services to meet AID's needs. In particular, these discussions should include such requirements as utilities, space (both office and residential), equipment and supplies. It is AID policy to operate and control its own

2B2a

administrative support services overseas and the Opening Team should strive to achieve this economically and early. However, if it is determined through discussions with the Post Management Officer in the Executive Director's office in the appropriate geographical bureau of the Department of State, that particular services are best provided at post by the embassy, a preliminary agreement is developed and the embassy is advised by the bureau Executive Director of its obligations in advance of the Opening Team's arrival.

b. Arrange for an allotment of operating expense funds to the new USAID mission.

c. Arrange for the financial management activities to cover all identified fiscal requirements. Depending upon the nature of the country program, appoint a USAID Controller or a Regional Controller to perform the required financial management functions.

d. Arrange with the Department of State to use the services of the embassy Cashier. If this is not feasible, appoint a Principal Cashier and an alternate. Explain duties and responsibilities and give instructions on records and reports to the Cashier.

e. Obtain instructions for managing and installing the operating expense (OE) budget.

f. Consult with the Office of Information Resources Management, Telecommunications, Computer Operations Division (FA/IRM/TCO) on cable, telefax, and other communications support services. Consult with the Office of Administrative Services, Information Support Services Division (FA/AS/ISS) on diplomatic pouch schedule, mailing list, and commercial courier services.

g. Issue an AID General Notice regarding the opening of a new USAID mission and include the address, method of communicating, pouch schedule, APO information, etc.

h. Initiate the procurement and shipment of office equipment such as computers, printers, typewriters, copiers, calculators and office supplies. Include for procurement a basic supply of all commonly used AID forms (refer to AID Handbook 18, Appendix A, or the AID Forms Catalog), non-AID forms (e.g., SF 1169 - United States Government Transportation Request, SF 1103 - U.S. Government Bill of Lading, OF 347-Order for Supplies or Services, etc.), stationery, dictionaries, biographic registers, Standardized Government Regulations, and AID

2B2h

Handbooks. These and all other required equipment and supplies are ordered on form AID 5-7, Supplies/Equipment/Services Requisition. Submit requisitions to FA/AS/PP with appropriate USAID mission fiscal data for procurement and shipment to post.

i. Determine motor vehicle requirements and procure directly from the vendor (see Handbook 23, Chapter 6).

j. Determine the availability of surplus equipment within the area from other USAID missions and U.S. Government agencies.

k. Issue all necessary directives and authorities required for the new operation. In particular, delegations of authority, personnel ceilings and current allotments, appropriation symbols and amounts should be issued.

2C. Initial Administrative Responsibilities at the USAID Mission

1. Embassy Contacts

Upon arrival at post the Executive Officer should contact the embassy Administrative Officer and Regional Security Officer and hold discussions on administrative and security support. These discussions should cover support the embassy is capable of providing temporarily and those administrative requirements that are peculiar to the need of AID. These discussions should include the following:

a. The reason AID is there, the type of program proposed and the number and categories (i.e., FSN and U.S. direct-hire, Personal Services Contractors) of personnel to be assigned and recruited.

b. The methods under which the embassy operates, and its relationship with the host government.

(1) Attitude of the host government and possible support that can be expected.

(2) Availability of resources on the local economy (i.e., personnel and commodities).

(3) Availability of residential units, (U.S. Government leasing versus Living Quarters Allowance).

2C1b

(4) Interim support, if required, that the embassy can provide in areas such as:

(a) Space: Office and/or Residential.

(b) Transportation.

(c) Building maintenance.

(d) Custodial/General Service functions.

(e) Local personnel administration.

(f) Communications, files and messenger service.

(g) Security support, e.g., guards, storage of classified materials, etc.

(h) Host country requirements and practices involving currency exchange, import and customs regulations, tax exemption, etc.

(i) Host country processes and requirements for notification and accounting of AID-financed commodity imports.

(j) Development and installation of an accounting system for the USAID mission in accordance with the requirements of AID HB 19, Financial Management.

c. Other U.S. Government and international agencies active in the country; their purpose and program relationships of each.

d. Arrangements for introduction and appointments with appropriate representatives of other U.S. Government, international and host government entities.

e. When the above steps have been accomplished, proceed with actions necessary to activate a USAID mission.

2. Host Government Contacts

The objectives of these meetings are to:

a. Establish a working relationship to effect implementation actions between the host government and the USAID mission.

2C2

b. Determine the extent to which the host government can provide support for the program, such as, housing, transportation, supplies and equipment, maintenance, etc.

c. Identify problem areas that may require resolutions. For example: Consider any special import or tax laws which could impact on the quality and timing of USAID logistical support, or any special currency regulations which the new USAID mission might encounter.

3. Other Contacts

Other U.S. Government agencies may be operating in the area. The Opening Team should establish rapport with these agencies and use whatever mutual support services are available through these agencies and, in turn, extend any services that the USAID mission is able to provide. For example, the U.S. Information Service (USIS) might provide communications media. Contacts may also be made with other donors and with international and private sector organizations to determine the possibility of mutual cooperation in achieving the developmental objectives of the host country.

4. Housing

a. Regulations limit an employee's temporary lodging allowance to three months after the date of first arrival at post; therefore, housing arrangements for permanent USAID mission personnel shall be given top priority.

b. It is AID preferred policy that employees lease their own quarters and be reimbursed in accordance with the provisions of the Standardized Regulations. Where it is not feasible for employees to rent privately (scarcity of adequate housing, long-term advance rental payment requirements, etc.), the USAID mission will provide government-leased housing.

c. The Opening Team will determine whether the employee can lease adequately furnished quarters or whether unusual conditions at post warrant the need of U.S. Government-leased housing and the provision of residential furnishings.

2C

5. Office Space

a. The embassy can be helpful in locating office space. If U.S. Government-owned realty is not available, office space should be leased. Security waivers, if required, must be approved prior to entering into any lease. (Prior AID/W approval is required for an advance of rent exceeding 18 months as well as for the purchase or construction of office space). The Opening Team must adhere to security guidelines on office buildings.

b. Arrangements should be made, if possible, for the host government to provide office space for program-funded personnel. This has the advantage of placing the AID technician and his counterpart in close proximity to one another and reduces expenditures.

6. Cleaning and Custodial Services

a. Cleaning and custodial services for office space may be provided for in the lease or through contract arrangements. Direct-hire personnel should not be used in this capacity.

b. The custodial and maintenance responsibilities for U.S. Government-held residential properties are set forth in HB 23, Chapter 5, Appendix 5A (6 FAM 700).

7. Vehicle Procurement and Interim Transportation Arrangements

a. All non-project type vehicles to be titled to the U.S. Government, including Participating Agency vehicles, are to be ordered directly through the vendor (see HB 23, Chapter 6). FA/OMS and FA/AS/PP/AP will assist with the purchase of American-made vehicles when requested by USAID missions. All project vehicles to be titled to the cooperating government are to be procured in accordance with procedures dealing with project commodity procurement.

b. Until the vehicles arrive at post, arrangements for interim transportation should be made. The Opening Team may:

(1) Arrange with the embassy to share in its motor pool.

(2) Seek assistance from other U.S. Government agencies in the area.

(3) Request the host government to provide transportation.

(4) Contract for the transportation.

8. Records Management

Arrange for a bar-lock safe and restricted area for safeguarding classified material. Until this is done, it will be necessary to rely upon the embassy to secure classified material.

9. Property Records System

Establish a property records system to reflect the receipt and control of USAID mission property in accordance with HB 23, Chapter 4, Appendix 4A (6 FAM 224.3).

10. Foreign Service National (FSN) Personnel

a. General

Initially, FSN staff recruitment, processing, and hiring should be done by or with the cooperation of the embassy Personnel Officer and Regional Security Officer.

b. Administrative FSNs

It is recommended that direct employment of FSN personnel be held to a minimum practicable level. Administrative support operations, i.e., guard, cleaning and custodial services may be carried out by third party contract or non-personal services contract rather than by direct-hire employees, whenever practicable.

c. Project/Program FSNs

Every effort shall be made to have the host government finance the employment of necessary FSNs for project/program operations from its own resources or counterpart funds. The terms of the bilateral agreement will govern.

2C

11. Financial Management

a. Generally, only operating expense (OE) funds will be involved at the outset. Accounts will have to be opened for these funds and plans developed for handling program funds.

b. Some of the actions which should be taken in relative but not absolute order of priority are as follows:

(1) Establish a set of allotment accounts and record initial advices of allotment.

(2) Prepare a USAID mission operating budget and establish sub-allotments for operating expenses (OE).

(a) Recommend to the Mission Director the designation of an authority to approve obligation of funds.

(b) Establish an internal system for pre-validation of obligations.

(3) Establish and record obligations for the payment of salaries and allowances to USAID mission American and Foreign National staff as required.

(4) Arrange with the embassy or regional Disbursing Officer for disbursing, voucher certifying, and payrolling services. Where arrangements cannot be made with the Department of State, draw funds for petty cash and have a Principal Cashier designated.

(5) Install a system for reporting and recording time and attendance of USAID mission employees.

(6) Advise the Mission Director and Ambassador on fiscal requirements for the establishment of bilateral and project agreements, procurement authorizations, and other phases of the programming process.

12. Automation Systems

The appropriate FA/IRM/CLS client analyst should be consulted as to the automation systems that may be useful for post operations and to determine the appropriate hardware and software required to support those systems.

CHAPTER 3

COMBINED ADMINISTRATIVE SUPPORT

This chapter consists solely of two documents:

1. The Uniform State/AID/USICA Regulations, 2 FAM 125, "Basic Principles for Overseas Combined Administrative Support Services" (Appendix 3A).

2. The "Interagency Agreement between the Department of State and the Agency for International Development Governing the Establishment and Operation of Joint Administrative Services" dated June 28, 1979 (Appendix 3B).

The above documents are the governing directives for AID participation in combined support services.

APPENDIX 3A

120

UNIFORMITY AMONG THE AGENCIES

121 POLICY

(TL:GEN-262; 10-5-89)
(Uniform State/AID/USIA)

a. Uniformity in the treatment of overseas personnel and in overseas administrative practices is a major goal of the Department of State, the Agency for International Development (AID), and the United States Information Agency (USIA).

b. Achievement of uniformity necessitates recognition of each Agency's responsibilities and differing legislative, policy, and organizational restrictions.

122 RESPONSIBILITIES

(TL:GEN-262; 10-5-89)
(Uniform State/AID/USIA)

Agencies are responsible for uniformity in Washington and in the field.

122.1 Washington

(TL:GEN-262; 10-5-89)
(Uniform State/AID/USIA)

a. The Washington offices of State, AID, and USIA are responsible for issuing regulations on uniform administrative practices among the three Agencies (and others, *such* as the Peace Corps, Department of Defense, etc., whenever feasible).

b. A Joint Regulations Board, composed of the Chief, Directives *Branch*, Department of State, who is chairperson, and one representative each from AID and USIA, administers the uniform regulations program under direction of the senior administrative officers of the three Agencies.

122.2 Field

(TL:GEN-262; 10-5-89)
(Uniform State/AID/USIA)

a. The President's letter of September 23, 1981 (see 1 FAM 013.2), places on the ambassador the responsibility "to oversee the operation of all United States Government programs and activities" in the ambassador's country of assignment.

b. Therefore, after consultation with heads of other Agency missions, the ambassador:

(1) Issues uniform local rules and practices to implement effectively the uniform regulations issued by Washington; or

(2) On administrative matters not covered by uniform regulations from Washington, issues uniform local rules subject to law and to the policies and regulations, if any, separately prescribed by either of the three Agencies' headquarters.

c. Difficulties in adopting uniform local rules and practices because of differences in the Agencies' policies or program requirements should be reported to Washington with suggestions for development of uniform regulations.

d. In drafting messages to Washington on subjects involving uniform regulations, drafting officers should collaborate with counterparts in other Agencies with a view to making the message uniform.

123 and 124 Unassigned

125 BASIC PRINCIPLES FOR OVERSEAS COMBINED ADMINISTRATIVE SUPPORT SERVICES

125.1 General

(TL:GEN-262; 10-5-89)
(Uniform State/AID/USIA)

a. Under the direction of the ambassador, who is responsible for the supervision and coordination of all activities of the United States diplomatic mission in the country of the ambassador's assignment, the Department of State, the Agency for International Development, the United States Information Agency, and other U.S. Government Agencies participate, where practical, in joint arrangements to provide required levels of administrative support services to their personnel assigned overseas.

b. Administrative support at diplomatic missions is normally provided by the Department of State. However, at specific missions where another Agency may be in the best position to provide certain administrative support services to other Agencies, such an Agency with Washington approval may be delegated responsibility for providing these services.

125.2 Criteria/Guidelines

(TL:GEN-262; 10-5-89)
(Uniform State/AID/USIA)

Combined servicing is encouraged when the *criteria that follow* are or will be met to the satisfaction of potential participating Agencies.

125.2-1 Effectiveness

(TL:GEN-262; 10-5-89)
(Uniform State/AID/USIA)

All *administrative* support arrangements will provide an essential level of service rendered in a manner which is responsive to the needs of the serviced Agencies.

125.2-2 Capability

(TL:GEN-262; 10-5-89)
(Uniform State/AID/USIA)

Normally, the Agency in the best position, in terms of support personnel at the mission, should provide administrative services to other Agencies. When full consolidation is not practical, cross-servicing which results in economy or improved services is encouraged.

125.2-3 Economy

(TL:GEN-262; 10-5-89)
(Uniform State/AID/USIA)

Combined services should result in savings to the U.S. Government when it is possible to:

(1) Reduce or combine staffs, whether supervisory or nonsupervisory, U.S. or local national;

(2) Eliminate duplicate facilities, such as warehouses, motor pools, office space, or printing plants; or

(3) Combine the management of *expendable and nonexpendable supplies*. Nonexpendable supplies and equipment will continue to be purchased by and carried on the inventory of the using Agency.

125.3 Methods

(TL:GEN-262; 10-5-89)
(Uniform State/AID/USIA)

There are two basic methods of combining *administrative* support arrangements.

125.3-1 Individual Functions

(TL:GEN-262; 10-5-89)
(Uniform State/AID/USIA)

a. Service may be acquired by one Agency from another Agency at post for any individual service:

(1) Where the capacity of the servicing Agency enables it to provide the service;

(2) Where the acquiring Agency does not have and does not wish to develop the capability necessary to provide essential support of this nature; and

(3) When the servicing Agency can provide adequate service at lower cost.

b. Under these circumstances, the administrative element of the serviced Agency maintains a simple contractual relationship with the servicing Agency.

125.3-2 Total Support

(TL:GEN-262; 10-5-89)
(Uniform State/AID/USIA)

When essentially all administrative support functions (excluding the AID mission controller function) are performed by one Agency for two or more other major Agencies at post, these services are managed by a joint administrative office (JAO).

125.4 Approval

(TL:GEN-94; 8-16-67)
(Uniform State/AID/USIA)

Approval authority for entering into joint servicing agreements depends upon the method employed. Under "individual/functional" cross-servicing, chiefs of Agency missions are authorized to enter into arrangements under the criteria specified in section 125.2. When the degree of service obtained from one other Agency at post meets the level described as "total support," or when formal JAO's are established, Washington approval is required.

125.5 Funding

(TL:GEN-262; 10-5-89)
(Uniform State/AID/USIA)

Reimbursement to the administering Agency for all combined support arrangements will be made in accordance with the provisions of the *Foreign Affairs* Administrative Support System (including funding for cross-servicing arrangements). Each Agency directly funds costs from its own allotments for goods and services required solely for the use of that Agency. In this connection, funding of cross-servicing agreements may be handled at post directly between the Agencies concerned.

125.6 Staffing

(TL:GEN-94; 8-16-67)
(Uniform State/AID/USIA)

Since the competence of key personnel is the major factor in the success of any combined support

organization, qualified individuals are selected without regard to parent Agency and, as appropriate, may be detailed or assigned to the Agency providing the support service on a reimbursable basis. Assignments of key individuals to JAO positions will be cleared by the Washington regional management, executive, or administrative office of appropriate Agencies.

125.7 Regulations

(TL:GEN-262; 10-5-89)
(Uniform State/AID/USIA)

Major Agencies participating in combined *administrative* support arrangements will attempt to enlarge the body of uniform regulations which govern the provision of these services. Where an Agency has special legislative authority or restrictions not applicable to other Agencies, the regulation will recognize variations in support.

125.8 Washington Backstopping

(TL:GEN-262; 10-5-89)
(Uniform State/AID/USIA)

a. Major Agencies participating in combined *administrative* support arrangements will designate coordinators at the Washington level to whom problems relating to joint servicing can be referred. Specifically:

(1) A single individual will be designated in such Agencies to resolve problems of agency-wide significance that may arise; and

(2) Single representatives, at the regional management or administrative office level, will be designated to respond to operational requirements.

b. A list of Agency representatives will be prepared and maintained by the Office of the Under Secretary for Management in State and made available to the Agencies involved.

c. Responsibility for leadership and coordination of Washington backstopping will rest with the appropriate regional Assistant Secretary of the Department of State, in conformity with the principles of NSAM-341 of March 2, 1966.

125.9 Performance Review

125.9-1 Operations

(TL:GEN-262; 10-5-89)
(Uniform State/AID/USIA)

All Agencies concerned in combined *administrative* support arrangements will periodically appraise and review the performance of combined service organizations. Particular attention will be paid to the identification of problem areas and the development of mechanisms to improve the service. Primary responsibility for the maintenance of satisfactory service is vested in the office of the appropriate regional Assistant Secretary of the Department of State.

125.9-2 Staff

(TL:GEN-262; 10-5-89)
(Uniform State/AID/USIA)

Supervisors will rate subordinates in combined support arrangements according to the standards and on the rating forms used by the subordinates' parent Agencies. The ambassador or deputy chief of mission (DCM) will rate the JAO chief. When the DCM is the rating officer, the ambassador will act as reviewing officer. The head of each serviced Agency will provide the ambassador or DCM with an advisory report to assist in preparing the evaluation. With the exception of AID employees, such an advisory report by the rated member's parent Agency will also be included as an attachment to the evaluation. AID procedures do not permit the use of attachments to the EER. However, written comments on special acts or special performance by AID employees, above and beyond those normally treated as evaluation factors in the yearly EER, may be forwarded for review and possible inclusion in the employee's evaluation folder as a separate exhibit.

126 through 129 Unassigned

APPENDIX 3B

INTERAGENCY AGREEMENT BETWEEN THE DEPARTMENT OF STATE AND THE AGENCY FOR INTERNATIONAL DEVELOPMENT GOVERNING THE ESTABLISHMENT AND OPERATION OF JOINT ADMINISTRATIVE SERVICES

I. PURPOSE

"Basic Principles for Overseas Combined Administrative Support Services, "2 FAM 125, calls upon the foreign affairs agencies and other U.S. agencies to participate, where practical, in joint arrangements to provide required levels of administrative support services to their personnel assigned overseas. The FAM encourages combined servicing when criteria as to effectiveness and economy can be met and includes the further guideline that when full consolidation is not practical, cross-servicing among agencies which results in economy or improved services is encouraged. The purpose of this agreement is to set forth agreed procedures governing the establishment and operation of Joint Administrative Offices (JAOs) in circumstances in which full consolidation is deemed practical, effective and economical.

II. POST PROPOSALS FOR ESTABLISHING A JAO

To enable the Department and AID to evaluate the merits of proposals by Chiefs of Missions and AID Principal Officers for the establishment of JAOs, field posts will prepare a JAO draft agreement using the guidelines furnished below:

A. The provisions of 2 FAM 125 and Department Airgram A-768 of February 15, 1977, should be followed. If a deviation is considered necessary, it should be explained and justified. A JAO shall cover only common administrative support services. AID program functions including procurement of program commodities and services and the AID Mission Controller function are excluded unless authorized by State and AID on an exception basis.

B. Each function and subfunction set forth in 4 FAM 130 should be identified in the draft agreement as to whether or not the JAO will provide these specific services to AID contract and PASA personnel, as well as AID direct-hire personnel. As necessary, special or limited support arrangements should be briefly explained, e.g., specific arrangements to provide support to AID employees in locations where State has no representation. A definitive statement should be included as to whether the JAO will provide the following services to AID: (1) maintenance of household furniture and equipment issued to AID occupied houses; (2) maintenance of quarters; (3) customs clearance; (4)

acquisition and utilization of motor vehicles including AID special purpose vehicles; (5) accountability for and reporting of AID expendable and non-expendable property; (6) accountability for and managing of real property as indicated in Paragraph IV D.; and (7) requisitioning/accounting for expendable supplies.

C. If the JAO is to provide administrative support services to AID-Financed personnel (whether AID direct-hire, AID contract, or PASA employees) outside the capital city, the type and extent of the services should be covered in sufficient detail to assure mutual understanding. If the JAO is unable to provide support to such employees, this fact should be spelled out. The Post's Proposal should then include the recommendation that an AID Management Officer position be established as part of the AID staff. The duties to be performed separately and exclusively for AID by this officer as well as the interface with JAO operations should be clearly defined so as to preclude duplication of functions performed in the JAO.

D. A recommended staffing pattern for American and local positions should be submitted. Each position should be designated either as CORE or DAS. Any special staffing arrangement desired should be specified.

E. The Inter-Agency Council for Consolidated Operations (IACCO) will consider and decide upon field proposals to establish new JAOs and would be the mechanism to resolve any major policy issues emanating from this agreement.

III. ASSISTANCE AND IMPLEMENTATION

Joint State/AID Washington Administrative Management Assistant Teams (AMAT) will be formed through working group initiatives to assist JAOs through TDY in the following areas:

A. Inventory training and the maintenance of inventories of non-expendable furniture and equipment of all agencies to facilitate acquisition, inventory recordkeeping, sale and utilization of proceeds from such material.

B. Post operating procedures and regulations.

C. Implementing a Merit Promotion System for local national employees of all U.S. Government agencies at the Post where such a system does not now exist.

D. Determining in the field the feasibility of establishing a JAO and, where necessary, assisting the Post in the initial implementation of a Washington approved JAO.

E. Providing prompt assistance with the implementation of Section 401 of the Foreign Relations Act, FY-1979 (employment of dependents) particularly at those Posts where the availability of trained host country personnel is limited.

F. Providing TDY assignments to fill crucial vacancies on a timely basis.

G. Any other special problems peculiar to providing administrative services.

IV. OPERATING PRINCIPLES

A. Resources made available to the Department and AID (and other agencies as the case may be) will be used to support Joint Administrative Offices, and neither State nor AID will be required to supplement each other's share of positions, funds and material required to support the joint operation.

B. The governing principles of the FAAS system as set forth in 4 FAM 100 and State Airgram A-1761, dated March 21, 1976, as amended, are part of this agreement. It is further agreed that where an increase in AID activities is the primary or sole cause for the need for additional U.S. and/or Foreign National personnel in a JAO, AID may detail to the JAO direct-hire Americans, Third Country Nationals, and Host Country Nationals as appropriate. State positions will be established for these personnel under FAAS procedures as DAS Special Staff. In these cases, State will initially fund the Post assignment costs. These costs will include travel, housing, furnishings, and other costs related to support at Post, but exclude salary and benefit costs paid directly by AID. AID will subsequently fully reimburse State for the costs incurred during the remaining part of the current fiscal year, plus one additional full year. Thereafter, all DAS costs will be shared by all agencies at Post, except State, according to the established DAS funding procedures.

Finally, when AID's activities are reduced in scope or the program in phased out, AID may reduce its personnel contribution to the JAO in proportion to its remaining activities, upon arrival of the Council.

C. Bureau level management will handle the day-to-day operational requirements which need not be referred to the Inter-Agency Council on Administrative Support. Responsibilities of these Bureaus shall include, but not be limited to the following:

1. Providing coordinated long range support planning.

2. Arranging timely personnel assignments to positions delineated in Paragraph IV H.

3. Determining appropriate levels and funding of vehicles and equipment for JAOs.

4. Responding to file queries and complaints on support levels, FAAS budgeting, etc.

5. Insuring compliance with pertinent regulations, GAO guidelines, etc.

6. Developing, or reviewing proposed new JAO agreements, and approving amendments to existing agreements within the principles of this general inter-agency accord. Questions and problems that the Bureau level management cannot resolve will be submitted to a senior level officer in each agency for resolution as outlined in 2 FAM 125.8(1) who may refer the issue to the Inter-Agency Council on Administrative Support.

D. The JAO will assume AID's real property responsibilities wherever practicable per the recent State/AID agreement in principle to have a single real property manager at each Mission. The acquisition and management of residential property will be in accordance with the policies and standards set forth in Airgram 1093, dated April 5, 1979. The accounting for AID's real property will be in accordance with Handbook 19 of the AID Directives system.

E. The Department of State will continue to be responsible for the regular inspection of JAOs and the provision of reports thereon to AID. THe responsibility for the audit of JAOs utilizing substantial AID resources will be shared jointly by the Inspector General of the Department of State and the Auditor General of AID within the guidelines set forth in this paragraph. On an annual or other periodic basis, as determined by the Inspector General in coordination with the Auditor General, a schedule of audits of JAOs will be prepared by the IG and AG. Final approval of the schedule so prepared will rest with the Inspector General. The audit reviews so scheduled will be carried out by joint AG/IG audit teams, normally with equal representation and sized to the scope of the audit task. The audit schedule will assign specific responsibility for the conduct of each audit review from preparation of plan, through execution of the audit itself to and including preparation and issuance of the report to either IG or AG or both as mutually agreed to. The reports issued will be joint reports of the IG and AG; be reproduced by the Department of State; and distributed within the Department of State and AID in accordance with the respective requirements and regulations of each agency. The Inspector General will oversee the compliance process for the recommendations in the audit reports in accordance with standard Department of State practices.

F. Prior to assignment to JAOs, State and AID personnel will be given appropriate consultation and/or training to familiarize them with all applicable State and AID policies, regulations and procedures.

G. To provide an appropriate level of administrative servicing for AID all factors such as the level and complexity of the AID program and the size of the AID Mission will be given full recognition by the Department in the job classification of all JAO American positions.

H. The Department of State through its Office of Personnel and the Agency for International Development through its Office of Personnel, and in close consultation with appropriate geographic bureaus in both agencies, will assign personnel from both the Department and AID to the Administrative Positions listed in Paragraph 7 below in accordance with the following arrangements and procedures:

1. Candidates from both the Department of State and AID will be considered for the positions listed at the appropriate time when the positions become available for reassignment. Ordinarily, this would be six to nine months in advance of the rotation date of the incumbent.

2. In anticipation of a position's becoming available for reassignment, the appropriate regional bureaus of the Department and AID will consult for the purpose of arriving at a joint recommendation to their respective Offices of Personnel concerning whether a State or AID person is to be assigned to the position. Such recommendations to the two Offices of Personnel will be supported by discussion of relevant factors bearing on the choice.

3. The Office of Personnel in the Department of State, upon receipt of the recommendations of the respective regional bureaus and, where appropriate, of the Office of Personnel of AID, will make the final assignment in accordance with existing procedures followed by the Office of Foreign Service Career Development and Assignments.

4. AID personnel selected for the position listed or for any others which may be added in the future will be assigned under normal AID Assignment Board processes on a reimbursable detail to the Department of State.

5. Personnel presently serving in the positions listed in IV.H.7. below will complete the tours of duty which were previously scheduled for them unless a need for curtailment is determined by either agency in accordance with its existing procedures. Tours of duty for personnel assigned in the future of these positions will be made in accordance with the tour of duty policy in effect for the position by the Department of AID for its respective employees.

6. To facilitate orderly manpower planning on requirements and staffing for these listed positions, and also to regularize the documentation procedures by which assignments of personnel from the respective agencies are made, a joint State/AID mechanism will be made in accordance with the tour of duty policy in effect for the position by the Department or AID for its respective employees.

6. To facilitate orderly manpower planning on requirements and staffing for these listed positions, and also to regularize the documentation procedures by which assignments of personnel from the respective agencies are made, a joint State/AID mechanism will be developed immediately upon the signature of this agreement to permit the orderly approval of assignments.

7. The administrative positions available to qualified U.S. Direct Hire candidates of State and AID at posts where there is JAO shall be the following:

(a) Administrative Officer
(b) Deputy Administrative Officer
(c) Supervisory General Services Officer
(d) General Services Officer
(e) Assistant General Services Officer
(f) Personnel Officer
(g) Assistant Personnel Officer
(h) Budget and Fiscal Officer

/s/ 6/28/79
John M. Thomas (Date)
Assistant Secretary
Bureau of Administration
Department of State

/s/ 6/28/79
D. G. MacDonald (Date)
Assistant Administrator
Bureau of Program and
Management Services
Agency for International Development

CHAPTER 4

OVERSEAS PERSONAL PROPERTY MANAGEMENT

This chapter consists solely of the Uniform State/AID/USIA/Commerce/Agriculture, 6 FAM 220, Overseas Personal Property Management. The Uniform Regulations (Appendix 4A) are the governing directives for USAID management of personal property abroad.

220
PERSONAL PROPERTY MANAGEMENT

221 GENERAL POLICY AND PROCEDURES

221.1 Purpose

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

These regulations prescribe policy, principles, responsibilities, and related requirements for management, accountability, utilization, maintenance, and disposal of all personal property controlled by an overseas establishment of State, AID, USIA, Commerce, or Agriculture.

221.2 Authority

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Authorities for these regulations are contained in 22 U.S.C. 2656 and 2258, in the General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, Title 2, Chapters 1, 2, 3, 4, and Appendices I and II; the Federal Property and Administrative Services Act of 1949, as amended; 31 U.S.C., Chapter 35, Subchapter II, Subsections 3512(a) and (b); 40 U.S.C., Chapter 10, Subchapter II, Subsections 481(c), 483(b) and (c), 484(c) and Subchapter III, Section 511 and Subsection 514(b).

221.3 Statement of Policy

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

It is the policy of the U.S. Government to obtain maximum use of all property in its possession through efficient requirement planning, accountability, utilization, maintenance, and disposal procedures. Unless otherwise provided for in these regulations, use of U.S. Government property for personal reasons is prohibited. Within available resources, each overseas establishment shall develop property management procedures in sufficient detail to ensure proper care, control, and accountability of Government-owned personal property. Such procedures shall be established within the scope of this regulation.

221.4 Assistance/Clarification of Regulations and Authorization of Exceptions

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. In general, requests for interpretation or clarification of these regulations or requests for exceptions to the regulations shall be directed to the parent agency. Requests for exceptions must be supported by written justification from the overseas establishment and will be subject to parent agency approval before action is taken at post.

b. **State Only:** Requests for clarification of or exception to these regulations shall be directed to Chief, Property Management Branch (A/OPR/ST/S/PM).

c. **AID Only:** Requests for clarification of or exceptions to these regulations must be directed to FA/OMS.

221.5 Definitions

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The following definitions apply to the regulations in 6 FAM 220 and 6 FAH-1 220.

(1) **Accountable Property:**

(a) **State Only:** Nonexpendable personal property, in use, with an invoice cost of $500 or more; expendable and nonexpendable personal property in stock inventory, regardless of cost; nonexpendable residence furniture and equipment, regardless of cost; serial numbered equipment with an invoice cost of $100 or more; and leased or loaned property regardless of cost.

(b) **AID Only:** All nonexpendable property; all serially-numbered equipment; and expendable stock inventory.

(2) **Accountable Property Officer (APO):** The accountable property officer is an officer or employee designated in writing by the property management officer with responsibility for day-to-day property activities (see section 221.6-2).

(3) **Acquisition Cost:**

(a) The acquisition cost of personal property is the total of the amount paid to the vendor (invoice cost) plus any transportation charges; handling and storage costs; labor and other direct or indirect production costs (for goods produced or constructed); and outside services for designs, plans, or specifications, billed from sources other than the vendor.

(b) **AID Only:** See section 225.1-1c which applies when recording acquisition cost.

(4) **Administrative Property:** Basic common-use furniture, furnishings, and equipment (including residence property) usually available through normal supply channels (e.g., desks, chairs, office machines, sofas, beds, refrigerators, etc.).

(5) **Aisle:** Any passageway within a storage area.

(6) **APO:** See definition for Accountable Property Officer.

(7) **Battery Charging Space:** That space utilized as a charging area for storage batteries of electric-powered materials handling equipment. Includes area for parking equipment for battery charging purposes.

(8) **Bill of Lading:** A receipt listing goods shipped that is signed by the agent of the owner of a ship or issued by a common carrier.

(9) **Bin Storage:** The storage of supply items which are generally small, have a fast turnover, and are issued in less than full carton quantities.

(10) **Board of Survey:** A board to review cases involving lost, stolen, or damaged government property (see section 226.5-2).

(11) **Bulk Storage:** Storage in warehouse of any large quantity of supplies usually in original containers which are not appropriate for pallet rack or bin storing.

(12) **Capitalized Personal Property:** Nonexpendable personal property that has an invoice cost of $5,000 or more and an estimated service life of 2 years or longer which must be capitalized and reported in the Agency's financial statements.

(13) **Concealed Damage:** Damage which is not evident at the time of delivery but is discovered after the package/carton is opened and the contents examined.

(14) **Cubic Meter Storage:** Net storage space (in square meters) multiplied by the unobstructed stacking height permitted by safety regulations/restrictions in a particular storage area.

(15) **Cupboard Stocks:** Cupboard stocks are expendable supplies located in office supply cabinets, etc. (not in a secure supply room), which are maintained to meet immediate normal requirements -- usually not to exceed a 30-day period. Parts are not included in the cupboard stock category.

(16) **Expendable Personal Property:** Propert which, when put in use, is consumed, loses its identity, or becomes an integral part of another item of property. Examples are: office supplies, automobile tires, machine parts, and desk trays.

(17) **Floor Load Rating:** Weight that can safely be supported by a floor, expressed in kilograms per square meter of floor space.

(18) **Foreign Affairs Administrative Support (FAAS):** The FAAS program is the mechanism for providing administrative services which are a common requirement of U.S. Government agencies oversea. FAAS provides a method of determining administrative support costs and distributing them among supported agencies (see 4 FAM Appendix B).

(19) **Foreign Excess Personal Property:** Property located in a foreign country, under the control of a Federal agency, no longer needed locally, and determined by the head of the agency that it is no longer required by the agency elsewhere. Overseas establishments are not to use the word "surplus" on disposal documents because this term is reserved for GSA use.

(20) **Forklift Truck:** A type of materials handling equipment which is designed to pick up, carry, and stack unit loads of materials.

(21) **Hazardous Property:** Material consisting of explosives, flammables, corrosives, combustibles, oxidizers, poisons, toxics, sources of ionizing radiation or radiant energy, biologicals and radiologicals, magnetics, and compressed gasses, which because of their nature, are dangerous to store or handle and present real or potential hazards to life and/or property.

(22) **Honeycombing:** The storing or withdrawing of supplies in a manner which results in vacant space that is not usable for storage of other items.

(23) **Inspection:** Examination and testing of supplies and services to determine whether the supplies and services conform to contract requirements.

(24) **Inventory:** A physical count performed to determine the on hand quantity of an item or group of items.

(25) **Invoice Cost:** The invoice cost of personal property is the total of the amount paid to the vendor (including related costs such as transportation or installation, if billed by the vendor).

(26) **Loading Platform:** A flat surface to facilitate loading or unloading, usually erected alongside a warehouse at the approximate level of a truck floor.

(27) **Locator System:** A record which shows the exact location of supplies stored within a storage activity.

(28) **Materials Handling Equipment:** Such items as forklift trucks, towing tractors, warehousing industrial cranes, straddle-carry trucks, pallet trucks, platform trucks, and conveyor systems, used in storage and handling operations.

(29) **Nonexpendable Personal Property:** Property which is complete in itself, does not lose its identity or become a component part of another item when used, and is of a durable nature with anticipated useful life of over 2 years. Examples are furniture, office machines, ADP equipment, and communications equipment.

(30) **Overseas Establishments:** Offices of U.S. Government agencies located overseas.

(31) **Pallet:** A low portable platform of wood, metal, or fiberboard which facilitates the act of moving, storing, and transporting of supplies as a unit.

(32) **Pallet Racks:** Storage aids which provide a support for pallets that are independent of lower loads. They are used where the material to be stored is not strong enough to support the superimposed load, is irregular in shape, is too small for bulk storage, or too large for bin storage.

(33) **Pallet Support Sets:** Intended to form box-type pallets when assembled onto flat wood pallets, to allow for stacking of pallets containing irregularly shaped commodities that are susceptible to crushing.

(34) **Palletizing:** The placement and securing, when necessary, of units or containers on pallets.

(35) **Parent Agency:**

(a) General: The agency of the U.S. Government to which the overseas establishment reports and from which it is supported.

(b) **AID Only:** USAID missions and offices or other entities report directly to AID/W: AID/W denotes the headquarters operations AID.

(c) **USIA Only:** USIS country offices and other installations report directly to USIA, Washington.

(36) **PDO:** See definition for Property Disposal Officer.

(37) **Personal Property:**

(a) Personal property has a characteristic of mobility. It includes such items as vehicles, furniture, equipment, supplies, appliances, and machinery. It refers to all property not otherwise classified as land, land improvement, buildings, and structures which are normally referred to as real property or realty.

(b) Prefabricated movable structures such as Butler-type warehouses, Quonset huts, house trailers (with or without undercarriages), which, while in use, are classified as real property, may be reclassified as personal property for disposal or use elsewhere. Missions having such property shall submit Real Estate Management System (REMS) Form 001.

(38) **Pilferable Property:** Property that must be protected because of its ready resale value or personal utility.

(39) **PMO:** See definition for Property Management Officer.

(40) **Program Property:**

(a) **State Only:** Specialized property associated with a unique program where the overall management and technical expertise is controlled by a single bureau or agency, and which is generally funded by that bureau or agency (e.g., motor vehicles,communications equipment, and security equipment).

(b) **USIS Only:** See MOA IV 950.

(41) **Property Disposal Officer (PDO):** The property disposal officer is responsible for the disposal of unneeded property (see section 221.6-3).

(42) **Property Management Officer (PMO** Functional responsibility for property management inherent in the positions of the administrative off or USAID executive officer. The property manage officer is responsible for all functions of property agement and is authorized to delegate to other U.S. citizen officers responsibility for day-to-day property activities (see section 221.6-1).

(43) **Receiving Area:** Area used for checking and inspecting incoming material.

(44) **Receiving Clerk:** The individual(s) designated in writing to receive and inspect property for the post.

(45) **Reconciliation:** Action taken to rectify discrepancies between the physical inventory and property records.

(46) **Replacement Property:** Replacement property is any personal property for which there is a continuing need on a worldwide basis by the parent agency such as: office furniture and equipment; household furniture, furnishings, and equipment; motor vehicles and automotive parts; tires; and any other property having a continued general use. The proceeds of sale for replacement property are used to purchase similar property. Replacement property is not declared excess by the post except as noted in section 227.1-2.

(47) **Rewarehousing:** Relocation of supplies and equipment within the same storage facility to improve access or use of space.

(48) **Salvage:** Personal property that has some value in excess of its basic material content, but which is in such condition that it has no reasonable prospect of use and its repair or rehabilitation is impractical.

(49) **Scrap:** Material that has no value except for its basic material content.

(50) **Security:** Protection of supplies against theft, sabotage, or other malicious acts.

(51) **Sensitive Property:** Material which requires a high degree of protection and control due to statutory requirements or regulations; items which are of high value; items which are highly technical.

(52) **Shared Warehouse:** A warehouse occupied by two or more Departmental organizations or agencies. The warehouse is clearly divided among owning agencies and property is not commingled.

(53) **Stack:** A quantity of supplies stored vertically, occupying approximately one pallet space on the floor, utilizing the necessary storage aid to assure stability (i.e., pallet loads of supplies placed on the other to form a "stack").

(54) **Sticker:** A wooden stick or strip placed between boards of plywood sheets stacked in piles to hasten drying and reduce warping – also called "crosser".

(55) **Stock Control Clerk:** The individual assigned to post supply action receipts and issues to the stock control records.

(56) **Stock Control Records:** Property records which identify the kind and quantity of expendable and nonexpendable property in the warehouse available for issue to post activities.

(57) **Stock Items:** Material stored to meet future requirements and routinely replenished as quantities are depleted.

(58) **Storage Aids:** Devices, accessories, equipment, and materials used to facilitate the storage and handling of materials, and which are designed specifically to provide a means of storage which will permit the greatest utilization of storage space with a minimum of handling and the maximum of accessibility.

(59) **Tally:** To list or check off (as a cargo) by item.

(60) **Trust Fund Property (AID Only):** Any property purchased with trust funds. Title to this property is vested in the name of the host government and may be used only for AID related activities.

221.6 Responsibilities

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. The Director of the Office of Supply and Transportation (A/OPR/ST) for State and the Director of Overseas Management Support (FA/OMS) for AID are the designated agency property management officers and have been delegated responsibility for:

(1) The formulation of policies and procedures which will foster effective and efficient utilization of personal property through the prevention of lo waste, unauthorized or improper use, and unwarranted accumulation of property;

(2) The establishment of controls to ensure that inventory, accountability records and maintenance records are properly maintained; and

(3) Periodic review and surveillance of the property control systems implemented by overseas posts.

b. So that personnel involved in property management functions at posts are fully aware of their responsibilities, the head of the establishment shall ensure th property management responsibilities are included i the job and work requirements of those employees. State rating and reviewing officers will address these responsibilities as part of the normal EER process.

221.6-1 Property Management Officer

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. The property management officer must be a U.S. citizen. Functional responsibility for property manag ment is inherent in the positions of the administrativ officer, or the USAID executive officer. Therefore, the head of the overseas establishment shall designate, in writing, the incumbent of one of those positions to serve as property management officer (PMO). At small posts not having these positions, the principal officer will serve as the property management officer.

b. The property management officer is responsible for all functions of property management and is authorized to delegate to other U.S. citizen officers, preferably members of the PMO's staff, responsibility for the following property management day-to-day activitie

(1) Ordering;
(2) Receiving;
(3) Storage;
(4) Utilization;
(5) Accountability;
(6) Standardization;
(7) Maintenance and repair;
(8) Inventorying;
(9) Disposal; and
(10) Settling disputes about property control.

c. Vacating any delegated position for these fur tions automatically causes responsibility to revert to th property management officer.

221.6-2 Accountable Property Officer

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

a. The accountable property officer (APO) must be a U.S. citizen direct-hire employee designated in writing by the property management officer. If the duties include APO responsibilities for other agencies (e.g., keeping property records, taking and reconciling physical inventory, preparing agency-specific reports, and signing Property Survey Reports) the property management officer must notify the APO of these responsibilities via memorandum.

b. At a small post not having a general services officer to serve as APO, the property management officer may retain APO operational responsibilities.

c. Notwithstanding designation restrictions in the paragraph a above, in extreme circumstances, designation of a U.S. citizen contractor or FSN general services specialist to serve as accountable property officer, under the direct supervision of the administrative officer or executive officer, is sometimes permissible at small posts. However, any such exception requires written approval of A/OPR/ST/S/PM for State and FA/OMS for AID. Requests for exceptions must include a complete explanation of the circumstances involved, an explanation of the duties to be performed by the employee to be designated, the employee's employment status, and a statement confirming that the employee will report directly to the property management officer or the USAID executive officer, as appropriate.

d. The accountable property officer is responsible for:

(1) The custody, care, and safekeeping of all property under control of the post;

(2) The maintenance of all required property records;

(3) The accomplishment and reconciliation of physical inventories and the certification of inventory reports;

(4) The preparation of survey reports of shortages or damages and the forwarding of such reports to the property management officer for approval or referral to the Property Survey Board;

(5) The preparation of property reports required by the parent agency;

(6) The approval of requisitions for procurement of personal property.

(7) The conduct and documentation of periodic utilization surveys to insure that property is correctly assigned and cared for, and to identify unneeded property for reassignment or return to stock;

(8) The conduct and documentation of periodic, unannounced spot counts of expendable and nonexpendable property in warehouses to verify property records. Discrepancies between property records and physical counts must be reconciled (see 6 FAH-1 226.4-2).

(9) The periodic review of cupboard stock issues; and

(10) The supervision and training of personnel to whom the aforementioned duties are delegated.

221.6-3 Property Disposal Officer

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

a. The designated property disposal officer (PDO) must be a U.S. citizen officer designated in writing by the property management officer and shall be an official other than the accountable property officer. It is desirable, but not mandatory, that the property disposal officer also have property management and supply management experience.

b. Although the property disposal officer is generally responsible for the activities indicated below, in situations where it is not possible for the property disposal officer to become generally involved with routine administrative detail (e.g., preparation of disposal documents, making arrangements for sales, etc.), the property management officer may delegate responsibility for these actions to the accountable property officer, except in those instances where an exception has been granted and the accountable property officer is not a U.S. citizen direct-hire employee (see 6 FAH-1 221.6-2). For internal control purposes, and to satisfy separation of duties requirements, however, the property disposal officer must be a witness to key disposal activities, such as those on sale day (e.g., cash payments and the issuing of bills of sale), and must ensure that proper disposal related entries are made on the Form OF-132, Property Disposal Authorization and Survey Report.

c. At a small post where it is not possible to designate a property disposal officer or where the accountable property officer is not a U.S. citizen direct-hire employee, property disposal officer responsibilities remain with the property management officer.

d. Generally, the property disposal officer is responsible for:

(1) Selecting the most advantageous method of disposal of personal property as authorized by the completed Form OF-132, Property Disposal Authorization and Survey Report, or AID Form 5073, AID Disposal

Record, for AID missions, in accordance with these regulations;

(2) Developing written internal procedures for the various methods of disposal;

(3) The maintenance and distribution of pertinent records and liaison with related activities, particularly fiscal and property records sections;

(4) The execution of bills of sale or other documents which may be necessary to transfer title of the property;

(5) Adherence to local laws and tax regulations;

(6) Securing property during the sale process and effecting prompt removal after disposal;

(7) Insuring correct deposit of sales proceeds; and

(8) The training and supervision of personnel to whom the aforementioned duties are delegated.

221.6-4 USAID Controller

(TL:GS-21; 6-4-93)
(AID Only)

The USAID controller is responsible for the establishment of procedures required to provide U.S. dollar monetary accounting control for nonexpendable AID-owned property pursuant to regulations covered in AID HB 19, Financial Management Handbook. Establishment of these procedures requires close coordination with the property management officer.

221.6-5 USAID Regional Inspector General

(TL:GS-21; 6-4-93)
(AID Only)

The USAID Regional Inspector General approves the acquisition of IG-funded personal property and submits an annual inventory report of IG-funded items through IG/ADM to FA/OMS for entry into the Overseas Property Management (IG account) database.

221.6-6 AID/IG/SEC/PS

(TL:GS-21; 6-4-93)
(AID Only)

The Assistant Inspector General, AIG/SEC, serves as the Property Management Officer for security property issued to overseas posts; however, the USAID Executive Officer is accountable for security property in stock or in use at post. Responsibilities of AIG/SEC include:

(1) Approving the acquisition of security property funded with IG appropriated funds or Department of State funds earmarked for AID use;

(2) Determining specifications and quantities of security property required based on inspection and analysis of individual posts;

(3) Submitting requisitions for procurement of security property;

(4) Receiving security property at the IG/SEC warehouse where it is stored until distributed overseas;

(5) Conducting appropriate inspection and bench testing of equipment prior to shipment overseas;

(6) Notifying overseas missions via telegram when security property shipments have been initiated;

(7) Authorizing the redistribution and disposal of security property including installed security property which retains its integrity, e.g., vault doors;

(8) Ensuring that proceeds of the sale of IG-owned property are deposited in the IG Proceeds of Sale Budget Account; and

(9) Maintaining the database on all security property purchased with IG appropriated funds or Department of State funds earmarked for AID.

221.6-7 Regional Housing and Urban Development Offices (RHUDO)

(TL:GS-21; 6-4-93)
(AID Only)

The directors of Regional Housing and Urban Development (RHUDO) Offices approve acquisitions of Housing Investment Guarantee (HG)-funded office and residential furniture and equipment; approve disposals; and ensure that proceeds of the sale of HG-funded property are returned to the Housing Investment Guarantee fund.

221.6-8 Office of Foreign Disaster Assistance

(TL:GS-21; 6-4-93)
(AID Only)

Property acquired with disaster assistance funds is AID personal property. The Office of Foreign Disaster Assistance is responsible for its procurement, storage, management, accountability, and release from stockpiles. Regulations governing disaster assistance property are contained in HB 8, Disaster Assistance, and HB 19, Chapter 15G., Financial Management.

221.6-9 Offices Separately Funded From AID

(TL:GS-21; 6-4-93)
(AID Only)

Senior offices of RHUDO or any other office (excluding RIG) at post separately-funded from AID may

authorize commingling, common-issue, and single account records of household and/or office furnishings with those of the USAID mission at post, providing that such an agreement is in writing and is signed by the USAID property management officer and the senior officer of the separately-funded agency at post. RIG property is not funded through AID; therefore, all AID RIG property must be identified, marked, and recorded separately from OE-funded property.

221.6-10 Employee

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

Each employee, including contract employees, is responsible for the proper care, custody, and effective utilization of Government property issued for the employee's use, and may be held financially liable for the property if it is stolen, damaged, lost, or destroyed as a result of negligence, improper use, or willful action on the employee's part. A written report is required of any loss, damage, theft, or destruction of property within 15 days after the fact is known (see 6 FAH-1 226.5).

221.7 Separation of Duties

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

A sound internal control system must ensure that no one individual is in the position to control all aspects of any transaction affecting the receipt, storage, or disposition of expendable or nonexpendable personal property. The separation of key functions and duties is a prime means of ensuring this; however, circumstances sometimes prevent management from achieving complete separation. In these instances, it is important that other internal controls be implemented. Therefore, in the absence of desired separation, the accountable property officer shall conduct and document management reviews at least twice a year. Duties which are to be separated whenever possible are procurement, receiving, payment, property recordkeeping, and conduct of physical inventories (see 6 FAH-1 221.7).

221.8 Compliance With Property Management Regulations for State Only

221.8-1 Compliance Monitoring

(TL:GS-21; 6-4-93)
(State Only)

a. Compliance with these regulations shall be monitored through the means stated below:

(1) Regulations Compliance Report (Part B of Form FS-582, Property Management Report): An annual report of compliance with regulations must be submitted by each Foreign Service post (see section 229.1);

(2) Vulnerability Assessments: Posts shall include property management in periodic vulnerability assessments as directed by the Department's Management Control Program Coordinator (FMP/FM/PAE);

(3) Inventory Certification (Part A of Form FS-582, Property Management Report): An annual Certification of Inventory Reconciliation must be submitted by each Foreign Service post (see section 229.1);

(4) On-site Property Management Review: Periodic post visits shall be made by the Property Management Branch (A/OPR/ST/S/PM) to review property management activities and assess compliance with property management regulations;

(5) Office of the Inspector General Reports: During Office of Inspector General scheduled visits, when property management is being reviewed, confirmation of the validity of the Certification of Inventory Reconciliation and the most recent vulnerability assessment are often part of the review.

b. Evidence of noncompliance with property regulations, as determined by any of these monitoring actions, will be brought to the attention of the Agency Property Management Officer, Director, Office of Supply and Transportation (A/OPR/ST).

221.8-2 Compliance Enforcement

(TL:GS-21; 6-4-93)
(State Only)

a. Notification to Post of Noncompliance: The Agency Property Management Officer, Director, Office of Supply and Transportation (A/OPR/ST) shall notify post property management officers of any instance of noncompliance detected through the monitoring process. Upon receipt of this notice, the property management officer must initiate immediate remedial

action, and, within 60 days, report actions taken to the agency property management officer. A copy of the report of action taken shall also be sent by the post to the executive director of the regional bureau or IO, as appropriate. If the report is not received in A/OPR/ST within 60 days, the post is subject to penalties stated in paragraph c below.

b. Notification to Management of Noncompliance:

(1) Copies of the A/OPR/ST notifications of noncompliance to post property management officers shall be sent to the regional or IO bureau executive director, as appropriate; and

(2) Repeated or serious instances of noncompliance, failure to take remedial action, or false certification to either the annual regulation compliance questionnaire or the Certification of Inventory Reconciliation, shall be referred to the Director General (M/DGP) by the Assistant Secretary for Administration for appropriate disciplinary action.

c. The following are penalties for noncompliance:

(1) Posts which fail to fulfill their requirements under these regulations shall be subject to the withdrawal of funds (object class 3100) for the acquisition of nonexpendable personal property, until deficiencies are corrected; and

(2) Individuals who fail to fulfill their responsibilities under these regulations or falsely certify either the annual property regulation compliance questionnaire or the Certification of Inventory Reconciliation may be subject to administrative action as described in 3 FAM 762.

222 REQUIREMENTS PLANNING AND UTILIZATION

222.1 Acquisition Policy

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

It is the objective of the U.S. Government that property acquisition be limited to the quantity and quality necessary for effective and efficient operations. Property shall not be acquired unless a bona fide need exists.

222.2 Property Analysis and Management

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

To achieve efficient operations, it is essential that property be on hand when required. Therefore, the immediate and long-range planning shall include the requirements for new or replacement property. The property management officer shall be kept fully informed of proposed program and staffing needs. In turn, the property management officer is responsible for verifying the analysis of needs directly with the responsible operating officers. These coordinated property requirement determinations provide the basis for the budget estimates.

222.3 Replacement Program

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

Replacement standards, which predict the life span on nonexpendable property items, shall be the basis for an orderly, balanced cycle of property replacement (see 6 FAH-1 222.3). Items which have reached their estimated average life span shall be inspected to see if replacement is actually necessary. Repair histories shall be reviewed periodically to ensure that items are replaced before repair costs become excessive. When planning replacement requirements, discontinued programs or reduced staffing that make replacement unnecessary shall also be considered.

222.4 Reserved

222.5 Use Standards

222.5-1 Exceptions

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

a. **State Exceptions:** Requests for exceptions to these standards must be made in writing to the Agency Property Management Officer, Director, Office of Supply and Transportation (A/OPR/ST).

b. **AID Exceptions:** Requests for exceptions to these standards must be made in writing and directed to the Director, FA/OMS.

222.5-2 Office Furniture

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Office furniture shall be limited to the least expensive furniture that meets minimum requirements, and shall not be upgraded solely for appearance or decor.

b. Executive, middle-management, and general use office furniture, comparable to class A, B, and C office furniture on GSA supply schedules, shall normally be assigned as follows: executive furniture for officers grade FS-1 and above, middle management for officers in grades FS-2 and 3, and general office furniture for all other employees. Furniture not assigned in accordance with these standards shall be reassigned before additional or replacement furniture is acquired.

c. The quantity of furniture shall be the minimum necessary to meet requirements. Unneeded office furniture shall be reported to the accountable property officer for re-use or disposal.

222.5-3 Typewriters

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Posts shall acquire the lowest cost typewriters which meet minimum requirements. Electronic typewriters with specialized features shall be acquired only if they are the lowest priced available, or if those features are needed to perform the required work.

b. Typewriters which not used regularly shall be shared to the extent practical by providing common-use typing workstations. Unneeded typewriters shall be reported to the accountable property officer for re-use or disposal.

222.6 Replacement Standards

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. General: The minimum replacement standards for equipment and furniture, in paragraphs b through f below, shall be followed by overseas establishments whenever possible. They may be modified or adjusted to reflect local conditions which may affect life expectancy such as excessive sand or dust, temperature extremes, high humidity, power fluctuations, etc. Consideration may also be given to the availability, cost, and quality of local repair facilities. If variance from the standards is necessary, a policy memorandum explaining the circumstances and reasons for the change, and containing alternative standards to be used, shall be maintained on file in the property office.

b. Electrically operated office machines such as typewriters, adding machines, and desk calculators (excluding the electronic type) under 12 years of age, or manually operated office machines under 15 years shall not be replaced unless:

(1) The estimated one-time repair or overhaul cost of a machine under 8 years of age exceeds 50 percent of the replacement cost for a comparable new model, without regard to trade-in or sale value; or

(2) The estimated one-time repair or overhaul cost of a machine 8 years of age and over exceeds 25 percent of the replacement cost for a comparable new model, without regard to trade-in or sale value.

c. Electronic office machines such as calculators, accounting machines, cash registers, and dictating equipment (excluding word processors and other ADP equipment), may be replaced after the expiration of the warranty period if the estimated one-time repair cost exceeds 80 percent of the replacement cost of a comparable new model.

d. Notwithstanding the limitations prescribed above, office machines may be replaced under the following conditions, provided a written justification supporting such replacement is retained in the procurement files:

(1) There there is a continuing history of breakdowns with a corresponding loss of productivity through downtime;

(2) When the cumulative repair costs on a machine appear to be excessive, based on the personal knowledge of the machine operator or supervisor and as indicated by repair records. However, the fact that a machine accrues repair costs equal to the acquisition cost is not necessarily indicative of the current condition of a machine. For example, a substantial repair expenditure included in the cumulative cost may actually have resulted in restoring the machine to as good as new condition. While cumulative repair cost suggests an area for investigation, it should not be used as the principal factor in the repair/replacement decision making process;

(3) When repair parts are not available causing a machine to be out of service for an excessive amount of time; or

(4) When a machine lacks essential features required in the performance of a particular task which is continuing in nature, and other suitable machines are

not available.

e. Items in good working condition shall be retained even though standards permit replacement, provided that they can continue to be used or operated without excessive maintenance cost or substantial reduction on trade-in value.

f. Where adequate local repair facilities are available, furniture (office, household, and quarters) shall not be replaced unless the estimated local cost of repair or rehabilitation,including transportation costs, exceeds 75 percent of the cost of a new item of the same type and class (the cost is to be based on the prices of similar items in the GSA Supply Catalog, applicable Federal Supply Schedules, or the lowest available market price). An exception is made when the rehabilitation at 75 percent or less of the cost of a new item would not extend the item's useful life for a period compatible with the cost of rehabilitation.

222.7 Utilization

222.7-1 Responsibility

(A) Property Management Officer
(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The property management officer shall conduct a property utilization program to ensure maximum utilization of property, and to ensure that every effort is made to eliminate waste, misuse, or abuse of property.

(B) Accountable Property Officer
(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The accountable property officer shall conduct and document periodic surveys to assure care and maximum use of property, to ensure that property is used for official or authorized purposes only, and to identify property for reassignment within the organization or for return to the warehouse as excess. These surveys shall be accomplished at least semiannually and documented by a memorandum for the file indicating findings and actions taken.

(C) Employee Responsibility
(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Each employee is responsible for the proper care and effective utilization of Government property issued for the employee's use, and for promptly bringing to the attention of proper personnel the need for service or repair. The employee shall immediately notify the accountable property officer of any theft or damage of property.

b. Employees to whom property is assigned shall ensure that office repairmen are authorized to remove property from the building for repairs, before releasing property to them. Employees shall inform office supervisors when it is necessary for the property to be removed, so that a property pass can be obtained (see 6 FAH-1 224.7).

222.7-2 Preventive Maintenance and Repair

(A) Preventive Maintenance
(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Machines and appliances shall be cared for in accordance with the manufacturer's recommendations. Generally, scheduled preventive maintenance shall be performed on air conditioners, appliances, heating units, office machines, etc., by either contracting for this service or developing in-house maintenance capability (see 6 FAH-1 222.7-2).

b. In some cases, depending on the type, age, and condition of the equipment, it may be more cost effective to arrange servicing on a per-call basis. The determination as to whether equipment is to be serviced by use of maintenance contracts or per-call arrangements shall be made after comparing relative costs affecting specific types of equipment based on the following considerations:

(1) Standard of performance required;
(2) Degree of reliability needed;
(3) Daily use (heavy or light) and operator's care of machine; and
(4) Age and performance record of machine.

c. To prevent excessive repair costs, property maintenance records shall be reviewed annually and repair information analyzed to identify trouble-prone items which should be disposed of.

(B) Repair
(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. The accountable property officer shall ensure that a system is established to document requests for repair of personal property and to capture repair data necessary for updating maintenance records (see 6 FAH-1 224.6-9). At posts using the Nonexpendable Property

Application, the cost of repairs (other than normal preventive maintenance) to all property items shall be recorded in the maintenance records. At posts using property cards, repairs to serial numbered equipment shall be recorded on the maintenance record on the reverse side of Form OF-129, Individual Property Record Card. Maintenance Records shall be reviewed annually and repair information analyzed, to identify trouble-prone items which should be disposed of.

b. When it is necessary to have the repair work done by a commercial repairman, authorization to place the request with a commercial source shall be restricted to an individual authorized in writing by the maintenance officer or the accountable property officer, as appropriate.

222.7-3 Loan of Property

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. General: Nonexpendable Property is used primarily by the purchasing agency and shall be carried on that agency's inventory. Property may be loaned to other U.S. Government agencies, to U.S. Government employees, to commissary/mess/recreational facilities, and to American-sponsored overseas schools to meet temporary emergency requirements (AID loans to employee-operated facilities must comply with regulations contained in AID HB 23, Chapter 8, and in 6 FAM subchapter 510). All loans shall be properly documented and must be approved by the property management officer (State, see 6 FAH-1 222.7-3). Loans of more than 90 days also require the approval of the head of the owning agency at the overseas establishment. A definite loan period shall be established, and loans, generally, shall not exceed 90 days. All loans shall be promptly reviewed at the end of the loan period and, if a loan extension is requested, it shall require the same approval process as the original loan request. Employees, including contract personnel, may be held financially liable for loaned property if it is stolen, damaged, lost, or destroyed as a result of negligence, improper use, or willful action on the part of the recipient. Loans to other agencies shall be documented in a memorandum of understanding under which the borrowing agency agrees to reimburse the lending agency for loss of or damage to the loaned property. The return of property on loan to an employee must be verified during the pre-departure clearance process.

b. **AID Only:** See HB 23, Chapter 8, and 6 FAM 510 on this subject.

c. **For AID or AID/IG Property:** The principal officer or RIG/A shall authorize loans of property to other agencies in excess of 90 days. RIG/A shall authorize loans of security equipment; the AID principal officer shall authorize loans of other AID property.

d. **USIA Only:** Loans of USIA property shall be in accordance with MOA IV 950.

e. New property shall not be bought while similar property is on loan.

222.7-4 Privately-Owned Property

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. The loan of private property to the U.S. Government for use is not prohibited; however, when it is administratively determined by the post to be clearly in the interest of the U.S. Government, the loan must be formalized, setting forth the responsibilities of the Government and the lender. The Government's responsibility may not go further than ordinary protection and upkeep. If the owner requires insurance as a condition of the loan, the post should seek advice from the appropriate parent agency.

b. The post has accountability responsibility for such property and shall maintain property records, and shall conduct and reconcile physical inventories in accordance with regulation.

223 RECEIPT AND STORAGE OF PROPERTY

223.1 General

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. All property delivered to post shall be inspected promptly as to quantity, quality, and condition, and to ensure that the property is in accordance with the terms and specifications of the acquisition document.

b. An employee shall be designated, in writing, to serve as receiving clerk, and the accountable property officer shall issue detailed written procedures covering receiving, inspection, and reporting discrepancies.

223.2 Receiving Areas

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

To the extent feasible, the receiving activities of each overseas establishment shall be centralized. However,

the designation of a central receiving area does not preclude receiving and inspection at other areas when advantageous to the Government. When sub-receiving areas are designated, written operating procedures shall include a method of informing the central receiving area of all receipts in order to facilitate central control of property received.

223.3 Receiving Responsibility

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The receiving clerk is responsible for the receipt and inspection of all property and the preparation and distribution of receiving reports in accordance with written internal procedures. If assignment of a full-time receiving clerk to a sub-receiving area is not possible or practical, an employee should be designated to perform the part-time duties (see 6 FAH-1 223.3-2). Persons responsible for procurement or payment shall not serve as receiving personnel.

223.4 Receiving Files

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Pending order files of all acquisition documents shall be established at each receiving area and the property management officer shall make certain that written procedures ensure that all receiving areas are provided with copies of acquisition documents. Centralized completed receiving files shall be established at the central receiving area (see 6 FAH-1 223.4).

223.5 Receiving Action

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Prior to signing for delivery, the receiving clerk shall physically check each shipment against the incoming transportation documents to verify receipt of the correct number of pieces and to inspect for external damage. As soon as possible after delivery has been made, the property shall be checked against the acquisition document.

b. Form OF-127, Receiving and Inspection Report, shall be promptly prepared and distributed for all receipts. However, when the total quantity of an order for expendable supplies is received in a single delivery, the acquisition document may be signed and dated, and used in lieu of the receiving report. When a sub-receiving area has been established, the individual assigned to perform receiving duties at the sub-receiving area will prepare and sign the Form OF-127. Receiving reports must be prepared in English, the item cost must be indicated in U.S. currency, and the report must be signed by the individual who receives and inspects the shipment (see 6 FAH-1 223.5). Any damage or other discrepancies shall be noted on the OF-127.

223.6 Post-Receiving Actions

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Shipment discrepancies shall be documented and, if appropriate, a claim filed (see 6 FAH-1 223.6). The decision to file a claim shall be based on whether the administrative costs for such an action are commensurate with the value received. Because of the Prompt Payment Act, action on discrepancies shall be prompt.

223.7 Warehousing and Storage of Property

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The property management officer shall establish conditions to provide for an efficient, secure, and economical warehousing operation. Where it is necessary to store and warehouse property at the overseas establishment, the property management officer shall implement an efficient and economical warehousing program with written procedures for handling and storage of property. Special consideration shall be given to the following:

(1) Secure and/or controlled areas shall be provided for storing expensive equipment and supplies subject to theft or deterioration;

(2) In a joint warehousing operation, care shall be taken to identify the property belonging to different agencies;

(3) Firebreak wall and isolated storage shall be provided for highly flammable materials, such as paints and fuels;

(4) Proper shelving and/or rack is used for expendable and nonexpendable property;

(5) Proper materials handling equipment is used;

(6) The building shall be properly ventilated; and

(7) Proper overall security and safety procedures are established (see 6 FAH-1 223.7-6 and 223.7-7).

224 CONTROL OF PERSONAL PROPERTY

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The property management officer must establish procedures which reasonably assure that all personal property for which an overseas establishment is responsible is controlled as prescribed in this regulation.

224.1 Accountability

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Accountability is that control exercised through recordkeeping. Property accountable records shall be maintained on expendable and nonexpendable stock inventory and on nonexpendable property in use which meets the accountability criteria prescribed in this regulation.

224.1-1 Criteria for Accountability

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. **State Only:** Property records shall be maintained on all nonexpendable personal property (for definition, see section 221.5(29)) in use with an invoice cost (for definition, see section 221.5(25)) of $500 or more. Maintenance of records on property with an invoice cost under $500 is optional. However, records for the following types of property must be maintained regardless of cost:

(1) Expendable property in stock (except cupboard stock, which is not subject to accountability recordkeeping, see section 221.5(15)), regardless of cost, including: office supplies, building or vehicle spare parts and supplies, and bulk fuels;

(2) Nonexpendable property in stock, regardless of cost;

(3) Returned property being held in the warehouse pending its final disposition and any expendable or nonexpendable non-stock storage (property that is held in the warehouse, generally, for a specific office or program and is not part of the general-issue stock program);

(4) Nonexpendable residence furniture and equipment;

(5) Serially-numbered equipment with an invoice cost of $100 or more;

(6) All leased property;

(7) Property on loan to another agency; and

(8) Property which is sensitive by nature. That is, items which are attractive for personal use and, therefore, susceptible to theft or misuse.

b. **AID Only:** Records must be kept on all nonexpendable property, on all serially-numbered equipment, and on expendable stock inventory. This property will be inventoried and reported to AID Washington annually.

224.1-2 Program Property

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Specialized property which is funded and controlled by a headquarters office, bureau, or agency is accounted for in accordance with these regulations by the funding organization.

b. **State Only:**

(1) When program property is centrally accounted for and controlled by a headquarters office or bureau, the property management officer shall designate an officer with custodial responsibility for such property at post. Custodial responsibility for security and communications equipment is inherent in the role of the security officer and communications officer. Program property must be inventoried annually, and the results reconciled with property records. The custodial officer shall be responsible for the conduct of physical inventory at the post, and for coordinating reconciliation with the controlling office or bureau. If supplemental property records are maintained at the local level, those records must also be reconciled and must agree with the central property records. Issues and transfers must be documented. Inventory shortages and reports of lost, damaged, or stolen property must be thoroughly documented and reported on Form OF-132, Property Disposal Authorization and Survey Report.

(2) Disposal of program property shall be made in accordance with regulation and be properly documented and approved by appropriate management levels.

c. **USIS Program Property:** See MOA IV 950.

d. **AID Only:**

(1) Unless otherwise governed by the Trust Fund Agreement, all nonexpendable property purchased with trust funds shall be controlled the same as AID-owned property, except that the property is marked to show that it is trust fund property, and separate accountability records are kept;

(2) U.S. Government property in the hands of an AID contractor is controlled and maintained in accordance with the provisions of the contract or as specified and approved by the contracting officer. When AID contracts are terminated and USAID is to pick up accountability, a receiving report shall be made and the items posted to the USAID accountability records. See section 227.1-7 for AID contractor property.

224.1-3 ADP/Word Processing Equipment

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

ADP and word processing equipment used to process and store only unclassified information, regardless of funding source, shall be considered administrative property and shall be accounted for on post property records.

224.2 Ownership and Identification

224.2-1 General

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. All nonexpendable property shall be marked, as soon as possible after receipt, to indicate ownership by the agency which funded the purchase (see 6 FAH-1 223.6).

b. **State Only:** Overseas establishments using the Nonexpendable Property Application (NEPA) shall immediately label nonexpendable property (except property recorded in a group record file) with a property number and shall prepare a NEPA Receiving Worksheet (see 6 FAH-1 223.6).

224.2-2 AID Only

(TL:GS-21; 6-4-93)
(AID Only)

a. All property purchased with operating expenses shall be marked AID.

b. Property purchased with trust funds is titled to the host government and must be identified with the lettering T.F.

c. Property purchased with IG funds shall be marked IG.

d. Contractors shall mark property which is financed by AID or host government to distinguish it from their own in the following way:

(1) AID for AID-owned;

(2) HG or country symbol for host government-owned; and

(3) IG for AID Inspector General property.

e. Project property retained in the custody of USAID shall be appropriately identified as belonging to the host government. In countries where host government regulations conflict with this premise, appropriate determination of marking property and accounting for property must be codified in post operating procedures.

224.2-3 USIA Only

(TL:GS-21; 6-4-93)
(USIA Only)

Overseas nonexpendable program property will continue to be recorded and identified in accordance with MOA IV 950.

224.3 Property Records

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Property records shall be maintained for the purposes of property accountability, stock control, and recording repair costs. Stock control records must be kept on all expendable and nonexpendable property in stock. At posts using NEPA, all repair work orders must be recorded in the "Maintenance Records" and, at posts using property cards, appliance and machine repair work orders must be posted to the "Maintenance Record" on the reverse side of the Individual Property Record Card (Form OF-129). The property management officer must see that procedures are in place to ensure that copies of action documents are forwarded to the property records office upon completion of the action.

b. It is possible to use reliable property records to develop reasonable repair and replacement cost estimates and to serve as a basis for internal property reassignments to assure optimum utilization.

224.3-1 Approved Property Record Systems

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. **State Only:** There are three record systems approved by the Department for the accountability of

Government-owned nonexpendable personal property: (1) Nonexpendable Property Application (NEPA); (2) A manual card record system; and (3) AVIS for the motor vehicle program. Instructions for use of NEPA can be found in the NEPA User Manual. The property card system (see 6 FAH 224.3-1) will continue to be used until NEPA is implemented at post.

b. **AID Only:** USAID missions are encouraged to implement the Nonexpendable Property Management (NXP) System. USAID missions requiring guidance on this or other approved systems should request assistance from FA/IRM through FA/OMS. Automated record systems other than those approved by AID/W must be authorized by FA/OMS prior to installation and use. Functional modifications to existing approved systems also require FA/OMS approval. In granting approval, FA/OMS will specify which elements of the automated systems are mandatory and which are optional. Missions not using an approved automation system will use the manual card system.

c. **USIA Nonexpendable Program Property:** See MOA IV 950.

d. Motor Vehicle Records:

(1) **State Only:** See section 228.7-1(A);

(2) **AID Only:** The basic record for motor vehicles is Form AID-5-197, Motor Vehicle Record Card. Instructions on the use of this form are covered in AID's Motor Vehicle Guidelines (see AID Handbook 23, Chapter 6) and on the back of the form; and

(3) **USIA Only:** See MOA IV 960.

e. Automated property record systems:

(1) At posts where automated property record systems are used, the accountable property officer must ensure that backup records are available in case of equipment failure. In the absence of magnetic media backup, posts should print out a composite nonexpendable property report each month. Supporting documents such as receiving reports and disposal documents shall be kept in a pending file with current backup files or reports until the next backup is recorded or printed, after which they may be removed to permanent files;

(2) Automated property record systems shall be assigned access codes to ensure that entry to procurement, receiving, payment, property record update, inventory, and disposal system components is limited to property management personnel designated by the property management officer; and

(3) Posts converting to an automated property record system for the first time shall retain manual records until completion of the first inventory reconciliation.

224.4 Personal Custody Records

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Specialty property issued to an employee for his or her exclusive use, in the performance of official duties, (such as a briefcase, hand-held communicator, or a tool kit) is handled under a "chargeout" procedure. Such property is documented on Form FS-584, Nonexpendable Property Transaction, and a "charge out file" is maintained until the property is returned. Employees, including contract personnel, may be held financially liable if such property is stolen, damaged, lost, or destroyed while in the employee's custody as a result of their negligence, improper use, or willful action. The return of any items issued for personal use shall be verified during the pre-departure clearance process.

224.5 Supply/Equipment Support

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The property management officer shall ensure that procedures are in place to:

(1) Maintain control of stock inventory to assure that the total investment is kept to a minimum consistent with its needs;

(2) Establish adequate safeguards and controls to assure that supplies are issued for official use only. Where appropriate, this will include identification of individuals authorized to requisition or draw supplies from centers and cupboard stocks;

(3) Require approval of stock replenishment orders by the accountable property officer;

(4) Require that, prior to the procurement of any items not stocked by the post, or prior to the submission of stock replenishment orders, excess property at post, and notices of excess property available from other posts in the geographic area, are screened to determine whether the items can be supplied from either of these sources;

(5) Cupboard stocks shall not include items which are attractive for personal use, such as dictionaries or pen sets; and

(6) Require that:

(a) Spare parts in stock be treated as expendable property and maintained on stock control records;

(b) A requisition is used to issue parts for vehicles or other equipment;

(c) Where applicable, the used parts are turned in when the new parts are issued;

(d) Unsalvageable used parts are disposed of by sale as scrap when sufficient accumulation warrants disposal; and

(e) Usable parts are added to stock control records for reissue.

224.6 Internal Requisitioning Procedures

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. The accountable property officer shall ensure that effective internal requisitioning and issuing procedures are established and enforced (see 6 FAH-1 224.6). Minimally, these procedures must ensure that:

(1) Requisitions, signed by authorized personnel, are used to request services, expendable and nonexpendable property, and returns to stock, and to debit or credit stock control and property accountability records;

(2) The accountable property officer approves all requests for items issued from stock, or for procurement action;

(3) The residence occupant must sign requests for residential personal property, and the occupant or occupant's designee must sign for receipt of such property;

(4) A responsible officer in an office receiving property must sign for receipt of office personal property;

(5) Copies of completed requisitions must be maintained on file to support stock control and property accountability records.

b. The requisitioning system shall also provide a procedure for ensuring that necessary repair data and cost information are obtained for the property maintenance records.

224.7 Authorization to Remove Property from Buildings

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The name of an individual removing property from a U.S. Government building and the description of the property being removed shall be documented and the removal authorized by the accountable property officer or a designated employee (see 6 FAH-1 224.7). However, this requirement may be waived by the property management officer when local conditions make it impractical or unnecessary, such as at very small post

225 PROPERTY COST ACCOUNTING

225.1 Recording Property Cost

225.1-1 Property Acquired Through Purchase

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. The acquisition cost of personal property shall be recorded on property records in U.S. currency, except under AID trust fund accounts which may be recorded in local currency. When documentation is missing or incomplete, property value will be determined by the accountable property officer.

b. Nonexpendable personal property that is acquired by purchase shall be recorded on the property records at full cost, including the following:

(1) Amounts paid to vendors;

(2) Transportation charges;

(3) Handling and storage costs;

(4) Labor and other direct or indirect production costs (for goods produced or constructed); and

(5) Outside services for designs, plans, or specifications.

c. **AID Only:** Exceptions occur only when the following prevails:

(1) If transportation charges are included in the billing from the vendor, the full amount (property cost and transportation) is considered as the property value for posting to the property records. In these instances if there is more than one item in the shipment, th transportation charges are distributed on an equitable basis. When, in an individual case, proration of transportation charges would be time-consuming or costly, such proration may be disregarded on OF-128, Composite Property Record Card, or on OF-129, Individual Property Record Card, and on the general ledger accounts, with notification of such determination being provided to the USAID controller and the accountable property officer. In these particular cases, due weight is given to the dollar amount of the transportation charges involved. If there are separate billings from th carrier, the transportation charges are not added to the property records;

(2) In cases when payment precedes receipt of goods, a copy of such payment data is forwarded by the USAID controller to the office maintaining the property record cards. Upon receipt of the goods, the value indicated on the payment document is transferred to the receiving document and used as the basis for recording the same property value to both property record cards and general ledger accounts, and to effect transfer of controls from the goods-in-transit account to the inventory account; and

(3) All packing charges, separately identified as such, are excluded from property records and are not added to the property values.

d. Cost is to be recorded net of purchase discounts taken. Purchase discounts lost and late payment penalties are not to be included in the acquisition cost.

e. When the cost of an item cannot be determined from existing records, estimate the fair market value at the time acquired.

225.1-2 Recording Cost at Fair Market Value

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Donated property shall be recorded on property records at fair market value, including transportation charges or other costs connected with placing the property in use. Fair market value of an asset is the monetary value that an agency could reasonably expect to receive for the asset in a current sale between a willing buyer and a willing seller, other than in a forced or liquidation sale.

225.1-3 Property Acquired at No Cost Through Transfer or Donation

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. If the property has been depreciated, the property shall be recorded at the transferor's depreciated value, even if the transferor has a different depreciation policy. If the depreciated value is under $5000, the property is considered to be non-capitalized property and shall not be depreciated further by the transferee. The property is, however, still subject to accountability regulations (see section 224.1).

b. If the transferor has not recorded depreciation, the property shall be recorded at the transferor's original book value. The transferee shall then record accumulated depreciation equal to the amount it would have recorded if it had originally acquired the property.

225.1-4 Acquisitions Involving a Trade-In Allowance

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. The cost of property acquired as a result of trade-ins shall be recorded at the lesser of:

(1) The cash paid and/or liability incurred plus the net book value of the trade-in property; or

(2) The amount that the purchase price would have been without trade-in.

b. AID Only: Exceptions apply when conditions prevail as stated in paragraph c under section 225.1-1.

225.2 Capitalization and General Ledger Accounting For State and AID

225.2-1 Capitalized Personal Property

(TL:GS-21; 6-4-93)
(Uniform State/AID)

a. General:

(1) Nonexpendable personal property having an invoice cost (see section 221.5(25), invoice cost definition) of $5,000 or more and an estimated service life of 2 years or longer is considered capitalized property and must be reconciled with the General Ledger. The total acquisition cost (see section 221.5(3), acquisition cost definition), not just the invoice cost, shall be recorded, depreciated, and reported to the General Ledger as required in section 229.4.

(2) Personal property shall be capitalized at the time that the property is picked up on the property records. Overseas establishments will capitalize only that property for which they are accountable.

(3) When initially recording capitalized personal property which was previously acquired, the fair market value of the property at the date acquired shall be estimated from available records or evidence, if the acquisition cost is not known.

b. Program property for which accountability has not been delegated will be capitalized by the program office and reported to M/FMP/FO/OAC/GAD, in accordance with regulations in section 229.4 (for example, motor vehicles funded by the Motor Vehicle Program).

c. AID OE capitalized property is reported to AID/W, FA/FM/CARD for depreciation, in accordance with regulations in section 229.4.

d. Capitalization of ADP Software: ADP software (programs, routines, or subroutines), with an expected useful life of 2 years or greater, purchased from outside the agency with an invoice cost of $5,000 or more, shall be capitalized property. ADP software which is developed within the Agency by direct-hire or contract employees shall be capitalized if the expected useful life is 2 years or greater and the cost of direct-hire or contractual services exceeds $5,000, excluding software maintenance costs. The cost of subsequent program modification shall be added to the depreciated capitalized value and, where appropriate, the expected useful life shall be adjusted. Accountability for ADP software developed within the agency will be the responsibility of the organization which developed the software.

e. Capitalized Leases: Leased property, which would have been capitalized if purchased, shall be capitalized at the full amount to be paid during the life of the lease if the lease agreement is essentially equivalent to an installment purchase of property.

f. Depreciation of Capitalized Personal Property: While most property acquisitions are accounted for as operating expenses, capitalized personal property is depreciated to account for the cost of ownership over the period of its useful life, and to give an accurate account of an agency's financial worth. See 6 FAH-1 225.2 for procedures on depreciating capitalized personal property.

225.2-2 Grouped Property Capitalization

(TL:GS-21; 6-4-93)
(Uniform State/AID)

Reserved for inclusion of regulations on this subject at a later time.

225.2-3 Coordination of Property and Fiscal Accounting Records for AID Only

(TL:GS-21; 6-4-93)
(AID Only)

a. Property records and fiscal accounting records must reflect identical values. To achieve this, it is essential that transactions affecting the value and/or status of accountable property must be reflected in the property and fiscal accounting records concurrently (see the fiscal regulations dealing with this subject in the Handbook on Financial Management).

b. At the end of each quarter, the accountable property officer shall verify the total dollar value reflected on the composite property records with the general ledger property account.

c. At the end of each fiscal year, a Property Inventory Certification and Trial Balance Statement (U-754/1 Report) on nonexpendable and real property, as of September 30, shall be submitted to AID/W. The original is forwarded by the USAID controller to AID/W, Attention: FA/FM/CARD. The U-754/1 (with a listing of capitalized property) is due to FA/FM/CARD by October 15 of each calendar year (see Exhibit 225.2-3b).

226 PHYSICAL INVENTORY AND RECONCILIATION

226.1 General

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

a. Physical inventory of residence furniture, furnishings, and equipment in use shall be taken at the time of change of occupancy (see 6 FAH-1 H-226.3), and the inventory shall be immediately reconciled with the Residential Custodial File. Physical inventory of all other personal property, including expendable and nonexpendable property in warehouse stock, medical supplies, and drugs, building supplies, and vehicle repair and maintenance parts and supplies shall be taken annually (see 6 FAH-1 H-226.2), and shall be immediately reconciled with the property records. At the time of this annual reconciliation, tallies made from the residential custodial files are to be reconciled with the property records at posts using property cards.

b. Interim inventories or spot checks shall be made when the property management officer considers it necessary.

c. State Only:

(1) Those posts which are categorized as Special Embassy Program posts (SEP) and Special Consulate Program posts (SCP) shall conduct these inventories biennially on even numbered years. Taking the inventory on odd numbered years also is optional.

(2) Upon completion of the reconciliation, the accountable property officer shall prepare a certification of inventory reconciliation (Part A of Form FS-582, Property Management Report). The report is signed by the accountable property officer and the property management officer, and is retained on file until the remainder of the FS-582 is completed and submitted, in accordance with regulations in section 229.1.

d. USIA Only: Inventory listings of USIS program property and certification are submitted in accordance with provisions of MOA IV 950.

226.2 Annual Physical Inventory

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. To minimize the disruptive influence on the office routine, the scheduled dates of the physical inventory shall be announced in advance so that offices are expecting the inventory teams.

b. The accountable property officer shall ensure that an inventory supervisor is assigned to control and coordinate inventory activities.

c. The individual responsible for property records maintenance should not participate in the physical inventory count (see section 221.7). The inventory team members are jointly responsible for making an actual physical verification check of each nonexpendable property item.

d. Although a "blind" inventory is to be taken (i.e., the count is made without reference to any previous inventory, property records, or other listing of property), when taking the inventory with a scanner, posts using NEPA may take along the Inventory Listing By Location Report. However, the accountable property officer shall question any manual entry to the scanner.

e. It is recommended that the systems manager participate in the inventory of ADP equipment.

f. A physical inventory and reconciliation file containing the physical inventory worksheets and spreadsheets (manual inventories), a copy of any Form OF-127 covering inventory overages, a copy of any Form OF-132 covering inventory shortages, the inventory log sheets (Form FS-587), a copy of the certificate of inventory reconciliation, and, for posts using NEPA, a copy of the Automatic Adjustment Report, the Comprehensive Report, the Visual Report, and the Inventory Number Report, must be kept in the property office for three years.

226.3 Residence Furniture and Equipment

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. A separate inventory file shall be created for each residence, and the physical inventory of property assigned to the residence shall be taken at the time of change of occupancy (State and USIA, see section 777.1 for additional inventorying and reporting requirements necessary for FBO purposes). The inventory must be signed by all parties participating in the count and shall be immediately reconciled with the inventory on file for that residence (see 6 FAH-1 226.3). After reconciliation has taken place, the signed original is retained in the residence inventory file and a copy is given to the occupant. Signed documents for all subsequent transactions shall be maintained in this file to debit or credit the original inventory.

b. The residence inventory file is maintained until the resident departs. It is then placed in the inactive files (along with a copy of any Form OF-132, Property Disposal Authorization and Survey Report, that may have been prepared to report missing or damaged property) and kept for three years.

c. AID Only:

(1) Forward to FA/OMS one copy of the inventory of AID-owned household furnishings and equipment of the mission director, AID representative, or AID affairs officer upon: (a) His or her occupancy of a residence, and (b) His or her subsequent move from this residence (see Exhibit 226.3c). Submit the inventory to FA/OMS by no later than thirty days from the arrival or departure of the AID principal officer at post. Furnishings authorized for mission directors, AID representatives, and AID affairs officers are specified in HB 23, Chapter 5, and in 6 FAM section 771.5-1.

(2) An annual certification not exceeding the $34,000 representational item limitation level shall be pouched to FA/OMS by November 10 of each calendar year.

d. When the residence is inventoried for an outgoing occupant, the following statement shall be included on the inventory listing and signed and dated by the accountable property officer (if possible liability for damages exists, the certification shall remain unsigned until all problems have been resolved): "I certify that all items listed in this inventory have been returned in good condition and that any determinations of the property management officer or a Property Survey Board have been complied with. The occupant in this residence is hereby relieved of responsibility for the property in the residence".

e. When the residence is inventoried for an incoming occupant, the following statement shall be included on the inventory listing and signed and dated by the occupant: "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 damages or lost property will be determined by the property management officer or a Property Survey Board".

NOTE: The inventory shall be taken and the above statement signed within thirty days of the arrival of the occupant.

f. If the residence inventory reveals shortages or damages other than normal wear and tear, such shortages or damages are payable by the occupant. Shortages and damages shall be reported on Form OF-132, Property Disposal Authorization and Survey Report (see 6 FAH-1 226.5). The occupant is not relieved of responsibility until the results of the pending survey action have been completed and the accountable property officer has accepted responsibility for the results of the inventory and reconciliation.

226.4 Reconciling the Annual Inventory

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. When discrepancies are found between the physical inventory count and the property records balances which are not traceable to errors in recordkeeping, immediate action shall be taken to resolve the discrepancies (see 6 FAH-1 226.4).

b. Action to resolve discrepancies applies to residence inventories, annual expendable and nonexpendable inventories, and "spot check" inventories.

c. Inventory overages must be documented and recorded in the property records (see 6 FAH-1 226.4-3(A)). INVENTORY OVERAGES DO NOT OFFSET INVENTORY SHORTAGES.

d. The accountable property officer shall report all inventory shortages to the property management officer on Form OF-132, Property Disposal Authorization and Survey Report. In cases involving inventory shortage where the dollar value does not exceed one percent of the total inventory value, the property management officer shall make decisions and take appropriate actions. Such actions must be documented in the Property Survey Report. When the value of the shortage exceeds one percent, or when fraud or theft is indicated, the property management officer shall refer the Property Survey Report to the Property Survey Board (see 6 FAH-1 226.4-3(B)).

e. AID Only:

(1) In addition to preparing OF-132 for shortages as detailed above, complete AID Form 5-73. Forward one copy of Form OF-132 and two copies of Form AID 5-73 to the USAID controller.

(2) Missions are to provide a copy of their nonexpendable property inventories to FA/OMS by November 15 of each calendar year. RIG and trust-funded property shall be identified as separate categories; this is also applicable to RHUDO unless the post has a written exception for RHUDO. Attach to the inventory a copy of the U-754/1 report sent to FA/FM/CARD. The values of the nonexpendable inventory and the U-754/1 report must be identical or accompanied with an explanation as to why they differ.

(3) Regarding the adjustment of inventory value, the dollar value shown on the property records shall be reconciled with the dollar value on the USAID controller's general ledger accounts. After such reconciliation, the property records are adjusted to reflect any overage or shortage. The USAID controller makes corresponding adjustments in the general ledger accounts to reflect the current value of the property account.

f. USIA Only: When reconciling action is complete, the budget and fiscal officer and M/ADP - the Property Staff are notified of current property value.

g. After all reconciling action has been accomplished and approval received from the property management officer, the new inventory quantities must be posted to the expendable and nonexpendable property records (see 6 FAH-1 226.4-4), before the Inventory Certification may be signed.

226.5 Reporting Lost, Stolen, or Damaged Property

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Appropriate action is necessary to document the circumstances under which government-owned expendable or nonexpendable personal property is lost, damaged, or stolen. Accountable property officers are required to request relief of responsibility for such property by initiating proper documentation (see 6 FAH-1 226.5).

b. The property management officer or the Property Survey Board, as appropriate, will adjudicate reported instances of loss, theft, damage, or destruction of Government-owned expendable and nonexpendable personal property. Findings and decisions serve to relieve the accountable property officer of accountability for the property, and to establish whether employees are personally liable for damaged or missing property. If

it is determined that the damage resulted from carelessness, negligence, or other fault of an employee, that employee may be required to pay the cost of repairing or replacing the property.

c. If damaged property has further usefulness after justifiable repairs or reconditioning, the property management officer or the Property Survey Board, as appropriate, may determine that the property be continued in service. If it is determined that the property be disposed of by abandonment or destruction, such property will be turned over to the property disposal officer and disposed of in accordance with section 227 (see 6 FAH-1 H-227).

226.5-1 Implementation

(A) Accountable Property Officer Action

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Within fifteen days of the discovery of property loss, theft, destruction, or damage, the accountable property officer will prepare Form OF-132, Property Disposal Authorization and Survey Report, and forward the prepared form to the property management officer (see 6 FAH-1 226.5-1). A delay of over 15 days will be regarded as being without justification, unless the cause for the delay is fully and adequately explained by the accountable property officer and made part of the case record.

(B) Property Management Officer Action

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. In cases where the acquisition cost of the property involved does not exceed $500, the property management officer shall make a determination of employee liability. If the employee contests the property management officer's decision, the property management officer shall refer the case to the Property Survey Board. The property management officer shall refer all reports on property in excess of $500 to the Property Survey Board.

b. In cases involving inventory shortage where the dollar value does not exceed one percent of the total inventory value, the property management officer shall authorize inventory adjustments when satisfied that efforts to reconcile the inventory have been reasonable and sufficient. When the shortage exceeds one percent or when theft or fraud is suspected, the property management officer shall refer the report to the Property Survey Board (see 6 FAH-1 226.4-3).

c. The property management officer shall refer reports of loss, theft, damage, or destruction of program property, or that which is caused by a civil disturbance and acts of God (earthquakes, typhoons, etc.), to the Property Survey Board, regardless of the dollar value.

226.5-2 Property Survey Board

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. The Survey Board adjudicates reported instances of loss, damage, or destruction of Government-owned expendable and nonexpendable personal property referred by the property management officer.

b. Property Survey Board Composition:

(1) **State and USIS:** The heads of Foreign Service posts shall designate in writing a Property Survey Board consisting of a chairperson, secretary, and a third member, with provisions for alternates. Neither the property management officer (nor a member of the property management officer's staff), the accountable property officer (nor a member of the accountable property officer's staff), an individual involved in a survey action, nor the immediate supervisor of an individual involved in a survey action shall be a member of the survey board. If any member is thus ineligible, the board chairperson shall appoint an alternate replacement for that particular survey action.

(2) **AID Only:** At posts where AID manages its own property and does not participate in FAAS in this category, the principal AID officer shall designate a board of survey consisting of AID U.S. direct-hire full-time Foreign Service employees.

c. **For Terminated AID Overseas Missions:** The Director, FA/OMS, shall have authority to appoint a survey board to handle matters involving property accountability of terminated AID overseas missions. The subject board is convened in AID/W.

d. **State Only:** A copy of survey reports about missing property shall be forwarded to the Agency Property Management Officer, A/OPR/ST.

226.5-3 Employee Liability

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Employees will not be held financially liable for loss, damage, or destruction attributable to inexpert use, inadequate supervision, or inherent defects in the property.

b. For damaged property, the employee will not be required to pay an amount in excess of the cost of repairs (including shipment to and from the place of repair), or the estimated cost of repairs if the property is not repaired.

c. The amount of liability for missing or destroyed property is based on the depreciated value of the item, with a minimum liability level set at ten percent of the acquisition cost of item (see 6 FAH-1 226.5-3(A)).

d. When action on a property survey report is complete, the property management officer shall ensure that fully completed copies of Form OF-132 are forwarded to:

(1) An employee held liable for lost or damaged property, accompanied by a demand for payment. Payment of such a billing does not convey title of the property;

(2) An employee involved in a survey report action but cleared of any liability;

(3) An employee, other than the employee responsible for the damage or loss, who has signed Form FS-584, Nonexpendable Property Transaction, covering property on loan.

226.5-4 Employee Appeal

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. **State Only:** If the employee contests the decision of the property management officer or the Property Survey Board, the decision shall be reviewed by the chief of mission whose determination shall be final.

b. **AID Only:** If the employee contests the decision of the property management officer or the Property Survey Board, the report is forwarded to the AID principal officer, whose decision is final. AID principal officers may appeal the Property Survey Board's decision to AID/W, FA/OMS, whose decision is final. For AID missions that have been terminated, the employee's appeal is directed to the Director, FA/OMS, whose decision shall be final.

c. **USIS Only:** If the employee contests the decision of the property management officer or the Property Survey Board, as appropriate, the report is forwarded to the General Counsel (GC), USIA, whose decision is final. A written appeal must be filed with the General Counsel within 30 calendar days from the date of notification by the Board of Survey, and, if possible, prior to the employee's departure from post.

226.5-5 Reimbursement by Employee

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. If an employee (including contract personnel) is held liable for the loss, damage, or destruction of Government-owned personal property, reimbursement shall be secured before the employee's departure from post (see 6 FAH-1 226.5-5).

b. Reimbursement shall be made to the account of the agency that owned the property. For State Only: Deposit funds to the appropriate 19F3845 Proceeds Account.

c. If the employee is held liable and the employee still does not consent to reimburse the Government or has, in the meantime, departed post, the case will be forwarded to M/FMP for collection of debt in accordance with 4 FAM.

d. **State Only:** Reimbursement may be made in cash or by check payable to the Department of State (see 6 FAH-1 226.5-3(C)).

e. **USIS Only:** If the employee is held liable and the employee still does not consent to reimburse the government or has, in the meantime, departed post, the case will be forwarded to the Financial Operations Division (M/CF) for collection of debt.

227 DISPOSAL OF PERSONAL PROPERTY

227.1 General

227.1-1 Policy

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Personal property scheduled for disposal by Foreign Service posts shall be disposed of in such a manner as to be:

(1) Consonant with U.S. foreign policy;

(2) Consistent with applicable local laws and customs; and

(3) In conformity with existing treaties or agreements.

227.1-2 Classification of Unneeded Property

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Personal property scheduled for disposal by Foreign Service posts is either classified as replacement

property or as foreign excess property (see section 221.5, Definitions).

b. Property which is sold for replacement is not considered "excess", since such an action merely represents the conversion of an asset as whole or part payment for a new item of similar property. Replacement property is either redistributed to other posts of the parent agency, transferred to another agency, or sold and the sale proceeds used for the procurement of similar property. For reporting proceeds of sale, State activities should refer to 4 FAM 324.4. Proceeds of sale for USAID property must be deposited to: Budget Clearing Account 72F3845, Proceeds from Sales of Personal Property, Agency for International Development.

c. When an agency declares personal property to be foreign excess, it underlines the fact that there is no projected need by the owning agency for such property. Therefore, this property is not needed for redistribution and will not be sold for replacement purposes.

227.1-3 Limitations on Classification as Foreign Excess

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. **State Only:** See 10 FAM 740.

b. **AID Only:** Property may not be classified as foreign excess without written approval of FA/OMS.

227.1-4 Security Inspection

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Prior to the removal of unneeded property from offices for return to the warehouse, the property must be cleared of any classified information and Form FS-586, Turn-In Property Inspection Certification, must be completed.

b. It is the responsibility of the employee to whom the property is assigned to remove all classified information from the property. The employee shall examine desks, tables, loose cushions on sofas and chairs, bookcases, safe-files, filing cabinets, and any other property with shelves or drawers (drawers must be removed during the examination and areas behind and underneath the drawers examined), to ensure that they are empty of any classified material. The employee shall also clear typewriters, word processing, and ADP equipment of any ribbons or sensitive information stored in memory banks or magnetic media (information systems security officer or the systems manager shall assist where required). The employee shall then prepare Form FS-586 and sign the "CLASSIFIED INFORMATION REMOVAL" portion of the form.

c. In the absence of the employee or where common-use property is involved, the unit supervisor shall assign an employee to make the initial examination.

d. After the employee has completed the examination and has signed the FS-586, the unit supervisor shall inspect the property to verify that it is clear of classified information, and then shall sign the "INSPECTION" portion of the FS-586. The completed FS-586 shall then be forwarded to the general services office where it will remain on file attached to the completed copy of the property turn-in document.

e. The security officer shall reset combinations to factory standards 50-25-50 for safe-files and 10-20-30 for padlocks used with bar-lock cabinets.

f. Arrangements for removal of the property shall not be made until the actions cited above have taken place.

227.1-5 Disposal of Program Property

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Program property, such as motor vehicles, security equipment, and communications equipment, shall not be disposed of without specific authorization from the controlling office, bureau, or agency (State Only: See section 228.8 for disposal of motor vehicles).

227.1-6 Disposal of Trust Fund Property for AID Only

(TL:GS-21; 6-4-93)
(AID Only)

Normally, the disposal of trust fund property shall be in accordance with the terms and conditions of the Trust Fund Agreement. In the absence of a trust agreement, the disposal of trust fund property shall be in accordance with the procedures of this regulation:

(1) Return the property to the host government, obtain a receipt, and adjust the property records; or

(2) The sale of trust fund property must be authorized by the Trust Fund Agreement, or host government permission must be obtained. In the absence of approval and if property is not returned, the property is sold and the proceeds are deposited in the trust fund account. Separate documentation is always used.

227.1-7 AID-Owned Contract Property

(TL:GS-21; 6-4-93)
(AID Only)

a. If the project agreement provides that AID will retain title to specified equipment or property financed

under the project, AID may retain use of AID-titled project property. The senior AID representative may determine to continue use of AID-titled project property within a like project activity that is a follow-on project, i.e., phase I or phase II of a project activity. When the AID titled property is no longer used by AID projects, proper disposal procedures will be followed.

b. U.S. Government-owned property in custody of a terminating contractor shall be disposed of in accordance with the terms of the contract.

227.1-8 Disposal of AID Personal Property to Non-U.S. Government Agencies

(TL:GS-21; 6-4-93)
(AID Only)

Disposal of AID personal property by donation can be made to organizations qualified to receive assistance under Section 607(a) of the Foreign Assistance Act of 1961, as amended (friendly countries, international organizations, the American National Red Cross, and voluntary agencies), provided that AID/W approves the disposal of property as foreign excess, and a Section 607(a) determination has been executed for the recipient in accordance with Chapter 7, Direct Acquisition Program, of Handbook 16, Excess Property. A request for disposal of AID-owned property under a Section 607(a) determination shall be addressed to FA/OMS, Attention: Overseas Property Management.

227.1-9 Disposal of Property Acquired by Means Other Than New Procurement

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Replacement property acquired by means other than new procurement may not be sold or exchanged until one year from the date of transfer without prior approval from the parent agency.

227.2 Implementation

227.2-1 Reporting Unneeded Property

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Personal property that is no longer needed by an office is reported to the general services office for reassignment to other offices, return to the warehouse, or other disposition. Such property returns shall be documented (see 6 FAH-1 224.6-8) and the property must be inspected for classified information (see section 227.1-4).

227.2-2 Screening Unneeded Property

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

If returned to warehouse/storage, the property shall be inspected and a decision shall be made regarding final disposition, as:

(1) Redistribution within the parent agency;
(2) Transfer to another agency;
(3) Return to stock as is;
(4) Rehabilitation and return to stock; or
(5) Disposal.

227.3 Methods of Disposal

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. All property disposals must be documented on Form OF-132, Property Disposal Authorization and Survey Report, and must be subjected to a formal disposal process. Necessary approvals must be obtained and appropriate disposal methods determined (see 6 FAH-1 227). Separate reports are prepared for expendable and nonexpendable property.

b. There are six acceptable methods of property disposal, and the disposal shall be in the following order of preference:

(1) Redistribution to establishments within the parent agency;
(2) Transfer to another agency or commissary/ mess/recreational facility;
(3) Sale/exchange;
(4) Grant-in-aid or project contribution (AID only);
(5) Donation; and
(6) Abandonment/destruction.

c. In determining the method of disposition most beneficial to the U.S. Government, consideration must be given to the following:

(1) Condition of the property;
(2) New and present value;

(3) Bona fide need by other overseas posts of the parent agency (taking into consideration the cost of storage, packing and shipping, and other related problems);

(4) Local sales interest and value;

(5) Other U.S. Government agency needs and willingness to purchase; and

(6) **AID Only:** Host government and project needs.

227.3-1 Redistribution of Replacement Property

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

a. Redistribution is the primary method of disposing of replacement property because it provides for immediate availability to another part of the parent agency. To serve this purpose, the following facts must prevail:

(1) The property shall be in good or excellent condition; and

(2) The cost of packing and shipping must be economically compatible with the cost of new property.

b. **State and USIA Only:** If the property disposal officer (PDO) determines that property is appropriate for redistribution the PDO shall notify the other establishments of the parent agency within the geographic area (see 6 FAH-1 227.3-1). Redistribution shall be made on a first-come-first-served basis.

c. **AID Only:** If the PDO determines that property is appropriate for redistribution to nearby posts (as in section 227.3-1), the PDO shall notify AID/W, FA/OMS, of this decision. FA/OMS will notify posts within the geographical area, or worldwide, of the availability of property for redistribution, and will allow for a 30-day or earlier response, depending on the disposing mission's urgency to remove the property. FA/OMS will notify the missions selected to receive available property. AID/W, FA/OMS, makes the final determination on competing requests for redistribution property.

d. Redistribution to establishments of the parent agency will be made without reimbursement, except that the receiving establishment shall pay for packing, transportation, and any other costs incident to the transaction.

e. All redistribution actions shall be documented.

227.3-2 Transfer of Property to Another Government Agency or to Commissary/Mess/Recreational Facilities or American Sponsored Overseas Schools

(A) Transfer to Other U.S. Government Agencies

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

a. When no response is received to offers of property to other posts within the geographic area, other U.S. Government agencies at the post location shall be notified of the availability of the property. Property can be transferred providing:

(1) The requesting agency certifies that a bona fide need exists for an authorized program;

(2) Property is to be used to enhance or further program objectives and is not being acquired for immediate resale;

(3) The receiving agency pays packing, shipping, and all other costs incident to the transfer;

(4) The supply of excess expendable property shall not exceed a 2-year supply; and

(5) When spare parts are acquired, the supply shall not exceed the life expectancy of the equipment to be supported;

b. Transfer of replacement property shall be made upon such terms as shall be agreed to by the U.S. Government agencies at the overseas location. However, agencies offering property for transfer for further utilization within the Government shall not in any case require reimbursement of an amount greater than the best estimate of the gross proceeds if the property were to be sold on a competitive basis, or the dollar value offered on a trade-in basis. In no case will reimbursement exceed the item cost plus transportation and freight forwarding cost. The funds are to be deposited in accordance with agency instructions for purchasing similar items. The receiving establishment will bear any costs incident to transfer, including packing and transportation.

c. All transfer actions shall be documented.

d. Property which has been declared foreign excess shall be made available to other agencies at the post location as first consideration to assure full utilization of personal property prior to sale. A requesting agency receives the foreign excess property on a nonreimbursable basis.

e. AID Only:

(1) The property management officer shall obtain AID/W, FA/OMS approval for disposal of personal property as foreign excess. The request shall state the reasons and requirement of the requesting agency.

(2) When foreign excess property is available, and before returning it to the United States, consideration shall be given for its use under provisions of sections 214(b) and 607 of the Foreign Assistance Act of 1961, as amended. First preference shall be given to situs country before notification of its availability is made to other AID missions.

f. If foreign excess property is not required by other Government agencies at the post for authorized programs, the property management officer will determine whether it would be in the interest of the United States to return the property to the United States for further Federal use or donation (FPMR 101-43.5). The quantity must be substantial and consideration shall be given to whether transportation and accessorial costs would make return of the property a cost-effective action. Authorization must be granted by the parent agency prior to any return action. The post shall provide the parent agency with full description, quantities, value, age, and condition of the property.

(B) Transfer to Commissary/Mess/Recreational Facilities or American-Sponsored Overseas Schools (State Only)
(TL:GS-21; 6-4-93)
(State Only)

a. Transfer of unneeded (replacement or foreign excess) property may be made at no cost to commissary/mess/recreational facilities or to American sponsored overseas schools, providing that the receiving activity shall certify that a bona fide need for the property exists and that it is not being acquired for resale. All transfers shall be documented and shall require the approval of the property management officer (see 6 FAH-1 227.3-2(B)).

b. If the acquisition cost of the property transferred exceeds U.S. dollars 2,000 or if the property is new and unused, the approval of the executive director of the regional bureau or IO, as appropriate, is required.

227.3-3 Sale or Exchange

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

a. The types of sales used are sealed bid, spot bid, auction, and negotiated (see 6 FAH-1 227.3-3).

b. With the exception of negotiated sale, all sales must be competitive.

c. Only personal property authorized for disposal on Form OF-132, Property Disposal Authorization and Survey Report, may be sold.

d. Except where the nature or condition of the property does not permit, or when local conditions prohibit, advertising shall be used for all types of sales.

e. All sales must be conducted in a systematic manner to achieve total control in all phases.

f. The distinction between foreign excess property and replacement property must always be maintained.

g. The property disposal officer must be a witness to key disposal activities on sale day (e.g., cash payments and issuing bills of sale) and must ensure that proper disposal related entries are made on the Form OF-132 (see section 221.6-3).

h. The property disposal officer shall arrange, with the Financial Management Officer, for a cashier to be at the sale location on sale day to accept payment from buyers and to return deposits to unsuccessful bidders on sealed-bid sales. Only certified forms of payment (cash, certified checks, etc.) will be accepted.

i. When the sale is a sealed-bid sale, a locked bid box shall be used for deposit of bids until the announced bid-opening time. The bid box shall be secured in a safe during nonworking hours, and the bid-box key shall be secured separately.

j. Expenses incurred in connection with the sale may be paid from the proceeds, and only the net proceeds deposited. Expenses which may be deducted include advertising, auctioneer fees, custom fees, duties, taxes, commercial transportation, casual labor, and equipment rentals. Expenses which may not be deducted include regular salary or overtime payments to contract or direct-hire employees of the U.S. Government (see 4 FAM 324.4-2).

k. Sales documents shall forbid the importation of such property into the United States unless the Secretary of Agriculture (in the case of any agricultural commodity) or the Secretary of Commerce (in the case of any other commodity) determines that its importation will relieve domestic shortages or will otherwise be beneficial to the U.S. economy. The purchasers shall also pay any customs duties, local taxes, or other charges imposed by the foreign government concerned,

and shall furnish copies of receipts evidencing such payments prior to the release of the property.

l. Personal property shall not be offered or sold on credit.

m. With the exception of individuals who initiate, authorize, or directly control the sale of Government property (i.e., property management officers, accountable property officers, or property disposal officers), or anyone acting on their behalf, U.S. citizen employees and their relatives may participate in competitive, publicly advertised sales of property authorized for disposal, provided the employee certifies in writing:

(1) That the property is for the employee's personal use;

(2) That the employee will not sell the property during the employee's tour at the post except to another U.S. Government citizen employee who will make a similar written certification; and

(3) That if, at the end of the employee's tour, the employee sells such property to persons not having duty-free privileges, the employee will certify in writing to the property disposal officer that local taxes and other obligations have been satisfied.

n. With the exception of individuals directly involved in selecting items to be disposed of, or immediately involved in the preparations for or conduct of the sale, or anyone acting on their behalf, Foreign National employees, personal service contractors, employees of contractors, and their relatives, are authorized to participate in publicly advertised, competitive bid sales. However, a successful bidder must certify that the property is for his or her personal use and must pay local customs duty and any taxes due.

o. The principal officer at post may withhold the sale of property to all U.S. citizen employees if, in the principal officer's judgment it is not in the interest of the Government.

p. If foreign excess property is not disposed of by transfer, it may be sold (see 10 FAM 740 regarding limitations on foreign excess), if this method is in the best interest of the U.S. Government. The proceeds from sale of any foreign excess personal property, when sold abroad, are deposited in the Treasury as miscellaneous receipts.

q. If replacement property cannot be redistributed or transferred, it may be sold or exchanged, as explained below:

(1) The property may be sold and the proceeds from sale used for the acquisition of similar property, either by the selling establishment or by the parent agency, on a worldwide basis (State, see 4 FAM 324.4);

(2) The USIA may not retain proceeds of sale at post;

(3) Proceeds of sale are returned to AID's Miscellaneous General Account; or

(4) The property may be exchanged in whole or in partial payment for similar items.

r. Risk of Loss: Unless otherwise provided in the invitation, the Government will be responsible for property subsequent to its being available for inspection and prior to its removal. Any loss, damage, or destruction occurring during such a period will be adjusted by the property disposal officer to the extent it was not caused directly or indirectly by the purchaser or the purchaser's agent or employees.

s. Negotiated Sale: Property may be sold on a negotiated basis if the estimated fair market value of the property is $1000 or less, and if at least two attempts to sell the property competitively were unsuccessful either because there were no bidders or because the bids were unreasonable (prior bidders must have the opportunity to submit offers on the negotiated sale). In certain circumstances, the $1,000 fair market value limitation may be waived. Requests for waivers may be submitted to A/OPR/ST/S/PM for State or to FA/OMS for AID. Large quantities may not be divided to meet the $1,000 limit. Negotiated sales are also permitted when an emergency exists which does not allow sufficient time to advertise a competitive sale. This method of sale is used only in special circumstances and requires written justification from the property disposal officer and approval by the property management officer.

NOTE: Property shall not be sold to U S. Government employees or their relatives or government contractors or their relatives on a negotiated basis.

t. Salvage or Scrap:

(1) Salvage means personal property that has some value in excess of its basic material content but which is in such condition that it has no reasonable prospect of use as a unit, and its repair or rehabilitation is impracticable.

(2) Scrap means personal property that has no value except for its basic material content.

(3) Authority is delegated to Foreign Service posts to dispose of salvage or scrap material. Examples include scrap lumber and paper, odds and ends of pipe, wire, metal, etc., broken furniture, and torn furnishings. Proceeds from sale of such material shall be deposited in the Treasury as miscellaneous receipts, using

the appropriate agency account number.

u. If replacement property cannot be redistributed or transferred, it may be exchanged in whole or in partial payment for similar items.

227.3-4 Project Contribution or Grant-in-Aid (AID Only)

(A) Property Transfer - General
(TL:GS-21; 6-4-93)
(AID Only)

a. Transfer of U.S. Government personal property (where title is with USAID, and/or custody is with a PASA group or a contractor), to the cooperating government may be accomplished in one of two ways: by project contribution or grant-in-aid;

b. Property transferred to a ministry or agency under project contribution must be a commodity item aligned with a particular project. Transfer of any U.S. Government property under grant-in-aid must also be to a designated ministry or agency of the host government and transfers should clearly be defined for official purpose, such as carrying out the broad objectives of the country program. Written requests for transfer of property by either method must be indicated by an official agency of the host government and sent to the USAID Director stating the requirements, purposes, and objectives. The Director will sign the bilateral transfer agreement based upon staff clearance and signatures presented on clearance copy (see Exhibits 227.3-4(B) and 227.3-4(C));

c. Property aged or worn to a condition of liability shall not be transferred to the cooperating government except in a particular circumstance, such as when the local government desires, sponsors, or approves a program of technical, mechanical, or electrical training; USAID may then transfer worn vehicles, refrigerators, typewriters, air conditioners, etc., to assist in such training programs. Host government sanction is necessary because such rehabilitated equipment would normally be subject to customs duties and taxes; therefore, final utilization or disposition by the local training group should be clearly established and understood in advance.

d. Administrative management notes:

(1) Grant-in-aid property shall be assessed in dollars at fair market value or depreciated value. This amount may be used as an offset credit to the country program if USAID considers it feasible and prudent;

(2) Forms OF-132 and AID 5-73 are completed to account for required adjustments to acquisition costs on property records and fiscal account records;

(3) Property transferred shall be on an as-is-where-is basis;

(4) USAID shall not employ either transfer method as a convenient or expeditious device for property disposal:

(5) USAID officers must refrain from intimating commitment of property prior to internal discussion and approval; and

(6) Normally and logically, property must be on USAID's records in order to effect a grant or contribution to the host government. However, this administrative procedure is sometimes unrealistic; for example, when U.S. Government property in custody of a contractor (that is, not on USAID's property records) is to be transferred to the host government. These transfers may be done directly by USAID without debiting and immediately crediting USAID records for the sake of formality. However, in such cases, total documentation must be recorded to satisfy any future audit. Another example would be when property is located at a distant project site and continued use there is planned.

(B) Project Contribution
(TL:GS-21; 6-4-93)
(AID Only)

When the responsible officers of USAID and the cooperating government have agreed to the transfer of U.S. Government property to a specific project, the transaction shall be documented as follows:

(1) The assigned transfer agreements list property to be transferred. The transfer agreement shall constitute an addendum to the Project Agreement (see Exhibit 227.3-4(B));

(2) A "fair market value" assessment of the property in dollars shall be shown on the addendum. This dollar value is informational for the purpose of audit and property accountability;

(3) It is not necessary to include the total value in the financial plan, nor does a PIO/C need to be prepared;

(4) If commodities are applied to a new project, it may be appropriate to assess the fair market value total against the project. The property agreement shall be adjusted accordingly; and

(5) One copy of the transaction should be forwarded to the respective AID/W regional bureau's program office for appropriate action and information.

(C) Grant-In-Aid
(TL:GS-21; 6-4-93)
(AID Only)

a. Upon receipt of a request for personal property under grant-in-aid from a ministry or agency of the cooperating government, the USAID director shall:

(1) Order inquiry into availability of property for transfer;

(2) Determine the merit of the declared purpose; and

(3) Approve or reject the request.

b. If approved, the format shown in Exhibit 227.3-4(C) may be used.

227.3-5 Donation

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. If personal property cannot be disposed of by redistribution, transfer, or sale, and has little or no commercial value, or if the cost of handling and storage would exceed the estimated proceeds of sale, it may be considered for donation by the holding agency. "No commercial value" means that the property has no market value either for the purpose for which it was originally intended, or for use as an entity for any other purpose.

b. Property may only be donated to nonprofit educational, public health, welfare, charitable, scientific, literary institutions, and international bodies in which the United States participates located in the country in which the property is situated. First consideration shall be given to those institutions which are organized under the laws of the United States, or any of its subdivisions; those institutions which are supported in whole or in part by taxes of the United States or any of its political subdivisions; or those which are exempt from taxation as a nonprofit organization. The donee shall pay all transportation and accessorial costs.

227.3-6 Abandonment or Destruction

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Disposal of property by destruction or abandonment is executed as a last resort; that is, all disposal possibilities, including donation and sale as scrap, have been exhausted. The property disposal officer must document efforts to dispose of the property by all other disposal options indicated in this section. The destruction or abandonment of the property shall be witnessed by an employee other than the accountable property officer or the property disposal officer, and a certificate of destruction or abandonment shall be prepared and signed (see 6 FAH-1 227.3-6). Destruction or abandonment shall be performed so as not to litter any public or private real property nor cause any dispute or litigation and shall be done in a healthful and safe manner. As much as possible, identification as property of the U.S. Government shall be removed before property is abandoned.

227.4 Disposal of Flags, Seals, Insignia, Etc.

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Obsolete or unserviceable seals, signs, insignia, door plates, and rubber or wax stamps bearing the seal of the United States shall be completely mutilated to preclude reuse by unauthorized persons. Insofar as practicable, such objects shall be destroyed by burning. Flags which are no longer a fit symbol for display shall be destroyed by burning. Impressions or seals placed upon items (for example, furniture, vehicles, or stationery), shall be removed or obliterated before disposal is made.

227.5 Protective Custody Property

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Property left by U.S. Government agencies or quasi-governmental agencies (for example, American Red Cross, etc.), in possession of the diplomatic mission either on an informal basis or under documented protective custody arrangements, shall not be disposed of without specific authorization from the owning agency, unless representatives are available who have the authority to approve in writing the disposition of their personal property.

227.6 Disposition of Other Agency Property

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Sometimes personal property of another agency is authorized to be disposed of as replacement or foreign excess and the owning agency does not have facilities

for disposal. In such cases, posts shall assist in the disposal of the property, provided authority is furnished in writing by the agency concerned. Proceeds from the sale (less handling costs) will be deposited in the appropriate agency's account.

227.7 Cannibalization of Nonexpendable Pr

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

a. Cannibalization of nonexpe permissible under certain circum meaningful, thorough, and formal ization is employed.

b. The act of cannibalization sha ample, a vehicle would be dismantl parts and components such as d fenders, headlights, generators, bu pump assemblies, shock absorbers, etc., for stock. The useless items are tifications for permitting cannibalizat

(1) Rehabilitation of the unit is cl cal because of the condition, projecte age;

(2) Disposal by sale, redistributic grant-in-aid is impractical due to con potential, unfavorable local circumstan pensive packing or awkward shipping

(3) Value and condition of useful pa nents are high enough to justify time a tract them for repair of working equip

229 REPORTING REQUIREMENTS

229.1 Property Management Report for State Only

(TL:GS-21; 6-4-93)
(State Only)

a. The Property Management Report, Form FS-582 (see Exhibit 229.1), must be signed by the accountable property officer and the property management officer, and the original submitted to A/OPR/ST/S/PM, by November 1 of each year. Special Embassy Program posts (SEP) and Special Consulate Program posts (SCP) shall submit the report biennially on even numbered years. Submission of the report on odd numbered years also is optional. Because the certification of inventory reconciliation is a part of the report, a copy of the report shall be retained in the Physical Inventory and Reconciliation file for three years (see 6 FAH-1 226.2-5).

b. The signatures at the bottom of Part A of the report acknowledge that: (1) The responses to the statements in the Regulations Compliance Report (Part B) are true; and (2) That sections 221.8-2 and 226 have been read and understood. This information is included to prevent anyone from unwittingly making a false certification. Making a certification which one knows or has reason to know is false may result in administrative disciplinary action.

NOTE: A negative response in the Compliance Report means that the post is not in total compliance with property management regulations. If any of the responses in the Compliance Report are negative, the Property Management Report must be accompanied by a memorandum stating what corrective action has been initiated, and including a date by which the post will be in full compliance with property management regulations. The post must subsequently send a followup

memorandum by the projected compliance date, confirming that the post is in total compliance with regulations.

c. Embassies which maintain property records for constituent posts, and are including those posts in the certification of inventory reconciliation and sale exchange parts of the report, must specify the name of each post included. If constituent posts are performing any of the property duties indicated on the regulations compliance part of the report, which are not being performed by the Embassy on behalf of the constituent post, those posts must submit a separate report addressing that part only.

d. The designated accountable officer for drugs and any other property under the control of the health unit shall provide the property management officer with a inventory certification for such property, for submission to A/OPR/ST/S/PM along with the post's annual inventory certification. If a post does not have a health unit or has no such property at post, the property management officer must state this on the post's annual certification.

e. If the November 1 deadline cannot be met, written requests for permission to submit late reports are to be submitted to A/OPR/ST/S/PM prior to November 1 and must include a justification for the delay and a date by which the report will be submitted. Permission for a delay in reporting will be granted only for compelling reasons.

f. Object Class 3100 funds may be withheld from those posts which fail to submit the Property Management Report, until the report is submitted.

g. The Property Management Report, Form FS-582, is available from the Forms Facsimile Handbook. The FS-582 is divided into the following three parts so that information needed for three different requirements can be reported:

(1) Part "A" certifies that the physical inventory of personal property was taken and reconciled within the fiscal year. Before certifying, the accountable property officer and the property management officer must verify that:

(a) A physical inventory was taken as required by regulation (see certification statement in Part A of Form FS-582); and

(b) That inventory results have been reconciled with the property records, that Form OF-132, Property Disposal Authorization and Survey Report, listing any unresolved inventory shortages, has been submitted in accordance with regulation, that the property management officer or the Property Survey Board, as appropriate, has authorized any necessary adjustments to the property records, and that the results of the inventory have been posted to the property records.

(2) Part "B" confirms that a variety of property actions, required by 6 FAM, are being accomplished in accordance with regulations. Individuals responsible for noncompliance with regulation will be subject to administrative action.

(3) Part "C" is a report of sale/exchange activity conducted during the fiscal year, and is required by the General Services Administration. Official vehicles are reported under another reporting procedure and are not to be included on this report. Also:

(a) Posts using NEPA are to submit the sale/exchange report, which is produced by the system, in lieu of part C of the Property Management Report;

(b) Posts using property cards will complete Part C;

(c) The first column in Part C is used to identify the Federal Supply Classification (FSC) code for each group in which replacement property was sold or exchanged during the fiscal year. The classification groups are listed on the back of the FS-582;

(d) The second column is used to record the total acquisition cost, in U.S. dollars, of State replacement property sold within each FSC group during the fiscal year;

(e) The third column is used to record the proceeds, in U.S. dollars, of State replacement property sold within each FSC group during the fiscal year;

(f) The fourth column is used to record, in U.S. dollars, the acquisition cost of State replacement property within each FSC group which was exchanged with vendors in partial or whole payment for similar replacement items during the fiscal year; and

(g) The fifth column is used to record, in U.S. dollars, the exchange or trade-in allowance of State replacement property exchanged within each FSC group during the fiscal year.

229.2 Sale/Exchange Reporting for USIS Only

(TL:GS-21; 6-4-93)
(USIS Only)

State activities reporting for USIS should report as follows: FSC group dollar acquisition cost totals covering the sale or exchange disposal of USIS administrative property under inventory control of the post are to be reported by a separate memorandum. Reporting for USIS property is limited to FSC groups 41, 71, and 74.

229.3 Sale/Exchange Reporting for USAID Only

(TL:GS-21; 6-4-93)
(AID Only)

The AID reports are compiled in Washington by FA/OMS from data previously submitted by the USAID or by the Embassy administrative office on AID's Property Disposal Record, AID Form 5-73.

229.4 Report of Capitalized Personal Property

229.4-1 State Only

(TL:GS-21; 6-4-93)
(State Only)

The depreciated value of capitalized assets on hand at the end of each fiscal year must be reported to M/FMP/FO/OCA/GAD within 15 workdays following the end of the fiscal year. The depreciation of capitalized personal property begins the first fiscal year after the item is put into use. Until the property is issued and depreciation begins, the property is reported at the acquisition cost. A copy of the report is to be forwarded to the budget and fiscal officer. (See section 225.2-1f.)

(A) NEPA

(TL:GS-21; 6-4-93)
(State Only)

Submit the Capitalized Property Report produced by the system.

(B) Manual

(TL:GS-21; 6-4-93)
(State Only)

The report is to be submitted in the following format (see Exhibit 229.4-1(B)):

(1) A separate report must be submitted for each allotment which funded the purchase of capitalized personal property;

(2) Report the following monetary data, giving a total amount for each category (see 6 FAH-1 225.2-2(D)):

(a) Appropriation;

(b) Current period depreciation; and

(c) Accumulated depreciation.

(3) Report separately, by category, the acquisitic cost of new items acquired during the fiscal year;

(4) Report separately, by category, the total acquisition cost and accumulated depreciation for any item sold, transferred, or otherwise disposed of during the fiscal year;

(5) Report the acquisition cost of non-depreciable, capitalized property. If this figure has been adjusted during the reporting period (e.g., due to a current appraisal), then the net adjustment is reported as a separate figure; and

(6) Report an aggregate total net value of fully de preciated property which is still in use.

229.4-2 AID Only

(TL:GS-21; 6-4-93)
(AID Only)

a. USAID shall submit, as an attachment to the annual U-754/1 Property Report (see section 225.2-3c), a listing of capitalized property (as defined in section 225.2-1a), other than vehicles and computer hardware and software, to FA/OMS. The listing of vehicles will be prepared by FA/OMS, and the listing of computer hardware and software will be prepared by FA/IRM for submission to FA/FM/CARD by October 15 of eacl calendar year.

b. The list shall include description, serial number (if applicable), acquisition cost, date of acquisition, estimated life span, and estimated salvage value. The list must be summarized by totaling the acquisition costs of all of the items on the list, and by computing the overall aggregate average age of these items. The total of the acquisition costs and the compound aggregate average age must be included on the list.

c. The reported capitalized property, as well as other nonexpendable property, will have been reconciled with the USAID Controller's records at acquisition cost, and will reflect identical values.

d. FA/FM/CARD, upon receipt of the capitalized property lists from USAID missions and AID/W offices, will calculate the depreciation cost of the property for recording in their property ledgers. Once property is depreciated, it is recognized that the acquisition value of USAID property reflected in USAID's Controller records will not match the depreciated property value listed in AID/W financial records.

APPENDIX A
EXHIBITS

Title **6 FAM Section**

AID-Owned and Controlled Non-Expendable and Real Property Report 225.2-3b

Clearance Requirements for Miscellaneous Supplies and Services 216.5

Property Management Report 229.1

Report of Capitalized Personal Property ..... 229.4-1(B)

Sample Residence Inventory List (AID Only) 226.3c

Suggested Grant-In-Aid Format ..... 227.3-4(C)

Suggested Project Contribution Format ..... 227.3-4(B)

Exhibit 225.2-3b
AID-Owned and Controlled Non-Expendable and Real Property Report

AID-OWNED and -CONTROLLED PROPERTY

A. GENERAL LEDGER TRIAL BALANCE 1/
as of September 30, 19____

USAID_____ Report Control Symbol U-754/1

ACCOUNT NUMBER	TITLE	DEBIT $	CREDIT $
1601	Expendable Property-Supplies, Parts, etc.		
1702	Office Furniture & Furnishings		
1703	Motor Vehicles		
1704	Living Quarters - Furniture & Furnishings		
1705	Nonexpendable Property - Excluding Motor Vehicles - Held by Grantees		
1706	Nonexpendable Property - Motor Vehicles - Held by Contractors		
1707	Nonexpendable Property - Excluding Motor Vehicles - Held by Grantees		
1708	Nonexpendable Property - Motor Vehicles - Held by Grantees		
1709	Nonexpendable Property - Not Elsewhere Classified		
1710	Property in Transit		
1711	Deferred Predelivery Charges - Nonexpendable Property		
1712	Disaster Assistance Stockpile Property		
1713	Nonexpendable Property - ADP Equipment		
1801	Land		
1802	Buildings - Permanent		
1803	Buildings - Temporary		
1804	Leasehold Improvements		
1805	Structures and Facilities		
1806	Construction in Progress		
2152	Accounts Payable - AID-Owned Property		
3015	AID-Owned Property - Transferred & Sold		
3016	Sales and Transfers of AID-Owned Property		
3017	Issues - Disaster Relief Stockpile Property		
4013	Property Write-offs Reports of Survey		
4014	Property Adjustments		
4015	Expendable Property and Supplies-Issued & Used		
5115	Invested Capital		
5125	Donated Capital		
6012	AID-Controlled (Non-AID Owned) Nonexpendable Property		
6153	Property Owned by Others in AID Custody		
	TOTALS	$	$

AID-Owned and Controlled Non-Expendable and Real Property Report, continued

B. PROPERTY INVENTORY CERTIFICATION

I certify that this trial balance reflects the balances shown in the General Ledger Accounts maintained at this installation and that the above indicated inventory account balances are in agreement with the detailed property records maintained at this installation, except as follows: 2/

_____
Mission Controller 3/

I certify that a physical inventory was taken of all AID-owned NXP and real property in the Mission's custody, as required by regulation. The inventory has been verified with the property records and all overages and shortages reconciled or surveyed, or otherwise accounted for as of _____.

_____
Mission Director (or)
Property Management Officer

C. SUPPLEMENTAL INFORMATION 5/

Value of Expendable Material and Supplies 4/
(Not included in the General Ledger)
as of September 10, 19__ $_____

Amount of Prepaid Rents
as of September 30, 19__ $_____

1/ List only accounts that have balances.

2/ Delete: "Except as follows" if not applicable

3/ Chief, Financial Management/Accounting Division (FM/A) for AID/W.

4/ See Paragraph 15E3d and Attachment 15B, Account 1601 description.

5/ Not application to Disaster Assistance Stockpile Property

Attachments: Nonexpendable property list and property inventory certification statement required by HB 23, Ch. 4.

Exhibit 226.3c
Sample Residence Inventory List
(AID Only)

PAGE ___ OF ___ PAGES

DATE: _____

Residence Inventory List
Furniture, Furnishings, and Equipment

_____ CITY _____ COUNTRY

2/ HB 23, CHAPTER 5A, SECTION 770
3/HB 23, CHAPTER 4A, SECTION 226.3

1/ COUNTRY NO. _____

ITEM NO. 4/	CONT. NO. 5/	FSI NO. 6/	DESCRIPTION 7/	COND 8/	YEAR OF ACQUI-SITION 9/	QTY. 10/	UNIT ACQUI-SITION COST 11/	TOTAL COST 12/	REMARKS FUNDS 13/
			14/ OBJECT CLASS 311						
			LIVING ROOM						
1.	3740	71	Sofa, 3 Cushions - Drexel	G	76	2	$250.00	$500.00	1
2.	3210	71	Chair, Wing - Drexel	G	76	3	100.00	300.00	1
3.	3210	71	Chair, Arm - Drexel	G	76	4	100.00	400.00	1
4.	3270	71	Chest, Hall - Drexel	G	76	1	75.00	75.00	1
5.	3840	71	Table, End - Drexel	G	76	2	50.00	100.00	1
			DINING ROOM						
6.	3800	71	Table, Dining (w/two leaves)	G	76	1	200.00	200.00	1
7.	3250	71	Chair, Wood w/arms (dining)	G	76	2	40.00	80.00	1
8.	3250	71	Chair, Wood w/o arms (dining)	G	76	6	30.00	180.00	1
9.	3150	71	Cabinet, China, - w/glass doors - Drexel	G	76	1	350.00	350.00	1
10.	3140	71	Buffet	G	76	1	300.00	300.00	1
			STUDY OR OFFICE ROOM						
11.	0610	71	Desk, Wood (object class 310)	G	76	1	400.00	400.00	1
12.	0460	71	Chair, Rotary (object class 310)	G	76	1	250.00	250.00	1
13.	3500	71	Lamp, Table (ceramic)	G	76	1	40.00	40.00	1
14.	3680	71	Rug	G	76	1	125.00	125.00	1
15.	3840	71	Table, End - wood	G	76	1	45.00	45.00	1
			VERANDA (closed)						
16.	3730	71	Sofa (metal)	G	76	1	230.00	230.00	1
17.	3260	71	Chair (metal)	G	76	4	40.00	160.00	1
18.	3850	71	Table, Coffee (metal)	G	76	1	85.00	85.00	1
19.	3850	71	Table, End (metal)	G	76	2	40.00	80.00	1
			MASTER BEDROOM (BEDROOM #1)						
20.	3010	71	Bedframe, Single	G	76	2	80.00	160.00	1
21.	3540	72	Mattress, Double	G	76	1	95.00	95.00	1
22.	3270	71	Chest, Wood, 5 Drawers	G	76	1	125.00	125.00	1
23.	3454	71	Headboard, Double	G	76	1	75.00	75.00	1
24.	3210	71	Chair, Bedroom	G	76	2	75.00	150.00	1
25.	3820	71	Table, Night	G	76	2	50.00	100.00	1
			TOTAL PAGE: $4,605.00					$4,605.00	

Sample Residence Inventory List (For AID Only), continued

PAGE ___ OF ___ PAGES

DATE: _____

Residence Inventory List
Furniture, Furnishings, and Equipment

_____ CITY _____ COUNTRY

2/ HB 23, CHAPTER 5A, SECTION 770
3/HB 23, CHAPTER 4A, SECTION 226.3

1/ COUNTRY NO. _____

ITEM NO. 4/	CONT. NO. 5/	FSI NO. 6/	DESCRIPTION 7/	COND 8/	YEAR OF ACQUI-SITION 9/	QTY. 10/	UNIT ACQUI-SITION COST 11/	TOTAL COST 12/	REMARKS FUNDS 13/
			14/ OBJECT CLASS 311			PAGE 1 CARRIED FORWARD			
								$4,605.00	
			BEDROOM #2						
26.	3010	71	Bedframe, Single	G	77	2	100.00	200.00	1
27.	3530	72	Mattress, Bed - Single	G	77	2	100.00	200.00	1
28.	3270	71	Chest, 5 Drawers	G	77	4	100.00	100.00	1
29.	3210	71	Chair, Bedroom	G	77	2	50.00	100.00	1
30.	5999	99	Drapes, 4 Panels (green)	G	77	4ea.	50.00	200.00	1
			BEDROOM #3						
			(VACANT NO FURNITURE)						
31.									
32.									
33.									
34.									
35.									
			BEDROOM #4						
			(VACANT NO FURNITURE)						
36.									
37.									
38.									
39.									
40.									
			BEDROOM #5 (USED AS A GUEST BEDROOM)						
41.	3010	71	Bedframe, Single	G	77	2	100.00	200.00	1
42.	3020	71	Bedframe, Single	G	77	1	100.00	100.00	1
43.	3060	72	Bedspring, Twin	G	77	2	50.00	100.00	1
44.	3530	72	Mattress, Bed, Twin	G	77	2	75.00	150.00	1
45.	3270	71	Chest, 5 Drawers	G	77	1	150.00	150.00	1
			HALLWAY UPSTAIRS)						
46.	3680	72	Rug, Runner	G	77	1	100.00	100.00	1
47.	3130	71	Bookcase, Wood - Household	G	77	1	200.00	200.00	1
			KITCHEN						
48.	3155	71	Cabinet, Kitchen (not attached to wall permanently)	G	77	1	200.00	200.00	1
49.	3840	71	Table, Wood - Local	G	77	2	20.00	20.00	1
			TOTAL PAGE TWO: $8,575.00					$6,625.00	

Sample Residence Inventory List (For AID Only), continued

PAGE ___ OF ___ PAGES

DATE: _____

Residence Inventory List
Furniture, Furnishings, and Equipment

_____ CITY _____ COUNTRY

2/ HB 23, CHAPTER 5A, SECTION 770
3/HB 23, CHAPTER 4A, SECTION 226.3

1/ COUNTRY NO. _____

ITEM NO. 4/	CONT. NO. 5/	FSI NO. 6/	DESCRIPTION 7/	COND 8/	YEAR OF ACQUI-SITION 9/	QTY. 10/	UNIT ACQUI-SITION COST 11/	TOTAL COST 12/	REMARKS FUNDS 13/
			14/ OBJECT CLASS 311			PAGE 2 CARRIED FORWARD			
								$6,625.00	
			LAUNDRY						
50.	3840	71	Table, Wood - Local	G	77	1	20.00	20.00	1
			COOKING UTENSILS (non-electric)						
51.	5999	99	Baking Sheet	G	77	2	3.00	6.00	1
52.	5999	99	Bowl, Mixing	G	77	1	4.00	4.00	1
53.	5999	99	Ladle	G	77	1	5.00	5.00	1
54.	5999	99	Pan, Bake	G	77	2	5.00	10.00	1
55.	5999	99	Sharpener, Knife	G	77	1	5.00	5.00	1
56.	5999	99	Spatula	G	77	1	5.00	5.00	1
57.	5999	99	Teakettle	G	77	1	10.00	10.00	1
			KITCHEN CUTLERY (non-electric)						
58.	5999	99	Knife, Cook's	G	77	1	10.00	10.00	1
59.	5999	99	Butcher, Steel	G	77	1	5.00	5.00	1
60.	5999	99	Knife, Boning	G	77	4	5.00	20.00	1
61.	5999	99	Knife, Bread, Serrated Edge	G	77	1	10.00	10.00	1
62.	5999	99	Knife, Meat Slicing	G	77	1	10.00	10.00	1
			KITCHEN APPLIANCES, ELECTRIC						
63.	3120	73	Blender/Mixer	G	77	1	60.00	60.00	1
64.	8260	73	Coffee Maker, 50 or more cups	G	77	1	50.00	50.00	1
65.	3870	73	Toaster, 4-Slice	G	77	1	50.00	50.00	1
66.	5999	99	Waffle Iron/Grill	G	77	1	50.00	50.00	1
67.	3490	73	Food Warmer	G	77	1	75.00	75.00	1
			DINNER SET, CHINA)						
68.	3330	73	China Set w/service pieces	G	77	24		700.00	1
69.	3330	73	Teacups (extra)	G	77	36		100.00	1
70.	3330	73	Dessert Plates (extra)	G	77	36		100.00	1
			FLATWARE SET, SILVERPLATE* *(state # of pieces per setting)						
71.	3410	73	One set of Silverplated Flatware "English Crown"	G	77	1	750.00	750.00	1
			TOTAL PAGE THREE: $8,630.00					$8,680.00	

Sample Residence Inventory List (For AID Only), continued

PAGE ___ OF ___ PAGES

DATE: _____

Residence Inventory List
Furniture, Furnishings, and Equipment

_____ CITY _____ COUNTRY

2/ HB 23, CHAPTER 5A, SECTION 770
3/HB 23, CHAPTER 4A, SECTION 226.3

1/ COUNTRY NO. _____

ITEM NO. 4/	CONT. NO. 5/	FSI NO. 6/	DESCRIPTION 7/	COND 8/	YEAR OF ACQUI-SITION 9/	QTY. 10/	UNIT ACQUI-SITION COST 11/	TOTAL COST 12/	REMARKS FUNDS 13/
			14/ OBJECT CLASS 311			PAGE 3 CARRIED FORWARD			
								$8,680.00	
			GLASSWARE SET, UNCRESTED crystal and glassware, (uncrested or other commercial state # of pieces per setting and how may settings						1
72.	3450	73	Cocktail Glasses	G	77	60		60.00	1
73.	3450	73	Highball Glasses	G	77	60		120.00	1
74.	3450	73	Salt & Pepper Shakers, Glass	G	77	4 pcs		40.00	1
75.	3450	73	Water Pitcher, Glass	G	77	1		10.00	1
			LINENS, TABLE						
76.	5999	99	Tablecloth (linen)	G	77	2	40.00	80.00	1
77.	5999	99	Napkins, Cloth	G	77	24	1.00	24.00	1
78.	5999	99	Tablecloth, Bridge, w/napkins	G	77	8	10.00	80.00	1
			BED AND BATH LINENS (for guest bedroom and bathroom only)						
79.	5999	99	Sheets, Single (cotton)	G	77	6 ea.	5.00	30.00	1
80.	5999	99	Pillow Cases (cotton)	G	77	6 ea.	5.00	30.00	1
81.	5999	99	Blankets, Wool (non-electric)	G	77	4 ea.	20.00	80.00	1
82.	5999	99	Towels, Bath, Large	G	77	6 ea.	10.00	60.00	1
			EQUIPMENT						
83.	3640	41	Refrigerator, "Ser." 456575	G	77	1	450.00	450.00	1
84.	3440	41	Freezer, "Ser." 2345345	G	77	1	500.00	500.00	1
85.	3360	35	Dryer, Elec., "Ser." 33445434	G	77	1	250.00	250.00	1
86.	3900	79	Vacuum Cleaner, "Ser." 6758	G	77	1	75.00	75.00	1
87.	8140	61	Transformer, 250W, "Ser." 770	G	77	2	50.00	100.00	1
			INSTALLED EQUIPMENT						
88.	6020	41	Air Conditioner, "Ser." 33445	G	77	10	400.00	4000.00	1
89.	3460	45	Hot Water Heater, Model 456	G	77	1	200.00	200.00	1
90.	6650	41	Fan, Ceiling, "Ser." 567	G	77	1	80.00	80.00	1
			TOTAL PAGE FOUR: $14,899.00					$14,949.00	

Sample Residence Inventory List (For AID Only), continued

PAGE ___ OF ___ PAGES

DATE: _____

Residence Inventory List
Furniture, Furnishings, and Equipment

_____ CITY _____ COUNTRY

2/ HB 23, CHAPTER 5A, SECTION 770
3/HB 23, CHAPTER 4A, SECTION 226.3

1/ COUNTRY NO. _____

ITEM NO. 4/	CONT. NO. 5/	FSI NO. 6/	DESCRIPTION 7/	COND 8/	YEAR OF ACQUI-SITION 9/	QTY. 10/	UNIT ACQUI-SITION COST 11/	TOTAL COST 12/	REMARKS FUNDS 13/
			14/ OBJECT CLASS 311			PAGE 4 CARRIED FORWARD			
								$14,949.00	
			PROPERTY MADE AVAILABLE BY LANDLORD						
91.	3740	71	Sofa, 3 Cushion (local made)	P	67	3	100.00	300.00	
92.	3210	71	Chair, Arm (local made)	P	67	4	50.00	200.00	
			PROPERTY MADE AVAILABLE BY EMBASSY						
93.	7410	58	Radio, Security Not counted in inventory	G	77	1	950.00	950.00	
								$15,449.00	

INVENTORIED BY:

SIGNATURE_____

SIGNATURE_____

DATE_____

15/ P. I acknowledge receipt of household furniture, furnishings, and appliances as listed herein. Except for normal depreciation, 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 Survey Board.

_____
Employee Receiving Property

G. Remarks

H. I certify that all items relected on the inventory of Household Furniture, Furnishings, and Equipment of the date shown above have been returned in good condition (or that the determinations and recommendations of the Survey Board have been complied with) and that the responsible person whose name appears above is hereby relieved of responsibility of said household furniture, furnishings, and equipment.

_____
Accountable Property Officer

_____
DATE

Sample Residence Inventory List (For AID Only), continued

Residence Inventory List
Furniture, Furnishings, and Equipment

_____ CITY _____ COUNTRY

NAME: _____ DATE: _____

PROPERTY
AID-OWNED
or
LEASE No._____

ADDRESS: _____

(HB 23, CHAPTER 5A, Section 770)
(HB 23, CHAPTER 4A, Section 226.3)

COUNTRY NO._____

Value of furniture, furnishings, and equipment in USAID Directors and AID Representatives residence as of DATE:_____ Per 5 PAGE INVENTORY ATTACHED.

A.	FURNITURE	$6,220.00	
B.	CARPETING	225.00	
C.	APPLIANCES	285.00	
D.	EQUIPMENT	1,375.00	
E.	OTHER FURNISHINGS (Including expendable items) (AID Directors and Representatives only)		8,105.00
1.	CHINAWARE	800.00	
2.	GLASSWARE	230.00	
3.	SILVERPLATE, FLATWARE	750.00	
4.	KITCHENWARE	100.00	
5.	LINENS, BED (Guest bed/bathroom only)	200.00	
6.	LINENS, TABLE (Representational only)	184.00	
7.	DRAPES/UPHOLSTERY	200.00	
8.	LANDLORD PROPERTY	500.00	3,064.00
9.	STATE OR OTHER AGENCY	950.00 *	
	TOTAL		11,169.00
F.	INSTALLED EQUIPMENT (see items 88 thru 90 page 4) (Not included in limitation per section 770 HB 23)		4,280.00
	GRAND TOTAL		15,449.00

* This is a security radio, not counted in overall total. (see item 93, page 5)

Sample Residence Inventory List (For AID Only), continued

INSTRUCTIONS

1. Country number: Enter country number here, i.e.

   Guatemala - 520 Kenya - 615

   Philippines - 492 Egypt - 263

2. HB 23, Chapter 5, Section 770 is to be used when taking an inventory for the Mission Director, AID Representative, or Deputy Director.

3. HB 23, Chapter 4A, Section 226.3 is to be used when taking inventory for Mission employees.

4. Item Number - Number all items numerically, starting with number 1.

5. Control Number - Take from the "Nonexpendable Property Description and Control Number Guide."

6. FSI Number - Take the Federal Supply Indicator number from the Federal Supply Catalog: this number is also reflected in the "Nonexpendable Property Description and Control Number Guide."

7. Description - Enter the description of the item as it appears in the "Nonexpendable Property Description and Control Number Guide."

8. Condition Codes: Number 1-9 and letters X and S. See attached Property Condition Codes.

9. Year of Acquisition - Enter last two digits of calendar year, i.e., 90 for 1990.

10. Quantity - Enter total number of items.

11. Unit Acquisition Cost - Enter the cost of one item.

12. Total Cost - Columns 10 and 11.

13. Remarks - Funds - Enter type of funds used to purchase item(s), i.e.,

    Valid Codes

    1. AID Funded (operating expenses)
    2. Trust Funded (host-country funded)
    3. Contract Funded (originated by a PIO/T normally)
    4. PASA Funded (funded by another U.S. Government Agency
    5. Project Funded (originated by a PIO/C normally)
    6. Other (none of the above); could be State, Peace Corps, etc.

14. Object Class

    310 - Office Furniture, Equipment, and Furnishings
    311 - Household Furniture, Equipment, and Furnishings
    319 - Other

15. F. Write or type name of employee whose inventory is taken and obtain signature.
    G. Note damage.
    H. Write or type name of Accountable Property Officer and obtain signature.

Exhibit 227.3-4(B)
Suggested Project Contribution Format

Project Contribution

In addition to the AID dollar-financed commodities shown in the Project agreement _____ dated _____,
(title and number)
between the Government of _____ and the Agency
(country)
represented by the Director of USAID to _____, the
(country)
title to the property listed below is hereby transferred to the Ministry (Agency) of _____ for the express purpose of advancing objectives set forth in the Project Agreement.

Item Number	Description	Quantity	Unit Cost	Unit	Total Cost

Accepted by:

_____ (signed)

_____ Director

_____

Ministry of _____

_____ (date)

_____ USAID Property Management Officer

_____ USAID Accountable Property Officer

_____ USAID Program Officer

_____ USAID Controller

To be shown only on clearance copies.

Exhibit 227.3-4(C)
Suggested Grant-In-Aid Format

Grant-In-Aid

For purposes of implementing the cooperative program and to improve the capability or capacity of _____ _____ (ifluce-field-words) in the _____ (ministry of), the Agency for International Development, represented by the Director of USAID to _____ (country), hereby makes a grant-in-aid and transfers title for the property listed below to the Ministry of _____.

Item Number	Description	Quantity	Unit Cost	Unit	Total Cost

Accepted by:

_____ (signed)

_____ Director

_____

Ministry of _____

_____ (date)

_____ USAID Property Management Officer

_____ USAID Accountable Property Officer

_____ USAID Program Officer

_____ USAID Controller

To be shown only on clearance copies.

Exhibit 229.1
Property Management Report

U.S. DEPARTMENT OF STATE

PROPERTY MANAGEMENT REPORT

Submit completed copies to: A/OPR/ST/S/PM by November 1.

PART A – CERTIFICATION OF INVENTORY RECONCILIATION FOR FOREIGN SERVICE POSTS (6 FAM 220)

I certify that a physical inventory was taken of personal property in the custody of _____ _____during Fiscal Year _____ ; that it included all accountable, non-residential furniture, furnishings, and equipment, both expendable and nonexpendable inventory in stock, and household furniture, furnishings, and equipment in those residences which changed occupants during the reporting period; that inventory results have been reconciled with the property records; discrepancies have been documented and record adjustments authorized; and that inventory records have been adjusted and are now current.

I certify that my responses to the statements in the Property Regulations Compliance Report below are true.

I further certify that I have read and understood property management regulations in 6 FAM 221.8-2 and 226.

Typed or Printed Name		*Typed or Printed Name*	
Signature of Accountable Property Officer	*Date*	*Signature of Property Management Officer*	*Date*

PART B – REGULATIONS COMPLIANCE REPORT

1. The property management officer (6 FAM 221.6-1), accountable property officer (6 FAM 221.6-2, disposal officer (6 FAM 221.6-3), and receiving clerk (6 FAM 223.1) have been designated in writing.
☐ YES ☐ NO

2. Separation of duties is maintained for the functions of procurement, receiving, payment, property records maintenance, conduct of physical inventories, and disposal; or, in the absence of separation of these functions, other internal controls are used and documented,(6 FAM 221.7).
☐ YES ☐ NO

3. The accountable property officer conducts and documents periodic utilization surveys to ensure that property is correctly assigned and used and to identify unneeded property, (6 FAM 221.6-2(7).
☐ YES ☐ NO

4. Where adequate local repair facilities are available, furniture is not replaced unless the cost of repair exceeds 75 percent of the cost of a new item of the same type and class or unless such repairs would not extend the item's useful life for a period compatible with the cost of rehabilitation, (6 FAM 222.6f).
☐ YES ☐ NO

5. The repairs, other than routine maintenance, performed on serially-numbered personal property are recorded in the property records, (6 FAM 222.7-2b).
☐ YES ☐ NO

6. Receiving and inspection procedures are carried out in accordance with 6 FAM 223.
☐ YES ☐ NO

7. Records of accountable nonexpendable property in the custody of the post are maintained on either the Department's manual property cards system or on the automated Nonexpendable Property Application (NEPA), (6 FAM 224.3-1).
☐ YES ☐ NO

8. The acquisition cost of personal property acquired is being recorded on the property records, (6 FAM 225.1-1a).
☐ YES ☐ NO

9 Personal property with an invoice cost over 5,000 dollars is being capitalized, depreciated, and reported to M/FMP/FO/OAC/GAD in accordance with 6 FAM 225.2 and 229.
☐ YES ☐ NO

10. Inventory losses are being reported in accordance with 6 FAM 226.5-1b.
☐ YES ☐ NO

11. All sales of personal property to U.S Government employees or their dependents have been competitive, open to the public, and U.S. citizen employees purchasing Government property have made the required written certification, (6 FAM 227.3-3).
☐ YES ☐ NO

FORM 2-91 FS-582

Property Management Report, continued

PART C - SALE EXCHANGE REPORT FOR _____ FISCAL YEAR____

PROPERTY SOLD			PROPERTY EXCHANGED	
FSC GROUP	ACQUISITION COST	PROCEEDS	ACQUISITION COST	EXCHANGE ALLOWANCE
12				
19				
20				
23				
24				
25				
26				
28				
29				
30				
32				
36				
37				
39				
41				
42				
43				
44				
45				
46				
47				
48				
49				
51				
52				
53				
55				
56				
58				
59				
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62				
63				
65				
66				
67				
68				
70				
71				
72				
73				
74				
75				
77				
78				
79				
80				
83				
87				
91				
96				
99				
TOTAL				

NOTE: NEPA SALE EXCHANGE REPORT CAN BE USED IN PLACE OF THIS PAGE

FS-582 6-90

PAGE 2

Property Management Report, continued

FEDERAL SUPPLY CLASSIFICATION GROUPS

No.

10 Weapons
12 Fire Control Equipment
13 Ammunition and Explosives
15 Aircraft and Airframe Structural Components
16 Aircraft Components and Accessories
17 Aircraft Launching, Landing & Ground Handling
19 Ships, Small Craft, Pontoons, and Floating Docks
20 Ships and Marine Equipment
22 Railway Equipment
23 Motor Vehicles, Trailers, and Cycles
24 Tractors
25 Vehicular Equipment Components
26 Tires and Tubes
28 Engines, Turbines, and Components
29 Engine Accessories
30 Mechanical Power Transmission Equipment
31 Bearings
32 Woodworking Machinery and Equipment
34 Metalworking Machinery
35 Service and Trade Equipment
36 Special Industry Machinery
37 Agricultural Machinery and Equipment
38 Construction, Mining, Excavating and Highway Maintenance Equipment
39 Materials Handling Equipment
40 Rope, Cable, Chain and Fittings
41 Refrigeration and Air Conditioning Equipment
42 Fire Fighting, Rescue, & Safety Equipment
43 Pumps and Compressors
44 Furnace, Steam Plant, and Drying Equipment
45 Plumbing, Heating, and Sanitation Equipment
46 Water Purification & Sewage Treatment Equipment
47 Pipe, Tubing, Hose and Fittings
48 Valves
49 Maintenance and Repair Shop Equipment
51 Hand Tools
52 Measuring Tools
53 Hardware and Abrasives
54 Prefabricated Structures and Scaffolding
55 Lumber, Millwork, Plywood, and Veneer
56 Construction and Building Materials
58 Communication Equipment
59 Electrical and Electronic Equipment Components
61 Electrical Wire, and Power & Distribution Equipment
62 Lighting Fixtures and Lamps
63 Alarm and Signal Systems
65 Medical, Dental, and Veterinary Equipment & Supplies
66 Instruments and Laboratory Equipment
67 Photographic Equipment
68 Chemicals and Chemical Products
69 Training Aids and Devices
70 General Purpose Automated Data Processing Equipment, Software, Supplies, & Support Equipment
71 Furniture
72 Household & Commercial Furnishings & Appliances
73 Food Preparation & Serving Equipment
74 Office Machines, Visible Record Equipment
75 Office Supplies and Devices
77 Musical Instruments, Phonographs, & Home-type Radios
78 Recreational and Athletic Equipment
79 Cleaning Equipment and Supplies
80 Brushes, Paints, Sealers & Adhesives
81 Containers, Packaging, and Packing Supplies
83 Textiles, Leather and Furs
84 Clothing and Individual Equipment
85 Toiletries
87 Agricultural Supplies
88 Live Animals
89 Subsistence
91 Fuels, Lubricants, Oil & Waxes
93 Nonmetallic Fabricated Materials
94 Nonmetallic Crude Materials
95 Metal Bars, Sheets, and Shapes
96 Ore, Minerals, and their Primary Products
99 Miscellaneous

Exhibit 229.4-1(B)
Report of Capitalized Personal Property

U.S. DEPARTMENT OF STATE

REPORT OF CAPITALIZED PERSONAL PROPERTY

TO: M/COMP/FO/GAD	DATE
NAME OF ACTIVITY	APPROPRIATION
APPROVING OFFICER	DATE

CATEGORY	ACQUISITION COST	CURRENT PER. DEPRECIATION	ACCUMULATED DEPRECIATION
Communications Equipment			
Vehicles (other than STP funded)			
Medical Equipment			
Security Equipment			
ADP Equipment			
ADP Software			
Capitalized Leases (of Personal Property)			
Other Depreciable Capitalized Property			

NON-DEPRECIABLE CAPITALIZED PROPERTY

ACQUISITION COST	ADJUSTMENT DURING QUARTER	NET BOOK VALUE

ACQUISITIONS AND DISPOSALS DURING THE QUARTER

GENERAL LEDGER ACCOUNT	ACQUISITION COST (+/-)	ACCUMULATED DEPRECIATION VALUE*
Communications Equipment		
Vehicles (other than STP funded)		
Medical Equipment		
Security Equipment		
ADP Equipment		
ADP Software		
Capitalized Leases (of Personal Property)		
Other Depreciable Capitalized Property		

Net Value of Fully Depreciated Property Still In Use:

* NOTE: Complete these columns for disposals only.

FORM 4-92 DS-1896

APPENDIX B
FORMS

Form	6 FAM Section
Department of State Form (DS)-1089, Order—Supplies or Services	Appendix E DOSAR Part 653.303-DST-1089
Department of State Form (DS)-1896, Report of Capitalized Personal Property	229.4-1(B)
Foreign Service Form (FS)-582, Property Management Report	229.1
Optional Form (OF)-128, Composite Property Record Card	Appendix E DOSAR Part 653.302.127
Optional Form (OF)-206, Purchase Order, Receiving Report and Voucher	Appendix E DOSAR Part 653.302.206

Appendix 4B

STANDARDIZATION POLICY

Standardization Authority

The authority to approve a USAID mission standardization program rests with the Director, M/FA/OMS, for U.S. Government-titled equipment or the Director, M/FA/OP, for host country-titled equipment.

Standardization Limitations

The authority to standardize shall not be used for initial procurement of equipment and spare parts which ultimately will be standardized for the purpose of selecting the equipment of certain suppliers; nor shall it be used unless and until the agency has determined that:

(1) The equipment constitutes technical equipment;

(2) Standardization of such equipment and interchangeability of its parts are necessary in public interest; and

(3) Negotiation is necessary in special situations or in particular localities in order to insure required standardization.

Purpose of Standardization

The purpose of a standardization program is to provide posts with equipment more suitable to local conditions: reduce to a minimum, the varieties and types of equipment essential to post operations; insure a maximum degree of interchangeability of parts permitting cannibalization of equipment when practical; and to permit development of standard specifications and purchase documents to insure expeditious purchase and delivery.

Standard Program

Standardization is, the selection of a specific brand(s) of technical equipment to the exclusion of other brands when it can be established that such action is necessary in the public interest. Once the facts have been presented, a determination is made based on a conclusion from the facts presented that specific types(s) of technical equipment are required. Facts must clearly state compelling reasons why it is necessary, as for example:

(1) A historical review of existing equipment as to maintenance, repairs, and operation records of various makes and models in use. This is not to be confused with established replacement standards (see 6 FAM 222.6 in Appendix 4A of HB 23);

(2) In the absence of adequate commercial maintenance facilities, the post shall determine the most suitable make of equipment desirable for standardization;

(3) Overseas establishments using commercial facilities must assess the capabilities of those facilities for servicing one or more makes of equipment and recommend what degree of standardization is desirable;

(4) The analysis shall also take into consideration the terrain, altitude, and climatic conditions for standardization;

(5) The predominate model of any one make now in use; or

(6) Other Government agencies with similar makes and models for possible availability and exchange of parts.

Technical Equipment Standardization

Technical equipment includes, but is not limited to, items of mechanical and electrical equipment which have parts subject to wear through use. Examples of items which should be considered for standardization are motor vehicles, office and shop machines and equipment, household appliances, and other equipment.

Standardization Responsibilities

a. Overseas establishments: Overseas establishments are responsible for the initiation, adequacy, and continuous review of a standardization program. Effort shall be made to have a joint standardization program. When a standardization program has already been put into effect by one overseas establishment, other establishments should continue using this program, thereby benefiting from the research which has already been done and the experience of the using agency.

b. Procurement: All procurements made pursuant to the approved standardization program must be accomplished in accordance with applicable FAR and AIDAR (HB 14) requirements. USAIDs are reminded that approval of a standardization plan is not authority for missions to procure standardized items without full and open competition.

If use of other than full and open competition is determined necessary for the procurement of approved standardized items, including U.S. manufactured vehicles, missions should normally use the authority in AIDAR 706302-70 (b)(2) (awards of $250,000 or less by an overseas contracting activity). Two class justifications have been prepared in AID/W to make it easier for missions to use the authority in AIDAR 706.302-70 (b)(2). They have been issued under two separate Contract Information Bulletins (CIBs) as specified below:

- CIB 92-5 dated March 2, 1992, for contracts of $250,000 or less awarded by an overseas contracting activity, and for personal service contracts overseas.

- CIB 92-8 dated March 20, 1992 for U.S. manufactured vehicles only (missions must have an approved vehicle standardization plan from AID/W, M/FA/OMS, to use this class justification - refer to HB 23, Chapter 6, Section 6G.2 for guidance on preparing and submission of standardization plans).

Rarely should procurements be awarded under the authority of FAR 6.302-1 (sole

source). This authority is generally not appropriate; the level of justification required to convincingly demonstrate that only one source is available under a standardization program, together with other administrative requirements of FAR 6.302-1 make it suitable for use only in extraordinary cases.

(1) When establishing or amending a standardization program, a request must be made to AID/W, Attention: M/FA/OMS when property is titled in the U.S. Government or because AID will maintain or operate the equipment; and Attention: FA/OP, when property is purchased pursuant to a project agreement and title rests with the host government or grantee; and

(2) The request for standardization program on motor vehicles, office machines, appliances and the like, will require an analysis of the local conditions, and the request should include:

(a) A statement of brands to be standardized. Prepare attachment if necessary;
(b) Qualitative justification for the desired brands and models;
(c) Quantitative justification for the desired brands and models;
(d) A statement of continuing need;
(e) A statement of joint effort with other U.S. Government agencies;
(f) A statement of availability of spare parts and maintenance and repair facilities from local commercial sources or other sources; and
(g) A statement of necessity for standardization in the public interests (i.e., to reduce cost (estimate); improve maintenance (state what is being done); reduce vehicle down-time (state plan); streamline support activities and personnel (sate how this will be done); and reduce recordkeeping.

Standardization Period

The approved standardization period shall be for a stated period of time which bears a reasonable relationship to the life expectancy of the equipment. Normally, this period shall terminate at the end of six years but is subject to periodic reviews, and, if conditions warrant, the standardization may be revised or terminated.

CHAPTER 5

REAL PROPERTY

MANAGEMENT OVERSEAS

This chapter consists solely of the Uniform State/AID/USICA Regulations, 6 FAM 700, "Office and Residential Quarters Abroad." The Uniform Regulations (Appendix 5A) are the governing directives for AID management of real property abroad.

CHAPTER 700
FOREIGN BUILDINGS OPERATIONS

TABLE OF CONTENTS

710 OFFICE OF FOREIGN BUILDINGS OVERSEAS REAL PROPERTY PROGRAM ADMINISTRATION

711 Introduction

712 Authority for Issuance

713 Office of Foreign Buildings Operations (A/FBO)
- 713.1 General
- 713.2 Organization
- 713.3 Professional, Technical, and Legal Services (For State Only)

714 Definitions

715 through 719 Unassigned

720 MANAGEMENT OF GOVERNMENT-HELD PROPERTY

721 Responsibility for Management of Government-Held Property

722 Allocation and Utilization of Space
- 722.1 Office Space
- 722.2 Residential Space
- 722.3 Surplus Space
- 722.4 Costs Arising Due to Displacement From Assigned Functional or Residential Quarters
- 722.5 When Other Agencies Occupy Government-Owned or Long-Term Leasehold Space
- 722.6 Other Agencies Occupying Short-Term Leased Space
- 722.7 Substitute Occupancy

723 Government Maintenance of Government-Held Properties
- 723.1 Repairs, Improvements, and Maintenance of Short-Term Leased Property
- 723.2 Maintenance of Government-Owned and Long-Term Leasehold Property

724 Funding Maintenance and Repair Costs on Government-Held Properties
- 724.1 State Department Funding
- 724.2 AID-Funded Expenses
- 724.3 USIA-Funded Expenses

725 Government/Occupant Sharing of Custodial and Maintenance Responsibilities for Government-Held Properties
- 725.1 General Policy
- 725.2 Official Residences
- 725.3 Single Family and Duplex Residential Units
- 725.4 Multiple Residence Units
- 725.5 Pets and Hobbies In Government-Held Residences
- 725.6 Surrender of Government-Held Quarters

726 Utilities
- 726.1 General Guidelines

726.2 Telephone Service

727 Taxes and Rates
727.1 Policy
727.2 Prohibition Against Payment of Taxes and Rates
727.3 Exemption From Taxes
727.4 District of Columbia Exemptions: The Major Basis for Exemptions Through Reciprocity
727.5 Beneficial Rates
727.6 Incidence of Tax

728 Inspection of Properties by FBO Representatives

729 Unassigned

730 LEASED SPACE

731 Leasing Policy, Authority, and Limitations
731.1 General Policy and Definitions
731.2 Overseas Leasing Authority
731.3 Limitations on Post Short-Term Leasing Authority

732 General Post Responsibilities
732.1 Security
732.2 Leases for Functional Space
732.3 Local Rent Controls
732.4 Conversion of Housing Programs
732.5 Local Registration of Leases
732.6 Rental Agents
732.7 Furnishing Official Residences

733 Lease Procedures
733.1 Short-Term Leases
733.2 Long-Term Leases

734 The Lease Agreement
734.1 Drafting a Lease
734.2 Disposition of Lease Documents
734.3 Amendment
734.4 Renegotiation
734.5 Notice of Termination

735 through 739 Unassigned

740 ACQUISITION OF REAL PROPERTY BY PURCHASE, EXCHANGE, GIFT, OR LEASE/PURCHASE

741 Policy and Limitations

742 Preparation of Proposals
742.1 Selection of Real Estate Experts
742.2 Documentation Required for Acquisition Proposals

743 Purchase Requirements
743.1 Preliminary Investigation
743.2 Prepurchase Certification
743.3 Submission of Certificate Following Purchase

744 Purchase Agreement
744.1 Entering into Written Agreement
744.2 Option Agreement
744.3 Purchase Provisions

744.4 Special Rights

745 Acquisition by Gift

746 Payment

747 Disposition of Purchase Documents

748 AID Acquisition of Property
748.1 Basic Policies
748.2 Requests for Acquisitions

749 Unassigned

750 CONSTRUCTION, IMPROVEMENTS, AND ALTERATIONS OF U.S. GOVERNMENT-OWNED AND LONG-TERM LEASED PROPERTY

751 Introduction

752 Categories

753 Approvals and Restrictions
753.1 Post Actions Requiring Prior Washington Approval
753.2 Restrictions

754 AID Funded Major Construction and Capital Improvements
754.1 AID Procedures
754.2 Guidance
754.3 AID Funding and Accounting
754.4 AID Contracts
754.5 AID Director Residence

755 through 759 Unassigned

760 MINOR IMPROVEMENTS AND SPECIAL MAINTENANCE AND REPAIR PROJECTS

761 Minor Improvements
761.1 Examples of Minor Improvements

762 Special Maintenance and Repair Projects

763 Approval and Funding Requests for Minor Improvement and Special M&R Projects
763.1 Required Clearances for Special M&R and Minor Improvement Projects
763.2 Funding for Special M&R and Minor Improvement Projects
763.3 Project Management Assistance
763.4 Emergency Project Assistance

764 Identification and Selection of Major Construction and Capital Improvement Projects
764.1 Project Initiation

765 Project Development for Major Construction Projects

766 On-Site Supervision of Major Construction and Capital Improvement Projects
766.1 Project Director Authority
766.2 Project Director Responsibilities
766.3 Project Director Funds

767 Post Administrative Responsibilities for Major Construction and Capital Improvement Projects

768 Changes to Completed Projects

769 Unassigned

770 FURNITURE, FURNISHINGS, APPLIANCES, AND EQUIPMENT (FFA&E) FOR RESIDENTIAL QUARTERS AND OFFICE SPACE

771 Residential Quarters
- 771.1 Policy
- 771.2 Definitions
- 771.3 Responsibilities
- 771.4 Restrictions
- 771.5 Procurement Procedures and Approvals
- 771.6 Annual Spending Limit on Ambassador, Deputy Chief of Mission, Consul General (When Principal Officer), and U.S. Representative to a U.N. Agency Abroad (When Principal Officer) Residences
- 771.7 Refurbishment of Ambassador, Deputy Chief of Mission, Consul General (When Principal Officer), and U.S. Representative to a U.N. Agency Abroad (When Principal Officer) Residences
- 771.8 Furniture, Furnishings, Appliances, and Equipment for Servants' Quarters

772 Basic and Supplemental Furniture, Furnishings, Appliances, and Equipment for Residential Quarters
- 772.1 Basic and Supplemental FFA&E
- 772.2 Appliances and Equipment for AID Residences
- 772.3 Food Freezers for Residential Quarters
- 772.4 Air Conditioners for Residential Quarters
- 772.5 Generators
- 772.6 Fire Protection Equipment

773 Chinaware, Glassware, Silver, and Kitchen Equipment
- 773.1 General
- 773.2 Chinaware and Glassware
- 773.3 Silver
- 773.4 Kitchen Equipment
- 773.5 Other Equipment

774 Hospitality Kits and Temporary Loan of Government-Owned FFA&E
- 774.1 Hospitality Kits
- 774.2 Loan of Government Property

775 Use of Government-Owned FFA&E in LQA-Provided Residential Quarters

776 Marine Corps Quarters
- 776.1 Marine Security Guard Consolidated Quarters
- 776.2 Other Quarters

777 Annual Inventories
- 777.1 Official Residences (State Only)
- 777.2 Antiques and High Value Furnishings (State Only)
- 777.3 Removal of FFA&E (State Only)
- 777.4 AID Principal Representative (AID Only)

778 Art in Embassies Program

778.1 Policy
778.2 Selection of Art
778.3 Art Loans and Donations
778.4 A/FBO Responsibilities
778.5 Post Responsibilities
778.6 Handling Art Collections During Crisis

779 Office and Other Functional Space
779.1 Policy
779.2 Procurement Requirements and Restrictions
779.3 Air Conditioners for Office and Other Functional Space
779.4 Fire Protection Equipment
779.5 Removal of Government-Owned FFA&E
779.6 Uninterruptible Power Systems
779.7 Electrical Transformers Containing Polychlorinated Biphenols (PCBs)

780 DISPOSITION OF U.S. GOVERNMENT-OWNED OR LONG-TERM LEASED REAL PROPERTY

781 Authorities, Disposal Methods, Legal Counsel
781.1 Department of State Properties
781.2 AID Properties
781.3 Disposal Methods
781.4 Legal Counsel

782 Property Utilization
782.1 Evaluation
782.2 Considerations In Evaluation

783 Sale of Government-Owned Property
783.1 Procedures for Sale
783.2 Invitation to Bid
783.3 Processing Bids
783.4 Title Transfer

784 Exchange of Government-Owned Property
784.1 When to Consider Property Exchange
784.2 Procedures for Exchange

785 Lease or License of Government-Owned Property
785.1 Definitions
785.2 Lease vs. License Agreements
785.3 When to Use Lease or License Agreements
785.4 Proposals to Lease or License Government Property
785.5 Drafting the Lease or License Agreement
785.6 Execution, Renewal, and Termination of Leases or Licenses

786 Disposition of Proceeds
786.1 Income from Sale
786.2 Deposit of Lease or License Income

787 Funding of Expenses
787.1 Sales, Exchanges, Leases, and Licenses of A/FBO Properties
787.2 Maintenance and Improvements of A/FBO Properties
787.3 Expenses for AID Properties

788 and 789 Unassigned

790 REAL PROPERTY REPORTS

791 Responsibilities

792 Real Estate Management System (REMS)
- 792.1 General
- 792.2 A/FBO REMS
- 792.3 Submission of REMS Information
- 792.4 General Instructions

793 Annual Report and Certification of AID Real Property Holdings (Owned and Leased)

794 Annual Report of Functional and Residential Property (USIA Only)

795 Disposition of Lease, Title, and Other Real Property Documents
- 795.1 Department of State
- 795.2 Agency for International Development
- 795.3 Other Agencies

796 through 799 Unassigned

Appendix A: Exhibits

Appendix B: Forms

Appendix C: Legal Authorities (No entries)

Appendix D: Addresses (No entries)

Index (Available at a later date)

710

OFFICE OF FOREIGN BUILDINGS OVERSEAS REAL PROPERTY PROGRAM ADMINISTRATION

711 INTRODUCTION

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Chapter 700 of 6 FAM covers the acquisition, design, construction, furnishing, management, maintenance, disposal, and reporting of real property overseas for the Department of State *and all Foreign Affairs agencies represented at posts, except for certain real property acquired or constructed by the United States Information Agency (in support of the activities set forth in 22 U.S.C. 1471 (3) and 2452 (a)(3)).*

712 AUTHORITY FOR ISSUANCE

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The following laws and orders constitute the authorities for the issuance of the regulations contained in 6 FAM 700:

(1) 5 U.S.C. 5912 provides that, under regulations prescribed by the head of the agency concerned and approved by the President, civilian officers and employees of the Government who are citizens of the United States permanently stationed in a foreign country may be furnished, without cost to them, living quarters, including heat, fuel, and light, in Government-owned or rented buildings.

(2) 22 U.S.C. 291 authorizes the Secretary of State to provide, in Government-owned buildings or in buildings leased for not more than ten years, living quarters, heat, light, and household equipment to officers and employees of the Foreign Service who are United States citizens.

(3) The Foreign Service Buildings Act of 1926, as amended (22 U.S.C. 292-302), authorizes the acquisition, purchase, construction, lease, alteration, repair, and furnishing of premises for use by the diplomatic and consular establishments of the United States. The Act also authorizes the supervision, maintenance, and insurance of such properties, the employment of architectural and technical services, the sale or other disposition of such properties, and the acceptance of gifts and other payments for purposes of carrying out the Act.

(4) Section 636(c), of the Foreign Assistance Act of 1961, as amended (22 U.S.C. 2396), provides that funds, not to exceed $6,000,000, made available for operating expenses for AID may be used in any fiscal year (in addition to funds available for such use under other authorities in this chapter) to construct or otherwise acquire outside the United States:

(a) Essential living quarters, office space, and necessary support facilities for use of U.S. Government personnel carrying out activities authorized by the Foreign Assistance Act; and

(b) Schools (including dormitories and boarding facilities) and hospitals for use by U.S. personnel and their dependents carrying out activities authorized by the Foreign Assistance Act.

(5) Section 636(a)(1) and (10) of the Foreign Assistance Act of 1961, as amended (22 U.S.C. 2396), provides AID authority:

(a) To lease, for a period not to exceed ten years, offices, buildings, grounds, and living quarters, and to make payments therefor in advance; and

(b) To provide maintenance, furnishings, necessary repairs, improvements, and alterations to properties owned or rented by the United States Government, or made available to it outside the United States, and to provide costs of fuel, water, and utilities for such properties.

(6) Section 804 (10)(11)(12) of the United States Information and Educational Exchange Act of 1948, as amended (22 U.S.C. 1474), authorizes the United States Information Agency:

(a) To lease, for periods not exceeding ten years, offices, buildings, grounds, and living quarters abroad for Agency employees, and to make payments therefor in advance;

(b) To maintain, improve, and repair properties used for information activities in foreign countries; and

(c) To furnish fuel and utilities for Government-held property abroad.

(7) The annual appropriations language for the International Trade Administration and the Bureau of

Export Administration of the Department of Commerce provides for the "rental of space abroad for periods not exceeding ten years, and expenses of alteration, repair or improvement". The annual appropriations language for the United States Travel and Tourism Administration provides for "rental of space abroad for periods not exceeding five years, and expenses of alteration, repair, or improvement".

(8) 7 U.S.C. Section 1765 provides that the provisions in the annual appropriation acts of the Department of State facilitating the work of the Foreign Service of the United States shall be applicable to the activities of the Department of Agriculture overseas.

(9) 7 U.S.C. Section 1765(d) provides that upon the request of the Secretary of Agriculture, the Secretary of State may use the authorities contained in the Foreign Service Buildings Act of 1926 to acquire sites and buildings, including living quarters, for the purpose of establishing United States Agricultural Trade Offices.

(10) 22 U.S.C. Section 2670(h) authorizes the Secretary of State to rent or lease for periods of less than ten years such offices, buildings, grounds, and living quarters for the use of the Foreign Agricultural Service abroad as the Secretary deems necessary, and to make payments therefor in advance.

713 OFFICE OF FOREIGN BUILDINGS OPERATIONS (A/FBO)

713.1 General

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Under the Foreign Service Buildings Act of 1926 (as amended) the Secretary of State is granted the authority to acquire, by purchase, construction, or exchange, sites and buildings in foreign capitals and other foreign cities; to maintain, repair, improve, and refurbish these properties; and to dispose of properties that become surplus, underutilized, or uneconomical. This authority is delegated to the Office of Foreign Buildings Operations (A/FBO) which acts as the Single Real Property Manager for non-military U.S. Government property overseas. The Act also grants the Secretary of State the authority to provide residential and office space, and necessary related facilities, to other agencies overseas whose employees are under the authority of the Chief of Mission. There are certain exceptions for some AID facilities which are addressed in later sections.

713.2 Organization

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

A/FBO is managed by the Deputy Assistant Secretary for Foreign Buildings, and has four directorates: the Office of Operations and Post Support; the Office of Program Execution; the Office of Resource Management; and the Office of Acquisitions and Planning.

713.2-1 The Office of Operations and Post Support (OPS)

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The Office of Operations and Post Support (OPS) includes the following divisions:

(1) Area Management Division (AM): Formerly the Operations Division, has these functions:

(a) Serves as A/FBO's primary contact with overseas posts and as the focal point in planning and managing post support;

(b) Coordinates all A/FBO visits to overseas posts;

(c) Identifies major renovation and new construction requirements and forwards this information to the Planning and Programming Division;

(d) Manages, coordinates, and distributes funds to posts for maintenance, repair, and minor improvements of Government-owned and long-term leased properties;

(e) Participates with the Planning and Programming Division in analyzing facilities requirements, developing post master plans, and developing budget submissions and justifications;

(f) Programs and allots A/FBO funds for living quarters allowances and rental payments for long-term and short-term leased properties;

(g) Provides liaison with all U.S.G. agencies occupying Government-owned or long-term leased properties overseas; and

(h) Inspects overseas facilities to evaluate specific special project requirements, to advise the post on real property matters and to assist with emergency problems.

(2) Facilities Maintenance Division (FAC):

(a) Develops policies, standards, and criteria for the maintenance, repair, and operation of real property;

(b) Monitors and assists posts with facilities operation and maintenance programs;

(c) Monitors programs and procedures for the identification, disposal, and elimination of environmental hazards including asbestos; and

(d) Assists posts in developing and administering maintenance and repair services contracts.

(3) Fire Safety and Hazard Control Division (FIR):

(a) Conducts fire and life safety inspections of Foreign Service posts;

(b) Reviews plans for construction/renovation of A/FBO buildings for compliance with fire and building codes;

(c) Provides investigations of fires occurring at post;

(d) Operates a training program in fire risk management, prevention and control;

(e) Promulgates fire and life safety criteria, standards and policies;

(f) Oversees the installation of new fire protection systems; and

(g) Repairs and maintains existing fire protection systems.

(4) Interior Design and Furnishings Division (IDF):

(a) Is responsible for initial and replacement furnishings for all Official Residences;

(b) Performs functional space planning and interior design for all facilities constructed under A/FBO's capital program including functional properties, Marine Guard quarters, and residences;

(c) As requested, it provides planning and interior design assistance on post renovation and rehabilitation projects;

(d) For Official Residences, IDF is also responsible for household inventories and provision of flatware, holloware, glassware, silverware, and kitchenware; and

(e) Tracks antiques and high value items.

(5) Real Estate Division (RE):

(a) Analyzes current property management policies and recommends appropriate changes;

(b) Develops housing policy, oversees the housing program and monitors post compliance with established property management policies and procedures;

(c) Monitors post housing and leasing practices;

(d) Manages the Real Estate Management Systems (REMS);

(e) Prepares long-range plans for property acquisition and disposal; and

(f) Reviews surplus or underutilized properties to develop plans for rationalizing real property holdings.

(6) Art in Embassies Division (ART):

(a) Manages the Art in Embassies Program (AIEP) soliciting loans and donations of American works of art from public and private sectors; and

(b) Selects appropriate works of art in cooperation with Chiefs of Mission, managing the shipping and insurance of these works of art and monitoring their care, condition, and security at post with the assistance of Embassy personnel.

713.2-2 The Office of Program Execution (PE)

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/Commerce/Agriculture)

The Office of Program Execution (PE) is responsible for most A/FBO capital and noncapital construction programs. This office includes the following divisions:

(1) Program Management Division (PM):

(a) Coordinates A/FBO major construction and new building activities, including site acquisition, design, and construction;

(b) Manages the quality assurance program;

(c) Selects and directs contractors; and

(d) Maintains management and project planning systems.

(2) Building Design and Engineering Division (BDE): Is responsible for the technical adequacy and quality of all A/FBO architectural and engineering projects. This Division has six branches:

(a) Engineering support;

(b) Cost engineering;

(c) Architectural;

(d) Civil/structural engineering;

(e) Mechanical engineering; and

(f) Electrical engineering.

(3) Construction Management Division (CM):

(a) Manages new construction and major rehabilitation projects overseas;

(b) Provides and supervises project directors for major construction projects; and

(c) Has five geographic area branches.

(4) Construction Security Management Division (CSM):

(a) Implements established security policy and standards for construction projects for new office buildings (NOBs), major renovations, and project upgrades undertaken on State facilities overseas, and funds all aspects of Physical Security Upgrade projects;

(b) Manages and coordinates all security related aspects of design and construction contracts, reviews overseas diplomatic construction projects for technical and physical security adequacy, and is responsible for Construction Security Plans; and

(c) The division ensures that physical and technical security systems for installation in NOBs, EOBs, and POBs are designed and installed in compliance with Bureau of Diplomatic Security standards.

713.2-3 The Office of Resource Management (RMO)

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The Office of Resource Management (RMO) includes the financial management, policy and program analysis, information resource management, and administrative management divisions for A/FBO.

713.2-4 The Office of Acquisitions and Planning (AP)

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The Office of Acquisitions and Planning (AP) includes the management of the contracting function for A/FBO and development of long range planning and programs. This office includes the following divisions:

(1) Acquisitions Division (AD): Manages construction, A&E and service contracts for A/FBO; reviews proposed contracts for purchase and lease/purchase of real property; and maintains A/FBO contract records and files.

(2) Planning and Programming Division (PPD): Develops and manages A/FBO long-range plans and programs, *including renovation and replacement of facilities. PPD prepares the annual capital program, which is submitted to OMB and Congress each year.*

713.3 Professional, Technical, and Legal Services (For State Only)

(TL:GS-1; 8-22-91)
(State Only)

a. A/FBO has authority to employ "architectural and other expert technical services as may be necessary" to carry out its programs under the Foreign Service Buildings Act (22 U.S.C. 296). This authority extends to retention of legal services, with the concurrence of the Office of the Legal Adviser, for such out-of-court activities as legal opinions on matters related to A/FBO contracts, title transfer services, and other legal matters pertinent to activities under the Foreign Service Buildings Act.

b. If an attorney is required to represent the United States Government in a court action abroad, such representation must be authorized by the Department of Justice, which will supervise and pay the costs of litigation. Posts abroad seeking authorization to retain an attorney for litigation or non-litigation services should seek authorization according to the procedures contained in 2 FAM 283.

714 DEFINITIONS

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

As used in 6 FAM Chapter 700, the following terms have the meanings indicated below. (For a glossary of abbreviations, see Exhibit 714.)

(1) Administrative Officer/Counselor: The State Department officer responsible for managing all administrative and support activities of an overseas post, except for AID activities under independent administration. Responsibilities include management of and budgeting for real property operations. (See Single Real Property Manager.)

(2) Appliances: Devices or machines not built into the building structure of residential quarters that supplement manual labor and perform a specific task. Appliances normally include such items as domestic clothes washers, clothes dryers, ranges, and refrigerators.

(3) Building Identification Number: See Property Identification Number.

(4) Building Operating Expenses (BOE): The expenses incident to occupying buildings and grounds, but not including repair, improvement, or maintenance costs. BOE include custodial services, the salaries of

skilled and unskilled persons on regular appointment or under personal or non-personal services contracts, the building operating force, gardeners, fuel and utility costs, janitorial supplies, municipal rates and taxes (when exemptions cannot be obtained), and fire or comprehensive insurance on buildings and grounds (when required by local law). A/FBO funds may not be expended for these items; BOE is funded by the regional bureaus.

(5) Contracting Officer: An individual with written authority of the Department Procurement Executive to enter into, administer, and terminate contracts including leases. The Procurement Executive (A/OPE) appoints all DOS Contracting Officers in conformance with FAR 1.603-3 and DOSAR 601.603-3.

(6) Designated Housing: Under the Single Real Property Manager concept, the only designated housing are the residences for the Ambassador, Deputy Chief of Mission, Consul General (when Principal Officer), and Marine Security Guards.

(7) Executive Officer: A term used by some agencies to identify the officer charged with responsibilities for administrative and program support activities.

(8) Equipment: Those items required for safe, comfortable, and proper habitability of a residence, including air conditioners, smoke detectors, fire extinguishers, humidifiers, and dehumidifiers.

(9) FBO Capital Account: The XJ 6XXX allotment used for acquisition, development, and construction (including project supervision) for Government-owned and long-term leased properties. The A/FBO capital account is not used to fund maintenance and repair projects.

(10) FBO-Related Activities Account: The XJ 2XXX allotment used to fund living quarters allowances, functional programs, maintenance and repair, minor improvements for long-term leased and Government-owned property, and recurring rental payments on Government-held leaseholds.

(11) Functional Space: All non-residential Government-held real property, such as office buildings, warehouses, garages, and special program space.

(12) Furnishings: Those items that equip residential quarters for living, e.g., carpets, draperies or curtains, lamps, and lighting fixtures.

(13) Furniture: Basic residential furniture, includes those items listed as "Furniture" in Exhibit 772.1-1.

(14) Furniture, Furnishings, Appliances and Equipment (FFA&E): Items that are routinely or specifically provided in Government furnished quarters. There are four major categories of FFA&E:

(a) Basic FFA&E: The minimum set of items normally provided in all Government-furnished residential quarters (listed in Exhibit 772.1-1);

(b) Supplemental FFA&E: Those items listed in Exhibit 772.1-1, or others approved by the post and the Washington parent agencies, which may be provided for residential quarters if posts have sufficient funding to procure them and if the Post Interagency Housing Board establishes a joint policy that such items will be routinely furnished;

(c) Initial FFA&E: Those items of basic or supplemental FFA&E provided for new Foreign Service positions (see §771.3-1 for a complete definition); and

(d) Replacement FFA&E: Items of basic or supplemental FFA&E that are not initial FFA&E. (See §771.3-2.)

(15) Furniture, Furnishings and Equipment (FF&E): Items placed in offices of Government employees, including desks, desk swivel chairs, credenzas, bookcases, visitors' chairs, carpets, window shades/draperies/blinds, air conditioners, light fixtures, and lamps.

(16) Government-Furnished Residential Quarters: Government-held quarters that are provided with at least the basic furniture, furnishings, appliances, and equipment needed for the convenience and use of the occupant.

(17) Government-Held Real Property: Real property owned, leased, requisitioned, or otherwise held in the name of the United States Government by the Secretary of State, the Agency for International Development, or other agencies, as authorized. Real property leased under living quarters allowances (LQA) is not included.

(18) Government-Provided Residential Quarters: Living quarters made available to employees in lieu of living quarters allowances.

(19) Gross Space Measurement: Generally, all space on all floors within the outside surface of the exterior walls. (See Exhibits 723D and F, to be published at a later date.)

(20) Improvements: Additions or alterations that increase the value or change the use of a building or property and/or significantly improve its utility. They do not include maintenance, repair, or restoration to the original condition. Improvements create something that did not exist before. See Minor Improvements.

(21) Joint Administrative Office (JAO): An office, usually staffed by representatives of several agencies, that provides administrative support to all agencies

represented at a diplomatic or consular post. A JAO is established upon authority from the agencies' headquarters in Washington and upon conclusion of a written agreement among the participating agencies.

(22) License Agreement: A revocable agreement that formalizes the terms of temporary occupancy of property without creating a leasehold right to occupy the property for a specified period of time.

(23) Living Quarters Allowance (LQA): An allowance intended to cover the average costs of rent and utilities incurred by American citizen civilian employees living in a foreign area by reason of employment with the U.S. Government. The LQA is available if Government quarters are not provided. The amount of the allowance varies by post, employee grade/rank, and size of family. See Standardized Regulations, Section 130.

(24) Long-Term lease (LTL): A real property lease for ten years or longer. It also includes any lease which was subsequently renewed for a period less than ten years in which the original lease was a long-term lease.

(25) Maintenance and Repair (M&R): See Routine M&R and Special M&R.

(26) Minor Improvements: Alterations to real property that will increase the value of the property or improve or change its utility, and that generally cost less than $500,000. Some examples of this are room additions, paving (not repaving) for a parking area or road, and converting storage space to office or other use.

(27) Net Space Measurement: Generally, all usable space within the interior walls of a building. (See Exhibits 723C and E, to be published at a later date.)

(28) Official Residences (State Only): Residences occupied by Ambassadors, Deputy Chiefs of Mission, Consuls General (when Principal Officers), and U.S. Representatives to U.N. Agencies abroad (when Principal Officers).

(29) Principal Representative: The senior representative of an agency of the U.S. Government attached to a diplomatic mission overseas.

(30) Property Identification Number (PropID formerly BIN): The five-digit number assigned by the post to each real property unit. (See §792.4(2).)

(31) Real Estate Management Systems (REMS): Automated and manual information systems designed to support:

(a) Local planning, operation, and control of Government-held real property overseas; and

(b) Management and reporting requirements of the Office of Foreign Buildings Operations.

(32) Real Property: A parcel or plot of land and any structures contained thereon, including, but not limited to, offices, garages, warehouses, residences, schools, and recreational facilities.

(33) Routine Maintenance and Repair (M&R): The preservation of real property in a sound state. Routine M&R includes painting, day-to-day plumbing and electrical work, etc. (See Special M&R.)

(34) Short-Term Lease (STL): A real property lease for less than ten years. The number of renewals does not affect the classification of a lease as short-term; a short-term lease may be renewed for an unlimited number of times and is still considered a short-term lease, as long as each lease period is less than ten years.

(35) Single Real Property Manager (SRPM): A/FBO is the designated SRPM worldwide. This responsibility is delegated to the Administrative Counselor/Officer at each post. This person is responsible for the acquisition and management of all officially leased and Government-owned real property, except for certain AID property.

(36) Special Maintenance and Repair (M&R): The restoration to original condition, or to a sound state, of real property or a portion thereof that has deteriorated or been damaged. (See Routine M&R.)

(37) Tandem Couple: A married couple with both individuals assigned by orders to positions at an overseas post.

(38) Use Agreement: An interagency agreement covering the use by one or more agencies of all or part of a property under short-term lease to another agency. Normally, United States Government agencies do not sublease real property to one another. Instead, their understandings on use of the property, including funding and other responsibilities, are stated in a use agreement signed at post by all involved agencies. The use agreement is administered in the manner of a short-term lease.

715 through 719 Unassigned

Exhibit 714
Glossary of Abbreviations

ACDA	Arms Control and Disarmament Agency
AD	Acquisitions Division of A/FBO
ADM	Administrative section
A&E	Architectural and Engineering
AGATT	Agricultural Attache
AGR	Agricultural Attache or section (USDA/FAS)
AID/W	Agency for International Development (Washington Headquarters)
AIRA	Air Attache
ALUSNA	Naval Air Attache
AM	Area Management Division of A/FBO
AMB	Ambassador
A/OPE	Office of the Procurement Executive
AP	Acquisitions and Planning Office of A/FBO
APO	Army Post Office
ARMA	Army Attache
ATO	Area Telegraphic Office or Agricultural Trade Office
BCAO	Branch Cultural Affairs Officer (USIA)
BDE	Building Design and Engineering Division of A/FBO
BO	Branch office
BOE	Building operating expenses
BPAO	Branch Public Affairs Officer (USIA)
CAO	Cultural Affairs Officer (USIA)
CEO	Cultural Exchange Officer (USIA)
CFE	Conventional Forces in Europe
CG	Consul General, Consulate General
CGR	Consul General's residence
CHG	Chargé d'Affaires
CICA	Competition in Contracting Act
CLO	Community Liaison Officer
CM	Construction Management Division of A/FBO
CMC	Community center
CMP	Compound
COB	Consulate office building
COM	Chief of Mission
CONS	Consul, Consulate, Consular section
COUNS	Counselor
CPO	Communications Program Officer
CUST	Customs (Treasury)
CWIP	Construction work in progress
DAO	Defense Attache Office
DATT	Defense Attache
DCM	Deputy Chief of Mission
DCR	Deputy Chief of Mission residence

Glossary of Abbreviations—Continued

DEV ..... Development (usually of architectural and engineering plans or construction projects)
DIA ..... Defense Intelligence Agency
DIR ..... Director
DOSAR ..... Department of State Acquisition Regulations
DPAO ..... Deputy Public Affairs Officer (USIA)
DPO ..... Deputy Principal Officer
DS ..... Bureau of Diplomatic Security
ECON ..... Economic section
ECON/COMM ..... Economic/commercial section
EMB ..... Embassy
EMR ..... Ambassador's residence
ESO ..... Engineering Services Officer
EXC ..... Senior level residence
EXO ..... USAID Executive Officer
FAAS ..... Foreign Affairs Administrative Support
FAC ..... Facilities and Maintenance Division of A/FBO
FAR ..... Federal Acquisition Regulations
FAS ..... Foreign Agricultural Service
FBIS ..... Foreign Broadcast Information Service
FBO ..... Office of Foreign Buildings Operations
FCS ..... Foreign Commercial Service (See US&FCS)
FFA&E ..... Furniture, furnishings, appliances and equipment for residences
FF&E ..... Furniture, furnishings and equipment for offices
FMS ..... Financial Management System
FPO ..... Fleet Post Office
FSH ..... Fire Safety and Hazard Control Division of A/FBO
GAR ..... Garage
GO ..... Government-owned
GSO ..... General Services Officer
HHE ..... Household effects
IAHB ..... Interagency Housing Board
IDF ..... Interior Design and Furnishings Division of A/FBO
IM ..... Office of Information Management
IO ..... Information Officer (USIA)
IOB ..... Independent Office Building
JAO ..... Joint Administrative Office/Officer
LAB ..... Labor Officer/section
LO ..... Liaison Officer/section
LTL ..... Long-term lease
LQA ..... Living quarters allowance
MAAG ..... Military Assistance Advisory Group
MSQ ..... Marine Security Guard quarters
MI ..... Minor improvements

Glossary of Abbreviations—Continued

MILGP ..... Military group
MLO ..... Military Liaison Officer
MOR ..... Middle level officer residence
M&R ..... Maintenance and Repair
MSR ..... Monthly Status Report
NOB ..... New Office Building
OBC ..... Office Building - Chancery
OBX ..... Office Building - Annex
OFF ..... Office property
OIC ..... Officer In Charge
OMC ..... Office of Military Cooperation
OPS ..... Operations and Post Support Office of A/FBO
ORE ..... Official residence expenses
PAO ..... Public Affairs Officer (USIA)
PCC ..... Post Communications Center
PD ..... Project Director for A/FBO construction projects
PE ..... Program Execution Office of A/FBO
PM ..... Program Management Division of A/FBO
PO ..... Principal Officer
POL ..... Political Officer/section
POL/LAB ..... Political/Labor section
POR ..... Principal Officer residence
POV ..... Privately-owned vehicle
PPD ..... Planning and Programming Division of A/FBO
PSO ..... Post Security Officer
RE ..... Real Estate Division of A/FBO
REHAB ..... Rehabilitation of buildings and facilities
RELOC ..... Relocation, e.g., to a new site
REMS ..... Real Estate Management Systems
RENOV ..... Renovation of existing buildings and facilities
RHUDO ..... Regional Housing and Urban Development Office
RLA ..... Regional Legal Advisor (AID)
RMO ..... Resource Management Office of A/FBO, Regional Medical Officer, Regional Marine Office
ROC ..... Regional Office of Communications
ROCAP ..... Regional Officer for Central American Programs
RSO ..... Regional Security Officer
SCI ..... Scientific Attache/section
SDA ..... Staff apartments
S&E ..... Salaries and Expenses allotment
SEO ..... Security Engineering Officer
SLA ..... Site lot acreage (improved property with occupied or unoccupied buildings)
SRPM ..... Single Real Property Manager

Glossary of Abbreviations—Continued

STD ..... Standard Residential Unit
STL ..... Short-term lease
USAID ..... United States Agency for International Development
USIA ..... United States Information Agency
US&FCS ..... U.S. and Foreign Commercial Service
USINT ..... U.S. Interests Section
USLO ..... U.S. Liaison Office
VAC ..... Unimproved property with no buildings
WHE ..... Warehouse

720
MANAGEMENT OF GOVERNMENT-HELD PROPERTY

721 RESPONSIBILITY FOR MANAGEMENT OF GOVERNMENT-HELD PROPERTY

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

The heads of agency missions shall be responsible for the management of all United States-held property at the posts in the custody of their respective agencies, except where specific responsibility for certain property may have been assigned to representatives of other Government agencies. This responsibility includes enforcing the regulations for the allocation of space and the operation and maintenance of real property.

722 ALLOCATION AND UTILIZATION OF SPACE

722.1 Office Space

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

a. U.S. Government-owned or long-term leased office space obtained with funds from the Department's appropriation, "Acquisition, Operation, and Maintenance of Buildings Abroad", shall be allocated by the principal officer of the post in such manner as to best serve the overall interests of the U.S Government, giving first consideration to the needs of those agencies whose requirements justified the building initially and to those agencies whose functions are closely coordinated with embassy operations. Any remaining space shall be allocated in such a manner as to best serve the needs of other agencies at the post.

b. The respective agency mission heads are responsible for the allocation of all other Government-held office space which they control. Agency mission heads other than State are also responsible for advising the principal officer of the post, or a designated officer, of any office space surplus to their needs (see section 722.3) at that post, in order to assure opportunity for other agency missions' use before such space is relinquished by the United States Government except for AID controlled property with title vested in the host government, since such property reverts to the host government.

722.2 Residential Space

722.2-1 General Policy

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

Government-provided residential quarters shall be allocated among United States citizen employees who would otherwise be entitled to quarters allowances in such a manner as to:

(1) Honor the Department's commitments on properties acquired or designated by the Department for occupancy exclusively by personnel of other agencies (e.g., the USIS PAO residence and the Agriculture and Defense attache residences);

(2) Fulfill as adequately as possible the needs of employees and their families; and

(3) Effect the utmost savings in rental and quarters allowances. Employees who do not choose to occupy the quarters made available to them may not receive a quarters allowance.

722.2-2 Senior Officer Residences

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

U.S. Government-owned or long-term leased officer residences at the post obtained with funds from the Department's appropriation, "Acquisition, Operation, and Maintenance of Buildings Abroad", shall be allocated by the principal officer to meet the post's representation and housing requirements. Residences acquired or designated for occupancy exclusively by personnel of other agencies shall be allocated in accordance with the agreement between the Department and those agencies in Washington; however, the principal officer may reassign such housing among such designated personnel to best meet their varying family and other circumstances, provided it is agreeable with the representatives of those agencies.

722.2-3 Staff Housing

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

a. U.S. Government-owned or long-term leased staff housing at the post obtained with funds from the Department's appropriation, "Acquisition, Operation,

and Maintenance of Buildings Abroad", shall be allocated by the principal officer or a designated representative, giving first consideration to equitably meeting the needs of State and USIA personnel. Additional staff housing not needed for personnel of the above agencies should be distributed to U.S. citizen personnel of other agencies in such manner as will best serve the U.S. Government.

b. Where an assignment of a single housing unit is made to two eligible employees, based upon savings in quarters allowances, the assignment is considered a joint assignment, and if one of the assigned employees vacates the quarters, another employee eligible and willing to share the quarters must be found within thirty days or the remaining occupant may be required to vacate the quarters, if the best interests of the Government are thus served.

722.2-4 Other Housing

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

The respective agency mission heads are responsible for the allocation of all other residential space which they control.

722.2-5 Non-Citizens

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

Government-held residential quarters (except for quarters designated as servant's quarters) shall not be assigned to persons who are not U.S. citizens.

722.3 Surplus Space

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

Agency mission heads are responsible for advising the principal officer of the post, or a designated officer, of any office space or housing acquired by or assigned to their agency which is surplus to their needs at that post, in order to assure opportunity for use by other agency missions before such space is relinquished by the United States Government. The principal officer is responsible for informing other agencies at the post of all surplus space and for allocating such space. The principal officer may establish a committee, representative of the agencies at the post, to advise in making these allocations. (For disposal of property surplus to long-range needs, see subchapter 780.)

722.4 Costs Arising Due to Displacement From Assigned Functional or Residential Quarters

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

Whenever it is necessary to move the activities or personnel of one agency from its assigned functional space or residential quarters in order to accommodate the activities or personnel of another agency, all initial and continuing costs resulting from such displacement shall be borne by the displacing agency until funds for the continuing costs can be budgeted by the displaced agency, but not to exceed the end of the following fiscal year.

722.5 When Other Agencies Occupy Government-Owned or Long-Term Leasehold Space

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

Other Government agencies occupying Government-owned (Department or AID) or long-term leasehold (ten years or more) space shall pay a proportionate share of all utilities, operating, and custodial costs, including costs on hallways, lobbies, elevators, and all other common-use space. Capital improvements and repairs (both major and routine) shall be for the account of the agency holding the title or lease, except that alterations peculiar to the needs of another Government agency, and subsequent restoration of space to its normal usage, shall be for the account of the using agency; but all such alterations shall first be approved by the appropriate holding agency. Repairs necessitated by deliberate acts or negligence shall be the responsibility of the individual involved or the agency occupying the space, whichever is appropriate in the circumstances.

722.6 Other Agencies Occupying Short-Term Leased Space

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

Agencies occupying Government short-term leased space held in the name of other than the head of their respective agencies shall pay a proportionate share of

all costs connected therewith: rent, utilities, custodial services, maintenance and repairs (when the lessor is not contractually responsible), alterations, including restoration expenses, and other operating costs, as well as a proportionate share of all other such common-use space. Such charges, to the extent feasible, shall be paid directly to the suppliers of goods and services, to keep reimbursement or administrative support procedures to a minimum.

722.7 Substitute Occupancy

722.7-1 Occupancy of Principal Officer Residence

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

a. During the temporary absence of the principal officer, the principal officer's residence shall not be occupied by any other officer or employee at the post, unless such officer or employee is specifically authorized to do so by the principal officer.

b. When a principal officer is transferred and a replacement has not arrived at the post, the principal officer's residence shall not be occupied by the charge d'affaires or any officer with representation responsibilities, unless specific authorization for such substitute occupancy is granted by the Department. Subordinate personnel without representational responsibilities may be assigned to occupy the premises to assure proper maintenance. Servants may remain in the residence. (See Standardized Regulations, Government Civilians, Foreign Areas, 430 b.)

722.7-2 Occupancy of Other Residential Quarters

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

If an employee occupying Government residential quarters other than the principal officer residence is temporarily absent from the post for an extended period, and no member of the family remains in them, another employee may be authorized to occupy the quarters, when practical, and if all agencies directly involved at the post are in agreement. If the absent employee has left personally-owned furniture or belongings in the quarters, the employee's consent to occupancy will be first obtained, unless the post has information from Washington that the absent employee is not likely to return. In the latter case, the administrative or general services officer shall take whatever measures are necessary to safeguard the personal belongings of the absent employee, including storage at Government expense, not to extend beyond the date of arrival at the new post of duty, unless, by reason of lack of transportation or other emergency, forwarding of the effects is impossible.

723 GOVERNMENT MAINTENANCE OF GOVERNMENT-HELD PROPERTIES

723.1 Repairs, Improvements, and Maintenance of Short-Term Leased Property

723.1-1 Enforcing Lessors' Responsibilities

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

The head of the respective agency mission shall insure that lessors of properties leased by that agency shall carry out their contractual responsibilities for maintaining the premises in good repair and tenantable condition and shall make every effort to persuade the lessors to make any needed alterations, improvements, or repairs. The agency head shall also insure that renovations, alterations, and repairs that are clearly the lessor's responsibility under the lease are not accomplished at lessee's expense (see 6 FAM 736, subparagraph (17)). Items required by the lessee over and above the lessor's responsibility should be negotiated as set forth in 6 FAM 736, subparagraph (16). Failing that, the problem should be referred to Washington with sufficient detail for analysis and offering guidance to the post.

723.1-2 Maintenance and Repair

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

The terms of the lease and local law and custom will generally determine the kind and frequency of maintenance services to be provided by the lessor and by the lessee. Repairs other than those resulting from the act or negligence of the lessee are, normally, for the account of the lessor. When reasonable and necessary repair and maintenance services are not the responsibility of the lessor under the terms of the lease or local law, the respective U.S. agency, as lessee, will bear, as required by the lease or local law, reasonable costs in the same manner and subject to the same conditions as for Government-owned quarters, excluding capital im-

provements. The cost of repairs and maintenance to short-term leased property will be funded by the using agency(ies).

723.2 Maintenance of Government-Owned and Long-Term Leasehold Property

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

In Government-owned and long-term (ten years or longer) leased properties, the responsibility for the preservation of each property, to prevent either its deterioration or diminution of efficiency of use or appearance, is vested in the head of the holding agency. The agency head, or designee, shall make periodic inspection to insure that all reasonable precautions are taken against loss, theft, or damage and that necessary repairs are scheduled and accomplished in a competent manner. In addition, preventive maintenance schedules are to be established or examined to insure that the frequency and completeness of such services are achieving the objectives sought. Janitorial and other operational practices influence maintenance to a large extent and the schedules for operation and maintenance are interrelated economically to accomplish the desired result. Schedules for the preventive maintenance of the following items are required.

723.2-1 Painting Schedules

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

The economically desirable repainting period has been established as three years for building exteriors and four years for building interiors. Where possible, these schedules should be observed, but climatic or other conditions may justify more or less frequent repainting. The controlling factor should be the preservation of the property, rather than individual taste as to color selection.

723.2-2 Heating Plant and Equipment

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

Annual cleaning of boilers and flues and distribution systems, inspection repairs, and adjustments to burners, traps, valves, and lines, when required, should be undertaken between heating seasons to insure efficient and satisfactory operation of the plans.

723.2-3 Contractual Services

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

a. To the extent possible and practical, from the standpoint of economy and security, routine maintenance and custodial services for office and residential quarters should be provided by contract rather than by direct employment of personnel. Such contracts are to be with responsible firms and provide for the performance of stated services for a fixed fee for an agreed period of time and not for personal services on a time basis.

b. Similarly, where post personnel do not possess the necessary knowledge and skill to maintain various types of mechanical equipment, e.g., elevators, airconditioning and heating units, etc., or where the post does not have the technical equipment to perform certain specialized services, such as termite or other insect control, a maintenance contract should be entered into with a qualified firm or individual. Such contracts should provide the Government with the right to cancel on notice of thirty days or less.

724 FUNDING MAINTENANCE AND REPAIR COSTS ON GOVERNMENT-HELD PROPERTIES

724.1 State Department Funding

724.1-1 The Appropriation "Acquisition, Operation and Maintenance of Buildings Abroad"

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

a. Maintenance and repair (M&R) costs of Government-owned and long-term leasehold properties in the custody of the Department of State, which are not chargeable to the Government employee occupant (see section 725), are funded from the appropriation, "Acquisition, Operation and Maintenance of Buildings Abroad".

b. The Office of Foreign Buildings Operations (FBO) issues allotments each year which include annual allowances for M&R costs. These allowances are based on the posts' Schedule IV-C estimates, taking into account the experience of past fiscal years, and the funds available. If posts consider the allowances to be insufficient, requests for increases should state the need for funds, including consequences if the need is

not satisfied, and timing requirements, if significant; the actual and programmed use of funds in this function code to date in the fiscal year; and the ability of the post to transfer funds from other FBO allotment codes. Identify properties by FBO property numbers to the extent feasible.

c. These maintenance and repair allowances cover all owned or long-term leased properties in the custody of the Department of State, regardless of what agency occupies the building. The initial allotment is for routine maintenance and repair; supplemental routine M&R requirements and Special M&R projects are separately requested by the post and considered, approved, and funded by the Department. (See also subchapter 760.)

d. Funds allotted under this appropriation for function code 610 purposes may be used for specific repair and preservation materials and for labor by repair and maintenance service firms or by intermittently employed labor. The salaries of regular post employees may not be paid from the FBO allotment unless specifically authorized by the Department. Such regular salaries are charged to BOE funds under the Salaries and Expenses allotment. Funds allotted under function code 610 may not be obligated to accomplish minor improvements or items which are chargeable to the S&E allotment, nor may S&E funds be used to supplement the function code 610 allotment.

724.1-2 S&E Funded Expenses

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

Maintenance and repair costs for short-term leased properties, to the extent required by the terms of the lease or by local law and custom, are funded from the S&E allotments. S&E allotments may not be used to fund M&R requirements for Government-owned or long-term leased properties.

724.2 AID-Funded Expenses

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

Various funds may be authorized and used for maintenance and repair costs. Operating expenses funds or one of the program funded accounts may be charged, if appropriate. Trust funds, if available and if it is agreeable with the host government, as well as U.S.-owned local currency, should also be considered. The USAID will determine what funds are to be used and should notify AID/W of its intent.

724.3 USIA-Funded Expenses

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

Maintenance and repair costs for short-term leased properties, to the extent required by the terms of the lease or by local law and custom, are funded from the USIS GOE allotments. GOE allotments may not be used to fund M&R requirements for Government-owned or long-term leased properties assigned to USIS.

725 GOVERNMENT/OCCUPANT SHARING OF CUSTODIAL AND MAINTENANCE RESPONSIBILITIES FOR GOVERNMENT-HELD PROPERTIES

725.1 General Policy

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

The custodial and maintenance responsibilities for Government-held residential properties, including grounds, buildings, or installed equipment, are shared by the occupant and the Government. The heads of agency missions, or their designees, shall make periodic inspections of all residential properties under their control. Access to the properties shall be afforded by the occupants upon reasonable prior notice. Pecuniary liability for any loss, damage, or destruction of property shall be determined in accordance with the procedure set forth for personal property in 6 FAM subchapter 220. (See also M.O. 541.1 for AID.)

725.2 Official Residences

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

The Government is responsible for maintenance and custodial expenses for official residences occupied by principal agency representatives who have been designated as such by the Secretary of State. The responsibilities for other expenses incurred in operating official residences are set forth in Section 400 of the Standardized Regulations (Government Civilians, Foreign Areas). See also 3 FAM subchapter 350.

725.3 Single Family and Duplex Residential Units

725.3-1 Responsibilities of the Government

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

a. If quarters are officially leased, the Government is responsible for ensuring the lessor's compliance with any custodial or maintenance and repair provisions of the lease and for performing such responsibilities as are placed on the Government by the terms of the lease.

b. If quarters are Government-owned or long-term leased, and unless otherwise provided in the lease, the Government is responsible for:

(1) Repair of structural defects (in Government-owned buildings only);

(2) Repairs due to fair wear and tear;

(3) Repairs due to acts of God;

(4) Repairs of damage not attributed to negligence of the occupant, occupant's family, servants, employees, or other members of occupant's household; and

(5) Cleaning and airing of vacant residential units and keeping their exterior grounds in readiness for future occupancy.

c. If quarters are Government-owned or officially leased, the Government is responsible for providing protection, preferably on a contract basis, from insurrection, banditry, attack, or other civil disturbance, if the chief of mission determines there is a constant danger.

d. In the case of residential units occupied by principal officers, deputy chiefs, and counselors of diplomatic missions, USIS public affairs officers, and AID mission directors, the Government is responsible for the periodic and seasonal care of lawns, gardens, walks, driveways, and grounds, in recognition of the level of the occupant's representational obligations, positions, and rank.

e. In the case of duplex residential units or single family units occupied by other than those persons specified in the preceding paragraph, the Government is responsible for the care of only that portion of lawns, gardens, and open ground area which exceeds 8,000 square feet (exclusive of walks, driveways, and areas covered by buildings or structures). The head of an agency mission may authorize reimbursement to the occupant for the added expense of periodic and seasonal care of the excess portion.

f. The amount of reimbursement authorized shall be determined by prorating the total expenses for the total area.

725.3-2 Responsibilities of the Occupant

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

Occupants of single family or duplex residential quarters are responsible for the cost of routine custodial services. The post shall issue uniform local rules detailing these responsibilities. In general, these rules should provide for what normally is expected of an occupant who leases residential quarters in the United States, e.g., the replacement of light bulbs, faucet washers, etc.; minor adjustments on household equipment; the mowing of lawns and the clearance of snow from sidewalks; etc.. In addition, the occupant is responsible for maintaining the residential unit neat and presentable at all times and for turning it over to a new occupant or to the Government in clean and liveable condition.

725.4 Multiple Residence Units

725.4-1 Responsibilities of the Government

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

The Government has the same responsibilities for multiple residential units having three or more units as for those cited for single family and duplex units in paragraphs a, b, and c of section 725.3-1. In addition, the Government is responsible for providing services, preferably on a contract basis, to facilities used in common by the occupants (e.g., airconditioning, heating, building maintenance, and periodic and seasonal care of lawns, gardens, walks, driveways, and exterior grounds).

725.4-2 Responsibilities of the Occupant

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

Occupants of multiple residence units have the same responsibilities as those cited in section 725.3-2. In addition. whenever a multiple residence unit has lawns, gardens, walks, driveways, and grounds which are divided or arranged for the exclusive use of any one occupant, such facilities shall be cared for as an expense and responsibility of that occupant. (See paragraph e of section 725.3-1.) A single family residential unit occupied by two or more employees is not considered a mul-

tiple residence unit; multiple occupancy should not be confused with multiple residence units.

725.5 Pets and Hobbies in Government-Held Residences

725.5-1 Pets

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

The keeping of pets in Government-held housing units shall be considered a privilege and not a right. The head of an agency mission may prohibit pets on Government-held premises for reasons of nuisance, health, damage to Government property, infringement of quiet enjoyment, or other just causes. Damages to structures, grounds, or furnishings by pets shall not be construed as normal wear and tear and will be the personal responsibility of the occupant/owner. No alteration, renovation, or construction shall be undertaken on Government-held property for the benefit of pets.

725.5-2 Hobbies

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

The Government, in providing residential units for its employees, does not desire to restrict the occupant's right of quiet enjoyment. However, it reserves the right to prohibit or limit the pursuit of these hobbies which constitute an abnormal strain or overload on the grounds, structures, or utility services of the residential unit and which would constitute an increased operating or continuing maintenance cost to the Government.

725.6 Surrender of Government-Held Quarters

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

Where an employee occupying Government-held quarters is separated from the Service or departs from the post for home leave and transfer or assignment to another post, the occupant shall be required to surrender the premises on the last day of duty at the post. Exceptions to this requirement may be made by the head of the respective agency mission, as necessary. When such quarters are assigned to another officer or employee by the head of the agency mission, the occupant shall be required to surrender the premises within the time specified. At the time of the surrender of premises, the property management officer shall inspect the premises, preferably with the occupant, and list any items for which the occupant might be held financially responsible.

726 UTILITIES

726.1 General Guidelines

726.1-1 Cost Controls

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

It is the responsibility of the head of each agency mission to assure that costs of utilities on Government-held residences are held to reasonable levels. The head of each agency mission shall take appropriate administrative action to accomplish this, including, where appropriate, the establishment of utility ceilings for some or all of the residential quarters under agency mission head's control. In order to assure that utilities are held at reasonable levels and as a basis of establishing a ceiling, costs records for each residential quarters should be maintained whenever possible and data should be collected on utilities in comparable private leases. The principal officer shall take the initiative to assure uniformity between the agencies at the post in establishing ceilings or in taking other administrative action.

726.1-2 Allotments to be Charged

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

Costs of utilities for State Department-held properties (whether owned or leased) are charged to Building Operating Expenses under S&E allotments; FBO reimburses the S&E appropriation for the Department's share of these costs. USIS utility costs are charged to the post's GOE. AID utility costs are charged to operating expenses funds, one of the program funds accounts, or local currency funds, as appropriate.

726.1-3 Cost Comparisons

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

AID/W may, from time to time, request selected posts to submit utility cost comparisons with other U.S. Government agencies and/or with selected segments of the local market.

726.2 Telephone Service

726.2-1 Payment of Initial Installation Costs

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

The post will pay the initial installation cost of telephones in Government-held residential quarters. Under no circumstances may the post pay for installation of telephone service in privately-owned or privately-leased quarters.

726.2-2 Payment of Continuing Charges

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

Except as hereinafter provided, the occupant is required to pay the continuing service charges on telephones in Government-held official residential quarters. Continuing charges on all telephones required in the Government-held official residence of the chief of diplomatic mission, or in the Government-held residence of the charge d'affaires ad interim during periods in excess of one month of the chief of mission, may be reimbursed, provided, however, that no reimbursement shall be made for unofficial calls which result in charges in excess of a minimum or fixed amount. In the absence of the chief of mission for more than one month, reimbursement to the charge d'affaires may be made retroactively to the first day of the chief of mission's absence.

726.2-3 Limitation of Service

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

As a general rule, the post will pay the charges for the installation and removal of only one standard telephone instrument in each Government-held residence and the trunkline serving it. In a large building, or when required by unusual circumstances, the post may pay for the installation and removal of more than one instrument, upon the determination by the head of the agency mission that additional service is required for official business, provided that allotments are not exceeded.

726.2-4 Charges in Unassigned Quarters

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

When Government-held residential quarters are unassigned, continuing telephone service charges may be paid by the post upon a finding by the head of the agency mission or designee that such action will be more economical than the payment of removal and subsequent re-installation charges.

727 TAXES AND RATES

727.1 Policy

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

It is the policy of the Department and the Agencies to obtain tax exemptions to the fullest extent possible on their owned and leased real properties.

727.2 Prohibition Against Payment of Taxes and Rates

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

No taxes or rates on U.S. Government-owned or leased realty, for the conveyance of title to property, or for the registration of title documents, levied by the local government or a political subdivision thereof, shall be paid unless authorized by the parent agency in the first instance of payment.

727.3 Exemption from Taxes

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

a. Efforts should be made to obtain exemptions from taxes and rates on all or any of the following bases:

(1) By invoking the provisions of treaties, convention, or other formal agreement;

(2) By reciprocity, where applicable; and

(3) By the application of the principle of international courtesy.

b. When exemptions are granted, the post should so report to the Department by Operations Memorandum, subject tag: ABLD, indicating the type and amount of taxes exempted and the basis of the exemption. (AID missions should forward this information to AID/W, Attention: MO/OPM.)

727.4 District of Columbia Exemptions: The Major Basis for Exemptions Through Reciprocity

(TL:GS-195; 5-17-74)
(Uniform State/AID/USIA)

Exemption from taxes on property owned by foreign governments in the District of Columbia, U.S.A., is governed by Public Law 846 (77th Congress) of December 24, 1942. In general, only the chief of mission residence and chancery are exempted from payment of real estate taxes. No taxes are charged on title transfers on any property acquired by a foreign government for diplomatic purposes. No charges are levied against foreign government-owned properties for city street and gutter improvements.

727.5 Beneficial Rates

(TL:GS-304; 8-24-82)
(Uniform State/AID/USIA)

When reporting on taxes assessed against U.S. Government-held properties, the post should indicate whether the assessment is, in whole or in part, for beneficial rate, such as water or sewer taxes, refuse removal, concrete curbs, or other purposes which directly benefit the property.

727.6 Incidence of Tax

727.6-1 Taxes Reflected in the Purchase Price

(TL:GS-304; 8-24-82)
(Uniform State/AID/USIA)

In the case of a purchase where the incidence of the conveyance tax falls upon the seller, care should be exercised to avoid such tax being reflected in the purchase price, if possible.

727.6-1 Occupier's Tax on Leased Property

(TL:GS-304; 8-24-82)
(Uniform State/AID/USIA)

The tax structure in some countries places realty taxes on the occupier rather than on the owner. Accordingly, the Department or Agency, as tenant in officially leased quarters, is liable for the tax in the absence of exemption. Therefore, in countries where an occupier's (tenant's) tax obtains, leases should be drawn to permit exemption to the extent possible under section 727.3.

728 INSPECTION OF PROPERTIES BY FBO REPRESENTATIVES

(TL:GS-304; 8-24-82)
(Uniform State/AID/USIA)

Representatives of the Office of Foreign Buildings Operations will make periodic technical and administrative inspections of Government-held property and may make recommendations concerning management, operation, and maintenance practices. FBO representatives, when physically available and when requested, will also provide technical advice to AID, USIA, military missions, and other Government agencies.

729 Unassigned

730
LEASED SPACE

731 LEASING *POLICY*, AUTHORITY, AND LIMITATIONS

731.1 General Policy and Definitions

731.1-1 Living Quarters Allowances (LQAs)

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Private rental arrangements are funded under living quarters allowances. By using LQAs, maintenance, repair, renovation, and improvement costs are eliminated, as is the need for post personnel to maintain and service U.S. Government housing.

b. Posts wishing to change from an LQA program to a Government leasing program must obtain prior approval from A/FBO and the geographic bureau of the Department of State, as well as the other offices and agencies involved.

731.1-2 Short-Term Leases (STLs)

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Short-term leases are for a period of less than ten years. The number of renewal periods does not change the designation of a short-term lease, as long as the basic term of each lease renewal period is less than ten years.

b. The post may use a short-term lease residential program when Government-owned and long-term leased housing is not available on the local market, and host country laws prohibit individuals from leasing housing on their own. In other cases, housing meeting Western standards may not be readily available, and the post may lease local housing and make certain preparations for occupancy.

c. When a short-term lease is initially acquired, posts are authorized to prepare such property for occupancy. However, discussions with the lessor should always begin with the presumption that, since any preparations for occupancy will increase the value of the property, such preparations will be lessor-financed. The post should not expend S&E funds for this purpose until attempts to have the lessor finance the preparations have been exhausted.

d. Each agency is responsible for the cost of short-term leased space which it occupies. Lease costs of shared space may be directly charged to each agency, or reimbursed through FAAS. Lease costs for space solely occupied by a single agency are directly charged to that agency.

731.1-3 Long-Term Leases (LTLs)

(TL:GS-1; 8-22-91)
(State and AID Only)

a. Long-term leases are those having basic terms of ten years or longer. Long-term leases allow the post better control of lease costs and greater flexibility and control of maintenance, renovation, and improvement. All long-term leases should establish fixed rental rates for the entire term of the lease.

b. Long-term leases are treated as acquisitions for purposes of programming, authorization, and funding. They require prior A/FBO or AID/W (MS/OMS) approval, as appropriate.

731.1-4 Purchase of Property

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. U.S. Government-owned property allows the post stability, flexibility, and cost control. However, large initial outlays of funds are necessary when the Government purchases real property, and the benefits of leasing versus purchasing have to be weighed carefully. Posts wishing to purchase property should contact A/FBO or AID/W.

b. The Department of State and the Agency for International Development are the only agencies authorized to buy real property overseas for diplomatic use.

731.1-5 Workplace Parking for Privately-Owned Vehicles

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. The provision of parking for privately-owned vehicles (POVs) at the workplace is not a Department obligation either in Washington or overseas. Transportation to and from work is the responsibility of the employee. For security reasons, the Department strongly discourages parking POVs in a government-held facility unless the vehicles can be adequately screened.

b. If the responsible security officer determines that screening is not possible, and if the post still wishes to facilitate employee travel to and from work, other alternatives should be considered. The post may either encourage an employee association to lease off-site parking for POVs, or may provide, on a reimbursable basis, home-to-office-to-home transportation for employees. An employee association may charge a fee to post employees for the use of association-leased parking. Such parking facilities should be located at least 100 feet from any U.S. Government office buildings. The Bureau of Diplomatic Security will consider funding security improvements, including guard services, lighting, closed circuit televisions, and access controls, for such parking areas.

731.1-6 Recreational Facilities

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. At those posts where recreational facilities for U.S. Government employees are either nonexistent or very expensive, consideration may be given to acquiring such facilities (see §520). If U.S. Government funding is requested for such facilities, proposals must be approved by the responsible security officer and submitted to A/FBO for technical review and funding consideration.

b. Employee Recreation Associations may also acquire by lease or purchase recreational facilities with the approval of the responsible security officer. A/FBO review of Recreation Association facilities is required where construction or placement of such facilities is proposed on U.S. Government-owned or long-term leased property, or where such construction or placement will affect the boundary walls, access, or other aspect of neighboring Government-owned or long-term leased property.

731.2 Overseas Leasing Authority

731.2-1 State

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Contract authority is delegated to the posts to execute, renew, or amend short-term leases under the DOSAR. Prior A/FBO and parent agency approval is required in the following circumstances:

(1) The rental amount is over $25,000 per annum;

(2) The residential space to be leased exceeds the space standards set forth in §720 (new subchapter to be published at a later date);

(3) The time period between the execution of the lease and the estimated occupancy exceeds three months;

(4) The lease requires an advance payment in excess of 12 months;

(5) The lease is for ten years or longer, i.e., is not a short-term lease;

(6) The lease contains a non-standard clause or otherwise substantially deviates from the model lease in Exhibit 734.1 (to be published at a later date);

(7) The lease amount cannot be funded from current post-held allotments;

(8) Funding is by another agency, and that agency requires prior approval of all leases or renewals, e.g., USIA, DOC;

(9) The lease is for other than residential space, e.g., the lease is for functional space or recreational purposes;

(10) The post has not previously had a residential leasing program, or a previous program was discontinued and is being re-established;

(11) The lessor has requested off-shore payments;

(12) The lessor will construct or substantially alter leased premises to Government specifications;

(13) Rents to be paid under the lease will be assigned to a third party or other creditor, rather than to the owner; and

(14) The lease is for housing to be used as temporary or transient quarters (new and renewal leases).

b. All leases shall be executed by the post contracting officer (usually the General Services Officer at each Foreign Service post), except for certain AID-managed leases.

c. All leased buildings should conform to local structural, safety, fire, and building codes and/or requirements.

731.2-2 AID

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. AID/W delegates authority to Country Mission Directors of AID, or their designees, to execute, renew, amend, or assign short-term leases with basic terms not to exceed ten years. AID contracting officers are authorized to execute all leases for the AID Mission. Prior MS/OMS (AID/W) approval is required in the following circumstances:

(1) The rental amount is over $25,000 per annum;

(2) The residential space to be leased exceeds the space standards set forth in §720 (new subchapter to be published at a later date);

(3) The time period between the execution of the lease and the estimated occupancy exceeds three months;

(4) The lease requires an advance payment in excess of 18 months or, in any case, not beyond the end of the next fiscal year, whichever is the shorter period;

(5) The lease is for ten years or longer, i.e., is not a short-term lease;

(6) The lease contains a non-standard clause or otherwise substantially deviates from the model lease in Exhibit 734.1 (to be published at a later date);

(7) The lease amount cannot be funded from current post-held allotments;

(8) The lease is for other than residential space, e.g., the lease is for functional space or recreational purposes;

(9) The post has not previously had a residential leasing program, or a previous program was discontinued and is being re-established;

(10) The lessor will construct or substantially alter leased premises to Government specifications; and

(11) Rents to be paid under the lease will be assigned to a third party or other creditor, rather than to the owner.

b. All leased buildings should conform to local structural, safety, fire, and building codes and/or requirements.

731.2-3 USIA

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. All USIA leases shall be executed by the post contracting officer. The authority for USIA leases must be exercised within the limitations and directives stated in this subchapter.

b. The maximum lease term for USIA leases is nine years eleven months. USIA requires prior approval for all leases irrespective of term. Prior USIA Washington approval is required for all overseas lease transactions regardless of cost, except for renewals of less than 20 percent over the original rent and those in which total rental costs are less than $25,000 per year. Early terminations require prior Agency approval.

731.2-4 Department of Commerce

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Prior Department of Commerce, Washington, approval is required for all overseas leases regardless of cost, except for renewals occurring automatically under the initial terms of the lease.

b. All USDOC leases shall be executed by the post contracting officer. The authority for USDOC leases must be exercised within the limitations and directives stated in this subchapter.

731.2-5 Other Agencies

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

All leases for all other agencies require prior parent agency approval and shall be executed by the post contracting officer following procedures for State leases.

731.3 Limitations on Post Short-Term Leasing Authority

731.3-1 Leases with Rentals in Excess of $25,000 per Annum

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. *Under 22 U.S.C. 301 and Secretary of State Delegation of Authority No. 114, dated January 18, 1967,* any short-term *(under ten years)* lease to be made in the name of the Secretary of State and requiring an annual payment in excess of $25,000 must be approved by the Secretary of State, the Under Secretary for Management, or the Director of the Office of Foreign Buildings Operations *and reported to Congress. By law,* this approval requirement cannot be delegated to *any other officer.*

b. *Requests for approval of leases in the name of the Secretary of State that exceed $25,000 a year shall be submitted to A/FBO in the format shown in Exhibit 731.3-1 (to be published at a later date), with a copy to the paying agency if other than State. Requests for approval of such leases made in the name of the Agency for International Development for execution by an AID contracting officer must be submitted in the same format to AID/W, MS/OMS.*

c. The same approval requirement also applies to renewal of such leases. *Requests for approval of renewals must be made in the format shown in Exhibit 731.3-1 (to be published at a later date) and received by A/FBO and the paying agency, if other than State, at least one month prior to the advance notification period required by the terms of the lease. During the basic or renewal term of a residential lease over $25,000 per year, a change in occupancy may occur without prior A/FBO and parent agency approval if such assignment*

is within established space standards for the proposed occupant.

731.3-2 Residential Leases that Exceed Space Standards

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. In accordance with the established policy, any lease for residential housing must be within the space standards set forth in Exhibit 723A (to be published at a later date). These standards apply to all agencies represented at post. Any leases which exceed the space standards must have prior A/FBO and parent agency approval. Leases executed by the AID Contracting Officer which exceed the space standards require prior MS/OMS (AID/W) approval.

b. Requests for approval of leases that exceed the space standards for the occupant shall be directed to A/FBO and to the appropriate parent agency or to MS/OMS, as appropriate. The format is the same as that for requests for approval of leases costing over $25,000 per annum (see Exhibit 731.3-1, to be published at a later date). The same approval requirement also applies to renewal of such leases.

c. A/FBO approval of a lease that exceeds space standards is given for a specific employee and/or family. If a change in occupancy occurs during the basic or renewal term of such a lease, prior A/FBO and parent agency approval is required if the unit is overstandard for the proposed new occupant. For leases executed by the AID Contracting Officer, prior MS/OMS approval is required if the proposed assignment exceeds the space authorization for the new occupant.

d. If the lease expires during the tour of an employee, the lease may be extended or renewed without prior Washington approval (if under $25,000 per annum), but only to the end of that employee's stay at post. The lease may not be extended beyond the tour of the current occupant without prior Washington approval.

731.3-3 Advance Lease Agreements

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Leases for premises under construction, to be constructed, or in need of additional work prior to occupancy, for which a definite occupancy date has not been established, or other leases for which the date of occupancy is more than three months subsequent to the signing of the lease, require prior A/FBO and parent agency approval. For leases signed by AID, prior MS/OMS approval is required.

b. The information needed by Washington parent agencies will vary depending upon the circumstances. Posts should contact A/FBO or AID, and the appropriate parent agency when such leases are being considered.

731.3-4 Leases with Advance Payments Greater than 12 Months

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Whenever possible, lease payments should be made on a monthly or quarterly basis. Advance payments of rent for greater periods should be avoided for the following reasons:

(1) Lessors have little or no incentive to honor their obligations under the lease;

(2) In the event of force majeure (i.e., an act of God, war, etc.), where the premises are left untenantable through partial or total destruction, it is difficult or impossible to obtain immediate and satisfactory restitution of the premises or a rebate of the unearned portion of the rent; or

(3) In the event of currency devaluation (in terms of the U.S. dollar), the U.S. Government is precluded from taking advantage of the more favorable exchange rate.

b. In some cases, advance payments of rent may be the only means through which a lease may be obtained. Posts should carefully consider all requests for advance payment of rents and ensure that the lease contains adequate protection of the U.S.G. interests. Advance payments of rent constitute interest-free loans and lessors should be induced to grant percentage discounts equivalent to or greater than the prevailing interest rate within the country, or other valuable consideration.

c. Posts may execute leases with provision for advance payments without prior A/FBO and parent agency approval, provided such payments are not more than 12 months in advance. For AID, payments may be made up to 18 months in advance or to the end of the next fiscal year, whichever is the shorter period, without prior AID/W approval. Leases providing for advance payment should contain a rebate provision as described in §734.1(17).

d. Requests for such advance payments should specify the A/FBO Property Identification Number (PropID, see §792.4(2)), property designation (e.g., OBC,

COB, RES/EMR, etc., see Exhibit 792.4G, Property Use Codes), the amount of the lease, the reason for the advance payment, and the benefits to be gained by the U.S. Government from such a payment. Requests should be directed to A/FBO and the parent agency. For leases signed by AID, requests should be directed to MS/OMS.

731.3-5 Leases Containing an Option to Purchase

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. If advantageous to the U.S.G. and allowable under local law, leases may contain an option to purchase. Prior A/FBO approval is required if the lease/purchase or purchase option agreement requires lease payments in excess of market rental rates or if the purchase option clause differs significantly from the sample shown in Exhibit 731.3-5, Clauses to Use in a Lease With Option to Purchase.

b. For AID leases, AID Missions must obtain MS/OMS approval prior to including an option-to-purchase clause in leases. AID/W will seek OMB's approval of such leases.

731.3-6 Leases Containing Non-Standard Clauses

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

The standard clauses that must be included in Government lease agreements are described in §734.1. Except as authorized by A/FBO (or MS/OMS for leases signed by AID contracting officers), no leases will contain the following provisions:

(1) The payment by the Lessee (U.S. Government) of insurance charges on buildings or other appurtenances to the realty or on personal property, whether privately or Government-owned;

(2) The assumption by the Lessee of responsibility for damage occasioned to or by visitors through the use of halls, stairways, elevators, or other common conveniences and areas at their disposal;

(3) A lien in favor of the Lessor upon Government-leased property;

(4) The payment of a bonus or premium in connection with the procurement of quarters;

(5) The submission of disputes to boards or panels for arbitration, or to the jurisdiction of the local courts (such rights cannot be waived at post without specific approval from the Department); or

(6) An agreement to indemnify the Lessor from injuries and damages which occur on the premises.

731.3-7 Leases with Off-Shore Payments or Payments in Other Than Local Currency

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Rental payments made to landlords (individuals or financial institutions) in other than local currency must be permissible under local law. Any offshore payments require a waiver from Washington. Information on waiver request formats is available from A/FBO.

731.3-8 Leases for Space to be Constructed to Government Specifications

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Although strongly discouraged, any post proposals to have a Lessor construct or alter leased or proposed leased space, must be submitted to A/FBO and the parent agency for prior review and approval. For leases signed by AID, proposals must be submitted to MS/OMS for prior review and approval. A complete justification should accompany the request.

731.3-9 Alterations, Improvements, and Repairs to Short-term Leased Properties

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Missions are authorized, within the limitation of funds provided for this purpose, to accomplish minor alterations, improvements, and repairs (known as "make-ready") when a lease is initially acquired or reassigned, provided structural alterations to the building are not involved. Such make-ready costs may not exceed $5,000 and are subject to limitations established by each regional or functional bureau. Make-ready work estimated to exceed the established limitation must be submitted to the funding agency in Washington for prior approval. Security improvements, e.g., grillwork, installation of solid core doors, etc., are not considered make-ready costs and are funded by DS.

b. Post funding of make-ready work should be the last resort after all other alternatives have been considered. These include negotiation with the landlord to perform alterations, assume all or part of the make-ready costs, or agree to a reduction in the rental rate.

731.3-10 Letters of Intent to Lease

Since the legality of letters of intent varies significantly from country to country, all letters of intent must be submitted to A/FBO for approval before post's issuance. For leases to be executed by AID, advice should be requested from MS/OMS.

732 GENERAL POST RESPONSIBILITIES

732.1 Security

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

New and renewed residential leases, including those funded by LQAs, must meet security guidelines as established by the Bureau of Diplomatic Security (DS) and must be approved by the post security officer. New and renewed leases for functional space require, in addition, approval by the cognizant parent agency office of security.

732.2 Leases for Functional Space

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Functional space includes all non-residential space, such as office, warehouse, motor pool, garage, and special program space. Property already owned, leased, or otherwise controlled by the U.S. Government must be considered in meeting requirements for functional space before the post undertakes a lease for additional space.

b. Proposals to lease functional space require prior Washington approval by the funding agency. In particular, the leasing of functional space for the installation of a facility at a new post, the relocation of a major installation at an existing post, or the leasing of shared space must be approved by all agencies involved. Requests should be submitted to A/FBO, the regional bureaus, and the parent agencies, describing the reason the new space is needed, the amount to be funded by each agency, the physical characteristics of the new space, and the recommendation of the responsible security officer.

732.3 Local Rent Controls

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

It is *U.S. Government* policy to invoke the protection of local rent control laws, since to do otherwise would raise the question of expending public funds in excess of the amount required. If payment of rent increases is required by local law, it is the responsibility of the post to investigate and to retain copies of the appropriate laws or pertinent extracts therefrom and an original or certified copy of any pertinent ruling of a local rent control board or authority.

732.4 Conversion of Housing Programs

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. The initiation of a program of Government leasing for residential quarters where one has not existed before, or the re-establishment of such a program where one was discontinued, requires A/FBO, regional bureau, and other parent agency approval.

b. Posts should submit information on the following factors when requesting approval for a Government leasing program: comparative costs of both the present and proposed housing programs; availability of suitable leased housing; security; employee productivity; employee and family fire protection and life safety; comfort; and morale.

c. The post is to cite the workload impact on the administrative staff, including whether or not additional positions are required, an estimate of the average amount of staff time that will be spent negotiating and communicating with landlords, and increased travel and work time of GSO personnel.

d. Establishment of a Government leasing program requires consideration of whether such quarters will be Government-furnished. The post should discuss funding of furniture, furnishings, appliances, and equipment (FFA&E) for new short-term leased living quarters with the regional bureau and parent agencies.

732.5 Local Registration of Leases

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

In many countries lease terms are not enforceable by law unless the lease has been officially registered. Failure of posts to register leases can lead to loss of valuable contract rights. Posts should register all leases (do not leave this up to the Lessor) unless the local jurisdiction does not provide a registration system or the system does not result in added protection to the rights of the U.S. Government. Registration is of utmost importance if the lease contains an option to purchase or a renewal option extending several years into the future.

Fees for registration should normally be paid by the Lessor; however, if this is not feasible, these costs should be charged to the lease fund.

732.6 Rental Agents

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Although employment of an agent to obtain a lease is not prohibited, the policy is to avoid this service and resulting cost wherever possible. In any case, no fee shall be paid except to a reputable, licensed and/or accredited rental agent and only in accordance with a recognized local practice, verified in advance of engaging the agent. Fees may be payable in full by the Lessor, by the Lessee, or divided between the two. Responsibility for payment of this fee must be determined in advance and in writing. *Rental agents are paid from the same fund as the basic lease.*

732.7 Furnishing Official Residences

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Posts proposing new leases for the residence of the Ambassador, Deputy Chief of Mission, Consul General (when Principal Officer), and U.S. Representative to a U.N. Agency abroad (when Principal Officer), must seek prior A/FBO approval. Posts should carefully consider these leases since the cost implications of furnishing the new quarters are significant. They normally require considerable funding for additional furniture, furnishings, and equipment as well as draperies, carpeting, appliances, and many other unbudgeted costs associated with the move.

b. The post lease request should include a listing of the required items and estimated cost. In addition, the post should ensure that the necessary security upgrades have been approved and funding identified by the Bureau of Diplomatic Security.

733 LEASE PROCEDURES

733.1 Short-Term Leases

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Posts should follow the standard contracting procedures contained in 6 FAM Chapter 200. Section 734 outlines the procedures for preparation of lease agreements.

b. AID Contracting Officers should follow the standard contracting procedures outlined in the AID Acquisition Regulations.

733.2 Long-Term Leases

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Long-term leasing authority (for 10 years or longer) is provided under the Foreign Service Buildings Act and is subject to the limitations of the Buildings Program, which includes AID under Section 636(c). Under the Single Real Property Manager concept, the Department of State signs lease contracts for and manages all long-term leases for U.S. diplomatic missions, with the exception of some AID leases. Long-term lease proposals are treated as acquisitions for purposes of programming, authorization, and funding, but the contract is governed by leasing regulations.

733.2-1 When to Consider Long-Term Leases

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Long-term leases may be desirable under one or more of the following conditions:

(1) When the post would normally buy such a property, but the fee simple title (full rights of ownership and transfer in perpetuity) is unobtainable by reason of constitutional, legal, or regulatory prohibitions of the host or municipal government; or

(2) When major alterations are required to reconfigure property to the needs of the U.S. Government and the cost will be passed on to the Government, either directly or through the lease payment.

b. Normally it is in the interest of the U.S. Government to own or long-term lease chanceries, Ambassadors' residences, and Marine Guard quarters because of the significant modifications required.

733.2-2 Submission of Proposals for Long-Term Leases

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Proposals for long-term leases must be submitted to A/FBO or AID (MS/OMS) and should include the information listed below:

(1) The intended purpose of the property and the need for a long-term lease;

(2) A draft copy of the proposed lease and brief description of any significant deviations from the model lease (see Exhibit 734.1, to be published at a later date

A/FBO REMS is maintained in Washington and contains detailed information on all U.S. Government properties worldwide, owned or leased, managed by the Department of State under the Single Real Property Manager concept.);

(3) A description of the location of the property, including address by street and number, if available;

(4) A city map showing the location of the property in relation to other United States Government and host country government offices and other important local buildings;

(5) A map of the neighborhood showing the subject property;

(6) A statement signed by the responsible security officer that the use of the property has been approved by the security officer;

(7) A narrative description of the type of surroundings (e.g., residential, commercial, industrial) and future outlook for the district;

(9) Building and zoning restrictions pertaining to the property and to neighboring properties;

(10) A site survey plan with an indicator for true north; dimensions and azimuths of the boundary lines; all buildings, walls, roads, and major trees and shrubs; the area of the site in acres, square meters, or square feet; adjoining public roads and walks; and location and disposition of available utilities;

(11) Photographs of exterior and interior of building(s), the site, and the surrounding neighborhood;

(12) Copies of the original architectural, structural, mechanical, and electrical plans and specifications of all buildings on the property;

(13) Gross and net space measurements for all building(s). See Exhibits 723C through F (to be published at a later date). For functional space and Official Representational residences, floor plans at 1/4 or 1/8-inch scale, or metric equivalent, or sketches showing dimensions of rooms and locations of doors and windows should be provided. For functional space, identify each area by program, personnel, and function. In the case of residential space, note size and use of all rooms;

(14) A statement describing the age and general condition of the building (and grounds, if applicable) and major building systems, together with a description of any initial repairs or needed improvements, and whether they are to be done by the Lessor or by the U.S. Government. If repairs and improvements are to be funded by the Government, cost estimates must be provided;

(15) The annual rent in local currency, the U.S. dollar equivalent of the rent, and proposed payment terms;

(16) If the lease is for residential use, a statement that the property does not exceed the space standards set forth in Exhibit 723A (to be published at a later date). If property does exceed the space standards, a justification must be provided;

(17) A statement signed by the Chief of Mission/Principal Officer that the requirement being met by this lease cannot be satisfied by better use of existing property at the post; and

(18) If space is completely or partially furnished by the Lessor, provide justification for providing for this cost in the lease.

733.2-3 Funding for Long-Term Leases

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Long-term lease costs, including renewal options, are funded by A/FBO regardless of occupying agency, except for certain AID properties. The funding of maintenance, repair, and improvements to long-term leased properties is the responsibility of A/FBO and the lessor. AID will provide funding for all long-term lease properties acquired under Section 636(c).

734 THE LEASE AGREEMENT

734.1 **Drafting a Lease**

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

The lease agreement shall match the Standard Lease Form in Exhibit 734.1 (to be published at a later date) as closely as local law, custom, and conditions permit. Modifications of the Standard Lease may be necessary to meet the requirements of local law, custom, and the particular premises, and shall be in accordance with the following instructions:

(1) All leases executed within the purview of this chapter shall be numbered as outlined in Exhibit 792.4E;

(2) The full name of the Lessor shall be included in the heading of the lease. The full name and full address of the Lessor shall be recorded in the first clause of the lease;

(3) The lease shall be executed in the name of "The Secretary of State of the United States of America, acting by (name), (title) and (post)," for State and all other agency leases. For leases signed by AID under AID authority, the Lessee is "The Agency for International Development";

(4) The premises shall be fully identified and described as in Article 2 of the Standard Lease. Provide

the street address, building name, apartment number, and the gross space leased. In the case of residential property, state the number and types of rooms, including servants' quarters and garage. For multiple unit leases, state the floor and unit number of each apartment;

(5) If the lease is executed by a third party acting on behalf of the Lessor, two authenticated copies of the power of attorney, or other evidence of authority to act on behalf of the Lessor, shall be furnished with the lease;

(6) The basic term commences at the effective date of the lease and ends on the date agreed upon, unless otherwise terminated under the terms of the agreement. The lease must be signed and dated by both parties;

(7) Where possible and advisable, provision should be made for options to renew the lease, such options to include a definite period and rental terms;

(8) Negotiations for termination rights shall be based on obtaining the best possible terms *for the U.S. Government,* but in no case shall the lease provide for less than the standard diplomatic escape rights described in the model lease *(see Exhibit 785.5-1A, Model Lease for U.S. Government-Owned Properties).* Provision should be made, if possible, for termination or cancellation of the lease at the option of the lessee. Leases executed within the framework of the delegation of authority contained in *§731.2,* and whose basic term exceeds one year, should include a clause which will provide a unilateral right for the lessee to terminate the lease at any time *upon written notice to the lessor.* On residential leases, posts should consider the advisability of adding the right to terminate the lease when the occupant for whom it was leased is transferred from the post;

(9) If provision is made in the lease permitting transfer and assignment of the lease to a third party, such provision will include a stipulation that the United States Government, as transferor, will be relieved of all obligations under the lease upon consummation of the transfer, provided such a stipulation is permitted under local law;

(10) The lease shall clearly specify the *services* to be furnished by the Lessor, such as heat, light, power, sewage disposal, *janitorial and custodial services,* elevator service, *toilet facilities, air conditioning, etc. For office space, the lease shall also specify:*

(a) That the Lessor will provide to the U.S. Government access to the premises at all times and hours; and

(b) That the Lessor is bound by the terms of the Vienna Convention and may not enter leased diplomatic or consular premises without prior U.S. Government permission.

(11) Furnishings and/or equipment provided or included within the leased space should be noted in the lease. An inventory showing the condition of each item as "Good", "Fair", or "Poor" and indicating the nature of defects, if any, should be annexed to the lease. Furnishings and equipment included in this lease should not be removed from the property without written agreement between the Lessor and Lessee;

(12) Every effort should be made to include provisions which place the responsibility for initial make-ready improvements, renovations, alterations, and repairs with the Lessor for the Lessor's expense. Particularly for residential properties, such preparations are considered a business expense, funded through normal rental payments, and should be maintained as landlord responsibilities. If the landlord is unwilling to undertake such repairs and improvements, negotiations should focus on reduction in overall rental costs as an offset to the lessee (the U.S.G.) undertaking to make the necessary improvements. Such improvements are governed by regulations outlined in §731.3-9. If posts have difficulty negotiating such a provision, guidance should be sought from A/FBO or MS/OMS (AID/W);

(13) Leases should specify that the lessor is responsible for all maintenance and repair, unless local custom dictates otherwise. In such cases, the Lessee may accept responsibility for minor maintenance and repair, but only to the extent provided by the terms of the lease. In no case shall the Lessee accept responsibility for major structural repair and maintenance; this must be specified as the responsibility of the Lessor;

(14) All leases should provide that the Lessee has the right to make *minor* alterations, attach fixtures, etc. *If the lease terms* require prior written permission of the Lessor, it is necessary that such written permission be obtained prior to any undertaking;

(15) For any alterations (including security upgrades) made to the property, post should request from the Lessor a waiver from any requirement to restore the property to its original condition;

(16) The lease shall exempt the Lessee from responsibility for repairing damages resulting from ordinary wear and tear, fire, earthquake, *flood,* storm, war, civil disturbance, and other conditions beyond the Lessee's control, *including intentional and/or negligent acts of the Lessor, his agents, servants, or employees;*

(17) When a lease specifies that rent shall be paid for *more than three months in advance, the lease* should contain a rebate clause as follows: "The Lessor further agrees to make a pro rata refund of any rent payments made for periods beyond the date the Les-

see surrenders the premises in pursuance of any of the Lessee's termination rights as contained in this lease." *For functional space where large advance payments are required, effort should be made to obtain a bank guarantee, surety bond, or the first lien on realty to assure a pro rata rebate in case the lease is terminated before its rent is earned. If a guarantee cannot be obtained, the reasons for its absence should be explained;*

(18) Taxes, assessments, and other charges of a public nature shall be borne by the Lessor. *If prevailing circumstances require that the Lessee pay these charges directly or reimburse the Lessor separately, these costs shall in no case exceed the Lessor's actual costs; and*

(19) Lease contracts should normally be paid in local currency. To the extent possible, the lease contract should contain a provision that protects the U.S. Government from currency fluctuations by making it clear that no adjustment in lease payments will be made as a result of currency revaluations. In some instances, it may be preferable to denominate the lease in U.S. dollars, payable in the equivalent local currency. Dollar or third-country currency payments are authorized only in those instances where such payments are necessary to the execution of the lease and are permissible under local law (see §731.3-7).

734.2 Disposition of Lease Documents

734.2-1 State

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

One copy of the original and related amendments for all long-term and short-term leases for EMRs, DCRs, PORs, and all functional (office and warehouse) space should be submitted to A/FBO. Post is responsible for retention of all other lease documentation.

734.2-2 AID

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

One signed, original copy of all AID leases (for other than short-term residential properties) and one copy of each lease amendment must be forwarded to MS/OMS (AID/W). Post is responsible for retention of a signed original of all leases.

734.2-3 Other Agencies

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

One copy of all leases and any related amendments should be provided to the respective agencies for forwarding as noted in §796.

734.3 Amendment

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Approvals for lease amendments are handled in the same manner as approvals for the original leases. Exhibit 734.3 provides a sample Memorandum of Agreement to Amend Lease.

734.4 Renegotiation

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Renegotiation of a lease requires the execution of a new lease document. U.S. Government contracting principles prohibit the renegotiation of a valid lease document unless mandated by local law or unless additional benefit accrues to the Government. One example of such benefit is additional or improved space.

b. Renegotiated leases shall be assigned new lease contract numbers, but shall carry the same property identification numbers. The new lease should identify the former lease by number and state that it is replacing or superseding that contract.

734.5 Notice of Termination

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Terminations of long-term leases and functional properties require prior A/FBO and funding agency approval. All lease termination agreements should follow the sample as shown in Exhibit 734.5.

735 through 739 Unassigned

Exhibit 731.3–1
Request for Lease Approval
To Be Provided

Exhibit 731.3–5

Clauses to Use in a Lease with Option to Purchase

With prior approval from A/FBO or AID, clauses such as the following may be used in a lease with option to purchase.

(1)

"The Lessor hereby grants to the Lessee, in consideration of the rental rates agreed to above, a firm option to purchase in fee simple, absolute and free of all encumbrances, the premises covered by this lease, including land, improvements and all appurtenances, for the sum of _____ ."

(2) (Optional)

"Should the Lessee exercise the aforesaid option to purchase within _____ from the commencement date of this lease, the Lessor hereby covenants and agrees to allow and accept a reduction from the above-mentioned purchase price in a sum equaling the total rent paid by the Lessee prior to the date the option to purchase is exercised by the Lessee, less _____ per annum representing real estate taxes paid by the Lessor."

(3)

"This option to purchase shall continue open and in force for the basic term and optional renewal terms as granted in this lease. If and when the Lessee exercises the said option to purchase, the Lessor covenants and agrees to convey to the United States Government an unencumbered fee simple absolute title (complete and perpetual ownership) to the premises covered by this lease, including the land, improvements and all appurtenances, by deed with covenant of warranty and covenant against encumbrances, said deed to be registered by the Lessor (Vendor) in accordance with the laws of _____ ."

Exhibit 734.1
Sample of Standard Lease
To Be Provided

Exhibit 734.3
Lease Amendment

MEMORANDUM OF AGREEMENT TO AMEND LEASE

Amendment No. _____ to
Lease No._____
Date_____
Post_____
PropID_____

(1) Reference is made to Lease Number _____ entered into on _____ between _____,
(Name of Lessor)
Lessor, and the Secretary of State of the United States of America, acting by _____,
(Name and Title of Officer)
Lessee, for _____ at _____, and amendments to such
(Type of Space) (Address)
lease if any.

(2) In consideration of the Lessor providing _____ square feet of additional space, the Lessee hereby agrees to pay additional rent in the amount of _____ commencing on _____, _____.
(Quarterly, Annually) (Date) (Year)

(or)

The Lessor hereby grants permission to the Lessee to install (air-conditioning, grill bars, shelving, kitchen sink, sanitary facilities, etc.) in the above-mentioned premises, such installations to remain the property of the Lessee, subject to removal upon termination of the said lease without obligation to restore the premises to original condition.

(or)

Article _____ of said lease is hereby amended to provide for maintenance of the premises by the Lessee for which the rent shall be reduced to _____ annually, effective _____, _____.
(Date) (Year)

(or)

Whereas, Article _____ of said lease now reads "_____", it is deemed in the best interest of both parties that it be changed to read "_____" as of the date of signing this agreement.

Lease Amendment — continued

(3) Therefore, it is agreed by and between the Lessor and the Lessee that the referenced lease is hereby amended as indicated in (2) above, all other provisions of the said lease remaining the same and unchanged.

In witness thereof, the parties have hereunto subscribed their names this _____ day of _____ , _____.
(Month) (Year)

The Secretary of State of the
United States of America, Acting By:

_____ LESSEE
(Name and Title)

_____ LESSOR
(Name, Title and Address)

Amend as appropriate for use with AID leases.

Exhibit 734.5
Termination and Acquittance Agreement

TERMINATION AND ACQUITTANCE AGREEMENT

Date_____
Post_____
Lease No._____
PropID_____

(1) Reference is hereby made to lease number _____ dated _____ and amendments, between _____ as Lessor and the Secretary of State of the United States of America as Lessee, providing for the lease of the following described premises:

(Brief description of premises with street address)

(2) The lease on the above premises is considered cancelled and terminated effective _____ (Date), and the Lessor hereby acknowledges that the premises (and furnishings) were returned by the Lessee to the Lessor on _____ (Date), in a condition acceptable to the Lessor, free of any and all claims against the United States Government or any agency, agent or employee thereof.

(3) In witness thereof both the parties have hereunto signed as of the date given below:

DATED AT _____ (Post) this_____ day of_____ (Month), _____ (Year)

The Secretary of State of the
United States of America, Acting By:

_____ LESSEE
(Name and Title)

_____ LESSOR
(Name, Title, and Address)

Amend as appropriate for use with AID leases.

740

ACQUISITION OF REAL PROPERTY BY PURCHASE, EXCHANGE, GIFT, OR LEASE/PURCHASE

741 *POLICY AND* LIMITATIONS

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Posts shall not take independent action on real property acquisition matters. No *financial* obligations shall be incurred *by posts* in preparing *acquisition proposals*, and no commitments shall be made to architects or other local experts without prior *A/FBO* approval. *A/FBO is responsible for overseeing all negotiations for the acquisition of real property.*

b. AID Only: See §748 for AID 636(c) acquisition policies and procedures. When a proposal to acquire property has been approved by AID/W, the post will proceed with the acquisition in accordance with § §743 through 747.

742 PREPARATION OF PROPOSALS

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Proposals for acquisition of a property by purchase, exchange, long-term lease, or gift must be submitted to A/FBO for review and comment. Such proposals should provide a brief description of the planned acquisition. Post may not incur any expenses in the preparation of this submission without prior Washington approval.

742.1 Selection of Real Estate Experts

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Many real property transactions will require the hiring of professional real estate experts (i.e., brokers, agents, consultants, appraisers, etc.) and will require close coordination with A/FBO. Such experts must have demonstrated expertise in their field, be duly licensed, have a sound business reputation and knowledge of local laws and customs, and have no related interest in the project at hand. Contracting for professional services must follow established competition procedures as outlined in FAR Parts 5 and 6. Posts must coordinate with A/FBO on the selection process and requirements for services. The final results (including all pertinent details, fee quotes, and post recommendations) must be submitted to A/FBO for review, approval, and funding prior to awarding a contract. No commitments may be made to professionals or firms, or any financial obligations incurred, without prior A/FBO approval.

742.1-1 Fees for Professional Services

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Fees for professional real estate services must be for a fixed amount, i.e., either an hourly rate for a set number of hours or a flat price for a specifically defined task. Fees based on a cost plus percentage are not authorized as this establishes a conflict of interest. The only exception to this policy is the use of a percentage fee when utilizing the services of a real estate agent/broker for the sale of Government-owned property. Any fees paid cannot be higher than those established by local law, custom, or authority.

742.1-2 Selection of Attorneys

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Because of the unique nature of the services required from local attorneys, the competition procedures of the FAR do not apply; the selection process for attorneys is addressed in 2 FAM 283.4. Posts must coordinate requests for attorney services with A/FBO, requesting prior approval and funding. If attorney services are required, posts should identify a local attorney fluent in English and knowledgeable in real estate matters. The hourly fee rate and an estimate of the number of hours needed for the task should be submitted to A/FBO for final approval and funding. Upon award of a contract, posts must monitor the funding cap and request additional hours and funding if necessary.

742.1-3 Selection of Architect, Engineer and Technical Services

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Selection procedures for these professionals are included in the FAR Part 36. Posts must coordinate in advance with A/FBO on the selection and funding for such services.

742.2 Documentation Required for Acquisition Proposals

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

When post is advised of approval in principle of a proposal, a complete package should be sent to A/FBO or AID/W, as appropriate, with documentation labeled in accordance with the numbered clauses below:

(1) Narrative description of the property including:

(a) Lot number, block number, name of subdivision or tract, street and house number;

(b) Total lot area, both in local measure and in the equivalent number of *acres or* square meters;

(c) Number of buildings, *gross and net space of each,* their ages and condition, *cost of* initial repairs and improvements needed *(see Exhibits 723C through F, to be published at a later date, for instructions on measuring net and gross space)*;

(d) Type of surroundings (such as residential, commercial, industrial) and *expected* future development trends of the district;

(e) Building and zoning restrictions *pertaining both to the proposed property and to neighboring properties*; and

(f) Sources and adequacy of *heat*, power, water, garbage and sewage disposal facilities, *and* the rates *for* such municipal or private services.

(2) Name and address of present owner;

(3) Justification *and cost including*:

(a) The purpose of and need for the property acquisition;

(b) Current rental costs for comparable properties;

(c) Rental cost trends for the past 10 years;

(d) Asking price, if purchase is being considered, and lease amount and terms if long-term lease is being considered; and

(e) Post identification of required improvements, including those for security, and fire and life safety.

(4) Property appraisal: Two independent appraisals of the current value of the land and structures thereon. Appraisals are to be made only with the prior approval of A/FBO, which will also provide funding;

(5) Facilities assessment: Appraisal by professional architect/engineer of the present condition of the building(s), including architectural treatment, structural system, mechanical/electrical systems, presence of friable asbestos, quality of construction, and maintainability of building. The post is to advise A/FBO of the cost for such appraisals and request funding before making a commitment to the architect/engineer. For functional space, an A/FBO team also may visit post to verify conditions unique to special purpose U.S. Government buildings;

(6) Plans and sketches including:

(a) Map of the city showing the location of the property in relation to other U.S. Government properties, to the diplomatic and consular establishments of other governments, and to the business district and *prime* residential areas, with the outlines of the site marked thereon. *The map should also show* the public transportation facilities that are available;

(b) Copies of recorded survey plat or site plan sketch, showing boundary dimensions, land area of plot, names and widths of abutting streets, *arrow indicating true north*, and the location of any existing structures on the site in relation to the property boundaries;

(c) Floor plans to scale or dimensioned sketches showing the size of rooms and location of *ingress/egress systems, including all windows, doors, stairways, and corridors. Plans should show the* proposed allocation of space by personnel and function *(for non-residential space)*, with a statement as to net *space, location of any existing fire protection systems, and the coverage and current condition of the systems; and*

(d) Architectural drawings, if available, showing treatment of facades and elevations *for* all sides of buildings, *as well as all available construction drawings relating to the building including architectural, electrical, mechanical, and structural drawings.*

(7) Type of ownership: Full legal details on the type of ownership offered *and any and all information on existing encumbrances (easements, rights of way, host country restrictions on property ownership, etc.)*;

(8) Photographs: Photographs of grounds and buildings showing orientation of buildings on the site and interior views. *Include* sufficient views of immediate vicinity to indicate the character of the neighborhood;

(9) Certifications including:

(a) Certification of the responsible security officer, based upon guidelines established by the Bureau of Diplomatic Security, and estimated cost of needed security upgrades. No funds will be allotted toward the purchase of real property without this statement;

(b) Certification of the Chief of Mission that the property requirement cannot be satisfied by better use of existing property and that the proposed property is not larger than needed; and

(c) For AID acquisitions, certification of the principal AID Officer that the property requirement cannot be satisfied by the better use of existing property, and that the proposed property is not larger than needed.

743 PURCHASE REQUIREMENTS

743.1 Preliminary Investigation

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. A/FBO or AID/W will advise post on specific action to be taken and Washington assistance to be provided. Depending on the type, size, and location of the property, the following actions may be required:

(1) Post selects a duly licensed, competent, *independent* legal expert to investigate the title and draw up or approve and register the necessary documents in connection with the purchase *(NOTE: In some cases, post may need to work with an attorney as well as a notary);*

(2) Post selects a duly licensed, competent, independent engineer or surveyor to make a land survey showing existing field conditions *and to compare these with the* existing title records *in accordance with the survey requirements found in Exhibit 744.3; and*

(3) Post submits to A/FBO or AID/W an estimate of the fees for services of the local legal expert in land titles, and of the *architect*/engineer *and*/or surveyor; and provides a justification for the selection of these experts. Post shall also advise what legal liabilities the legal expert has under local law for errors the legal expert may make in own certifications.

b. No professional/technical services contract may be signed until Washington has approved the services and allotted funds.

743.2 Prepurchase Certification

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. After *A/FBO or AID/W* has authorized the employment of local experts, the local expert in land titles shall search the title and formally report *in English* that the field verification survey and report by the engineer or land surveyor has been compared with the existing title record, and certifies:

(1) *That* the description of the property in the agreement of purchase corresponds exactly with the description in valid deeds and prior land surveys in the offices where conveyances, survey plats, and other instruments *that* affect title are officially recorded *(NOTE: If the description differs, post must submit to A/FBO a report which details the variances as well as the points that correspond. The report should indicate the steps necessary to correct the variances, if such corrections are recommended.)*;

(2) That the field verification of the existing title records reveals:

(a) No discrepancies in measurement of boundaries or land areas;

(b) There are conditions that might adversely affect the interests of the United States (conditions to be listed) that do not appear in the abstract of title; or

(c) A comparison of the field survey and title search uncovers certain exceptions to a clear and unencumbered title that do not appear in the present title record (exceptions to be listed), *but* the vendor, at vendor's expense, has taken *or is taking all steps necessary to clear any* noted exceptions, and the proposed legal instrument of conveyance, as drawn by the local land title expert, will, under local law and custom, serve as a document of correction to the erroneous title record.

(3) Whether there are any mortgages, liens, charges, incidents of tenure, encroachments, reserved strips of land blocking access to public thoroughfares, street widening, or public improvement projects proposed or pending, or any other encumbrances or defects of any kind recognized by the laws of the country as affecting the title; and

(4) Whether the vendor has a perfect, exclusive, and unencumbered title to the property and full power to convey it to the United States of America. If encumbrances exist, the post shall report to *A/FBO or AID/W* their nature, duration, and plans to lift them.

b. Fees for services of local land title experts will be funded by A/FBO or AID/W upon post advice of the estimated charge. AID Missions will receive funding for title experts' fees in conjunction with the 636(c) funds allocation.

743.3 Submission of Certificate Following Purchase

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Upon completion of purchase, the local expert in land titles shall certify in writing that:

(1) The deed is in the form approved and uniformly used in the country;

(2) The deed has been filed, recorded, *and registered* in accordance with local law and the United States of America is now the legal owner of record; and

(3) All steps necessary to ensure a perfect, unencumbered title on behalf of the United States have been taken. *If A/FBO or AID/W* has approved acquisition of an interest in realty with less than a perfect unencumbered title, *post must specify any way in which the title is less than perfect. In such instances, posts should also specify whether or not the imperfections may be remedied and, if so, in what manner.*

744 *PURCHASE AGREEMENT*

744.1 Entering into Written Agreement

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

When authorized by *A/FBO or AID/W* to purchase real property, the post shall *prepare* a written agreement *that* may consist of a contract of sale or, subject to local law, an option to purchase on stated terms. *All such agreements must be reviewed and approved by A/FBO or AID/W prior to execution.*

744.2 Option Agreement

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. As an option is a continuing offer, it is often preferable to obtain an option that is valid for a specified period of time and that contains the proposed terms of the sale. The period during which an option is in force provides the Government the opportunity to examine all aspects of the commitment it would make if the option were exercised.

b. The draft form for an Option to Purchase Real Property is shown in Exhibit 744.2A. The option should be drawn before a notary (if available), public official, or other such person to insure it complies with local law. Upon approval by A/FBO or AID/W (MS/OMS) and subsequent execution at post, the option should be registered, recorded, or officially validated and recognized in the locally accepted manner.

c. A draft Notice of Exercise of Option is shown in Exhibit 744.2B. A notice of exercise of an option should be sent by registered mail or hand carried to the owner, who should acknowledge receipt in writing, dating and signing a copy which the post will retain. The Exercise Option notice is a unilateral action to be taken by the post. It does not require mutual agreement.

d. Exhibit 744.2C is a draft form of an Affidavit of Title to real property. This form will serve as a useful check list of points to be covered. The affidavit of title should be sworn to before a person authorized to administer oaths.

744.3 Purchase Provisions

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Whether the agreement to purchase arises out of a formal contract of sale or out of an option and exercise of the option, the agreement shall specifically:

(1) Provide for the conveyance of an unencumbered "fee simple" title, *or the nearest equivalent,* in the property to the United States of America, with the vendor's warranty against any and all persons claiming title under the vendor's name or in the name of the vendor's heirs or assigns. Title will be acquired in the name of the United States of America, whether the purchasing agency is the Department of State or the Agency for International Development;

(2) Provide that payment of the purchase price is conditional upon the receipt of an opinion from a competent, disinterested expert to be selected by the post, certifying to all the points listed in §*743*;

(3) Include the most complete description of property possible under local law and custom, which shall correspond exactly with the description in the valid conveyance and other instruments affecting title to real property *as they* are officially recorded, including the land area, the nature of existing boundaries (e.g., walls, streams, streets), the lengths and direction of boundary lines, the measurement of angles between boundary corners, the names of abutting streets and owners of adjoining property, and, where local regulations permit, an attached plan of the property as a part of the contract. *This* description, subject to the findings revealed by the search of title and field verification survey, may need amplification or correction in accordance with the provisions of §743. *It* shall include description of any buildings, improvements, and fixtures on the property, and an inventory of any furniture, furnishings, or equipment included in the sale;

(4) Provide that the sale is subject to completion of a field verification survey and its acceptance by *A/FBO or MS/OMS*, which survey shall be made by a competent, disinterested engineer or surveyor selected by the post, who *is* duly authorized to practice in the locality and who shall show by certified plat the information required by *Exhibit 744.3, Requirements for Boundary and Building Location Surveys*; and

(5) Avoid, except as expressly authorized by *A/FBO or MS/OMS* in each case, any provision requiring:

(a) Payment by the United States Government of insurance or indemnity charges;

(b) United States Government responsibility for damages to persons or property on adjoining properties not owned by the United States Government;

(c) The submission of disputes to boards or panels for arbitration, or to the jurisdiction of the local courts;

(d) The reversion of the property to the previous owner without full repayment to the United States if the United States fails to improve the property within a specified period of time;

(e) The inspection of the property by any person(s) not in the employ of the United States Government;

(f) Any servitude or easement for public or private use that does not directly benefit the United States Government; or

(g) The retention of rights to exploit any mineral or other resources on or under the property.

744.4 Special Rights

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. If a stream of water runs through the property, the water rights shall be investigated and legal right to the permanent flow of water shall be obtained. If necessary *and useful in the jurisdiction*, written confirmation *is to* be obtained from appropriate local authorities that the property will not be subject to the extension of any streets through, or encroachments upon, the property after its purchase.

b. Any other special rights should be conveyed by the deed transferring title, if possible, or simultaneously with the transfer of the basic title.

745 ACQUISITION BY GIFT

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Real property, improvements to real property, furniture, furnishings, equipment, *stocks, bonds, or other valuables* offered to the United States Government *for purposes of supporting the Government's foreign buildings and properties program* shall be reported to *A/FBO or* AID/W*(MS/OMS) in detail by memorandum or telegram, and shall include the information specified in §742, or similar information*. Such property shall not be accepted by the post until approved by *A/FBO or MS/OMS*.

b. Offer of gifts or bequests to AID should be reported to AID/W, Attention: *MS/OMS*.

c. Gifts may also take the form of personal services or materials. In all cases, cost invoices or other documents evidencing the *stated* value should be forwarded to *A/FBO or MS/OMS and should include the* name and nationality *of the donor* and proof of ownership of the proposed gift, as appropriate.

d. Any conditions pertaining to *a* gift should be reported fully, since a prohibitive condition, *or a requirement to pay additional sums before acceptance, will* preclude acceptance.

e. Authority to accept US&FCS gifts and bequests resides in US&FCS headquarters, Washington, DC, US&FCS/OPM 31-20. US&FCS may not accept gifts of real property.

746 PAYMENT

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

The purchase price and the fees *for any other incidental expenses*, such as *payment for* water rights, shall be paid at the time of the transfer of title, unless otherwise authorized by *A/FBO or AID*.

747 DISPOSITION OF PURCHASE DOCUMENTS

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Signed copies of deeds should be certified by the local recorder or registrar of land records. *If the local law requires that the original documents be retained in the country where the property is located, two signed certified copies shall be sent to A/FBO or AID. Such documents should be forwarded to A/FBO as outlined in §797.*

b. Wherever possible, *contracts and deeds* shall be in the English language. If the local law requires these documents to be executed in the language of the country where the property is located, an accurate translation shall accompany each original and copy.

c. One certified copy of the expert's certificate required by §743.3 shall be attached to the voucher for payment for the property.

748 AID ACQUISITION OF PROPERTY

(TL:GS-1; 8-22-91)
(AID Only)

a. AID construction, purchase, and long-term lease of real property is authorized under Section 636(c) of the Foreign Assistance Act of 1961, as amended.

b. For purposes of this section, the following definitions apply:

(1) Otherwise acquire: Applies only to purchase and long-term lease of real property. Section 636(c) authority does not apply to short-term leased facilities.

(2) Personnel carrying out activities: Applies to direct-hire, participating agency, and contractor personnel hereinafter referred to as "employees". Use of facilities by contractor personnel will be determined by the terms of the contract.

(3) Necessary supporting facilities: Applies to land and structures that are essential to Mission or program activities, such as warehouse or garage facilities.

748.1 Basic Policies

(TL:GS-1; 8-22-91)
(AID Only)

a. Conditions for Authorization:

(1) The purchase or construction of living quarters, office space, and necessary supporting facilities will be authorized under Section 636(c) when an AID Mission's basic requirements cannot be met by short-term leasing or by use of U.S. or cooperating-country government property available to AID. Living quarters, office space, warehouses, and maintenance and utility facilities will have first priority. Use of Section 636(c) authority for schools and hospitals will be confined to facilities primarily necessary to meet AID requirements;

(2) Personnel and dependents of other U.S. agencies will be provided for to the extent that such usage will not substantially increase the size and cost of the facility required to meet AID's needs. Facilities constructed or purchased under this authority will be of a modest functional type that will meet minimum basic requirements; and

(3) When facilities are constructed on land provided by the government of the cooperating country, every effort is to be made to obtain written agreement with the government of the cooperating country that the facilities will be available for use to the United States Government free of charge as long as the United States has need of them.

b. Applicability: Section 636(c) applies to all construction, purchase, and long-term leasing that has as its primary purpose the provision of housing, office, or other facilities for the use of AID employees.

c. Construction Not Chargeable to Section 636(c): Facilities and housing that will ultimately become permanent quarters for the cooperating-country government staff, even though they may be temporarily occupied by AID employees, will NOT be charged to Section 636(c) if they meet all of the following conditions:

(1) They are an integral and necessary part of a project facility;

(2) They are included in the project or other agreement under which AID is furnishing the assistance to which the housing relates;

(3) They are of a type and character consistent with the project facility and other housing in the locality; and

(4) They are consistent with the reasonable requirements of non-U.S. personnel who will ultimately occupy it in furtherance of the project's objectives.

d. Recreation and Community-Type Facilities: The construction or purchase of recreational and community-type facilities will normally be accomplished through employee efforts, including group financial contributions. The use of Section 636(c) authority for such purposes will be approved by the Assistant to the Administrator for Management Services (AA/MS) only in extraordinary situations when it is demonstrated that maximum efforts have been made by the community itself.

e. School Construction: The provision or improvement of school facilities for education of dependent children will normally be accomplished by assistance under Section 636(c) to institutions already established or to be established. Schools will not be constructed under the authority of Section 636(c) except in those places where educational requirements cannot reasonably be met by any means other than through the construction or purchase of a United States Government facility.

748.2 Requests for Acquisitions

(TL:GS-1; 8-22-91)
(AID Only)

a. AID missions will include their requirements for programs under Section 636(c) in funding requests which must be fully justified and prepared in accordance with §742.2.

b. Final Approval: Following individual approval by AA/MS, AID/W and allocation of authority in the OYB program, AID Missions will submit, upon request, detailed professional plans, specifications, and estimated cost figures to MS/MS for approval prior to contracting for purchase. When a Mission proposal to acquire property has been approved by AID/W, the Mission will proceed with the acquisition in accordance with § §743 through 747.

749 UNASSIGNED

Exhibit 744.2A
Option to Purchase Real Property

OPTION TO PURCHASE REAL PROPERTY

For and in consideration of the sum of _____ dollars (or a local currency equivalent), receipt whereof is hereby acknowledged,_____ (fill in name(s) of owner(s) and address(es)), hereinafter called the Vendor, for (his, her, its, their) heirs, executors, administrators, successors, and assignees, grants on this _____ day of _____ (Month),_____(Year), to the United States of America, acting by _____, of the American Embassy (Consulate) at _____ (Location), hereinafter called the Vendee, the sole right and option for the period of _____ (fill in dates or specific time period), to purchase the real estate herein described on the terms and conditions herein set forth.

1. The premises to be sold by the exercise of this option are situated in the city of _____ county (etc) of _____ and state (province, etc.) of _____, and described as follows, to wit: (here carefully fill in exact legal description of premises) together with the appurtenances and easements thereunto, including the buildings and improvements thereon. The premises to be sold shall be sold to the Vendee in fee simple (complete, absolute and perpetual ownership)* with covenant of warranty, covenant for peaceful possession and covenant against encumbrances. In this latter connection, the Vendor shall execute an affidavit of title when called upon to do so by the Vendee [See 6 FAM 744.2(d)].

2. The option price for said property is _____ (fill in sum of currency authorized), and on election to purchase shall be due and payable by the Vendee to the Vendor at the American Embassy (Consulate) at _____, in full, on the date the deed is delivered and accepted by the Vendee and vacant possession is given.

3. Notice of election to purchase hereunder by the Vendee or its assigns shall be in writing and shall be given to the Vendor at _____ before the expiration of this option as provided above.

4. Within fifteen days after notice of election to purchase shall be given to the Vendor by the Vendee or its assigns, the Vendor agrees to furnish, at his/her own cost and expense, and deliver to the Vendee at the American Embassy (Consulate) at _____, an unlimited certificate or abstract of title (as the case may be), made by a reputable firm or company, and the title documents. The Vendee shall have ninety days from and after delivery of said certificate (or abstract) of title and title documents within which to examine the same. If the title to said property, as then found by the Vendee, is well vested in the Vendor, permitting the Vendor to convey fee simple absolute title (complete, absolute and perpetual ownership) to the Vendee, with covenant of warranty and covenant against encumbrances; and is free and clear of and from all defects, clouds on title, liens, incidents of tenure, encumbrances, charges, taxes and assessments; and the aforesaid description of the property corresponds exactly with the description in valid deeds as officially recorded in the land record office, which description, however, contingent on the findings of a local expert in land titles and a field verification survey made by an engineer or land surveyor, shall be subject to correction at the expense of the Vendor [See 6 FAM 743.2 and 744.2(d)]; and if it is found that the Vendor has full power to convey to the Vendee, then the Vendee shall, within the time aforesaid, perform the provisions of paragraph 2 of this option; and if said title shall be otherwise than as above stated, then this option shall, at the Vendee's election, be at an end, and the Vendor agrees to pay the Vendee the sum of _____ dollars paid by it as consideration for this option.

* If the Vendor has a title other than fee simple (or its equivalent), his/her title rights should be clearly identified.

Option to Purchase Real Property – continued

5. Upon performance by the Vendee hereunder, the Vendor agrees to execute and deliver to the United States of America, a deed of conveyance conveying fee simple title (complete, absolute and perpetual ownership) with covenant of warranty and covenant against encumbrances.

6. Vacant possession of said property shall be delivered to the Vendee, who shall be entitled to the same on execution and delivery and acceptance of the deed of conveyance as aforesaid.

7. All insurance premiums, and/or taxes or assessments levied or assessed on the said property and accruing before conveyance hereunder shall be paid by the Vendor.

8. Gas and electric fixtures, gas stoves, hot water heaters, chandeliers, carpets, linoleums, mats and matting in halls, screens, shades, awnings, ashcans, refrigerators, and heating apparatus, if any, and all other personal property appurtenant to or used in the operation of said premises are represented to be owned by the Vendor and are included in this sale as per the attached inventory.

9. The risk of loss or damage to the premises by force majeure until conveyance of title hereunder is assumed by the Vendor.

IN WITNESS WHEREOF, the Vendor has hereunto subscribed (his, her, its, their) name(s) and set (his, her, its, their) seal(s) as of the date first written above.

_____ VENDOR
(Name, Title, and Address)

The Secretary of State of the United States of America, Acting By:

_____ VENDEE
(Name and Title)

Amend as appropriate for use with AID options.

Exhibit 744.2B
Notice of Exercise of Option

NOTICE OF EXERCISE OF OPTION

To: _____
_____
_____

The United States Government, through the Secretary of State of the United States of America, acting by the undersigned, hereby gives notice to you that the United States Government elects to exercise its option to purchase the property at _____ on the terms stated in an option agreement executed by you on the _____ day of _____ (Month), _____ (Year). Will you please comply with paragraph number 4 of that agreement within the next fifteen days.

The Secretary of State of the United States of America, Acting By:

_____
(Signature)

_____
(Name and Title)

_____
(Place and Date)

Amend as appropriate for use with AID options.

Exhibit 744.2C
Affidavit of Title

AFFIDAVIT OF TITLE

_____

_____

_____

(Fill in name(s) and address(es) of owner(s) who is (are) granting the option to which this affidavit is an attachment.)

being (all) duly sworn, does (do) depose and state:

That (he, she, it, they) is (are) the absolute owner(s) of the premises known as _____, and more particularly described in the option, dated _____, to which this affidavit of title is an attachment;

That said premises have been held by the deponent(s) and preceding owners from whom title is derived for the period of _____ years last past and upwards and that the possession thereof has been peaceable and undisturbed and that the title thereto has never been disputed or questioned to the knowledge of the deponent(s);

That the deponent(s) does (do) not know of anything that might tend to bring said title into question or by reason of which any claim to any part of said premises or to any undivided interest therein, adverse to deponent(s), might be set up or made;

That said premises are free and clear of any and all liens, encumbrances or clouds of every name, nature or kind, either recorded or unrecorded, EXCEPT:

(Here describe any claims or clouds on title.)

Deponent(s) does (do) further state that there is no judgment, order or decree against deponent(s) unpaid or unsatisfied of record;

That no proceedings in bankruptcy have ever been instituted by or against deponent(s) nor has (have) deponent(s) ever made any assignment for the benefit of creditors;

That at this time there are no unpaid taxes or assessments, ordinary or extraordinary, now due or levied against said premises or any part thereof, EXCEPT:

(Here describe any unpaid taxes or assessments.)

That no payment of any tax has ever been demanded of deponent(s) and still remains unpaid;

That said premises are not chargeable or encumbered by any estates tax or collateral inheritance or transfer tax or any other tax;

That deponent(s) is (are) not at this time a bondsman upon any bond for any person firm or corporation;

Affidavit of Title - continued

That deponent(s) is (are) citizen(s) of _____ and of the age of twenty-one years and upwards;

That deponent(s) is (are) married to _____ , who is (are) over the age of twenty-one years and competent to convey real estate;

OR

That deponent(s) has (have) never been married to any one else now living;

That deponent(s) is (are) now in possession of said premises above described;

That each and all of the foregoing statements and representations are in each and all respects true and are made for the purpose of inducing the United States of America, through the Secretary of State, acting by _____ , of the American Embassy (Consulate) at _____ , to purchase the said property for the sum of _____ .

_____ DEPONENT(S)

0z (Name, Title, and Address)

The Secretary of State of the United States of America, Acting By:

_____

(Name and Title)

Subscribed and sworn to before me this _____ day of _____ (Month), _____ (Year) , after the contents thereof had been fully explained to me by deponent(s).

_____

(Seal of Notary Public, Commissioner of Deeds, or other person authorized to administer oaths.)

Amend as appropriate for use with AID options.

Exhibit 744.3
Requirements for Boundary and Building Location Surveys

1. GENERAL REQUIREMENTS

a. An accurate transit and tape boundary and building location survey shall be made by a locally authorized and licensed civil engineer or land surveyor;

b. Field work shall be of such accuracy that the unadjusted mathematical closure (accuracy ratio) of the field traverse is not less than one unit in five thousand units (1:5000). Such accuracy may be attained by measuring all angles to the nearest thirty seconds of arc, or equivalent, and by measuring all distances horizontally to the nearest hundredth of a foot or the metric equivalent;

c. Areas shall be shown in square feet or square meters; and

d. A written engineering report is to be prepared by the civil engineer or land surveyor. One-fourth of the survey contract price shall be retained by the post until final acceptance of the survey drawings by A/FBO. The original tracing shall be retained at the post and two prints submitted to A/FBO.

2. BOUNDARY REQUIREMENTS

a. Permanent monuments (boundary markers) shall be accurately set at all corners, angle points and curve points and shall be one of the following, in order of preference:

(1) Concrete or stone monuments not less than four inches square and two feet long, carefully tamped in place, the top set flush with the ground and the actual property corner point marked by a metal plug, drill hole or chiseled cross;

(2) One-inch iron pipes or bars at least two feet six inches long, driven flush with the ground, with a six-inch cement collar placed around the tops; or

(3) Chiseled cross or drill holes may be placed in cement sidewalks, permanent walls, boulders, etc.

b. All buildings and structures on and adjacent to the site shall be located by measurements from property corners along and at right angles to property lines.

3. DRAWINGS

a. Drawings shall be made with waterproof black ink on tracing linen or heavy gauge cellulose acetate sheets. Because they are so brittle and easily creased or torn, drawings made on tracing paper or vellum WILL NOT BE ACCEPTED. Also:

(1) Drawings shall not be larger than thirty-six inches high and forty-eight inches wide, outside measurements;

(2) Any convenient scale may be used, provided all details are clearly shown;

(3) The exact limits of United States ownership shall be shown by a distinctive symbol or heavy line. If walls are located along the property line, the exact location of the property line with relation to the wall shall be shown using an enlarged detail sketch, if necessary;

(4) All building location measurements and building dimensions shall be shown, as well as type of construction materials and number of floors and use of building, e.g., "2-story brick residence", "1-story frame garage", "1-story concrete block servants' quarters"; and

(5) All measurements and dimensions shall be in English or metric units (metric is the preferred system of measurement) and all notations shall be in the English language.

b. Finished drawings shall show the following items:

(1) A drawing title, showing identification of the property, city, country, name of surveyor or engineer, date of survey and drawing number, if any;

(2) A small-scale vicinity map, showing the general location of the property and its relation to other diplomatic establishments, commercial establishments, host-country government offices and buildings, universities and schools, major streets and roads, airports and bus stops;

Requirements for Boundary and Building Location Surveys – continued

(3) A graphic-bar scale and scale in words;

(4) A complete legend showing all symbols and abbreviations used;

(5) Location and description of each boundary corner monument or marker;

(6) North arrow or meridian, showing whether true or magnetic. Direction and length of each property line. Direction may be shown by azimuths clockwise from north or by compass bearings in the four quadrants, referred to either magnetic or true north;

(7) Distances to the nearest hundredth of a foot, or metric equivalent. If measured distances differ from the deed (recorded) distances, both shall be shown and marked "meas." and "deed";

(8) All interior angles of the boundary, with the total geometrically correct. Using the sexadecimal system, the interior angles should total n (number of angles) minus two, multiplied by 180 degrees; or, if the centesimal system is used, the interior angles should total n (number of angles) minus two, multiplied by 200 grads;

(9) A mathematical closure (accuracy ratio) of no less than one unit in ten thousand units (1:10,000);

(10) Boundary lines following a circular curve shall be defined by the radius, central angle, arc length, long chord length, tangent length and chord bearing. If the boundary line follows an irregular (noncircular) curve, the boundary may be defined by evenly spaced and dimensioned right angle offsets from the long chord to the arc of the curve;

(11) Total land area and deed (recorded) area, computed to the nearest square foot or metric equivalent;

(12) Building restriction or setback lines, easements, rights-of-way, reservation lines, etc., and all encroachments of walls, fences, balconies, eaves, electric and telephone lines, water lines, sewers, etc., described and located by measurements;

(13) Names of all adjacent streets and widths between right-of-way lines, as well as names of owners of all adjacent properties;

(14) If a local coordinate grid or other official survey control system is in use, coordinates of all property corners;

(15) Final boundary data and properly identified coordinates, set up in tabular form, if so desired; and

(16) A certification, signed and dated by the surveyor or engineer, that he/she has made a careful and accurate transit and tape survey, that all data shown on the drawings are correct, that all property corner markers or monuments have been found or set as shown and described on the drawing and that all local requirements for land surveys have been met.

4. ENGINEERING REPORT

a. The engineer or surveyor shall submit a signed and dated written narrative report in English, with the name of the engineer or surveyor typed below the signature, covering any of the foregoing items that cannot be shown clearly on the drawing or that might require explanation or clarification;

b. The report shall include general information on soil type, unusual characteristics of the soil, estimated depth of water table, frost penetration and estimated safe soil bearing capacity; and

c. The report shall also describe all building and zoning restrictions, height restrictions and building setback requirements; percentage of lot coverage allowed; and servitude or any restrictive covenant or ordinance that might affect new construction.

750

CONSTRUCTION, IMPROVEMENTS, AND ALTERATIONS OF U.S. GOVERNMENT-OWNED AND LONG-TERM LEASED PROPERTY

751 INTRODUCTION

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. The Office of Foreign Buildings funds maintenance, repair, alteration, or improvement of U.S. Government-owned and long-term leased (GO/LTL) properties acquired under the authority contained in the Foreign Service Buildings Act of 1926, as amended. Activities funded under this authority include leasing, which is found in the earlier section of this manual, and the functions that are listed in §752.

b. AID building projects which are funded by AID are covered in §754.

752 CATEGORIES

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Routine Maintenance and Repair: Maintenance and repair of GO/LTL properties that are done on a day-to-day basis for continuing upkeep of the buildings and grounds, including painting.

b. Special Maintenance and Repair: Projects for GO/LTL property are those projects that repair or restore to original condition, or to a sound state, property or a portion thereof that has deteriorated or been damaged.

c. Minor Improvements: Alterations to GO/LTL property that will increase the value of the property or improve or change its utility, and that generally cost less than $500,000.

d. Functional Programs: Specific functional activities related to building operations. They include: fire/safety retrofit; generator purchase, installation, and major repair; seismic retrofit; energy retrofit; PCC renovations; public access controls; project supervision; facility maintenance assistance; and asbestos abatement control programs.

e. Administration: The support of the building program which includes personnel salaries and benefits, travel, supplies and equipment, and related services.

f. Capital Program: The construction, renovation, and/or acquisition of property as presented in the annual capital program budget submission.

753 APPROVALS AND RESTRICTIONS

753.1 Post Actions Requiring Prior Washington Approval

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. The types of post actions shown below, involving Government-owned and long-term leased real property, require prior A/FBO or MS/OMS (AID) approval, regardless of cost or funding source. The following list is not all-inclusive and is intended as a guide; clarification should be sought from A/FBO or MS/OMS:

(1) Demolition of structures or other facilities;

(2) Interior alterations affecting public spaces;

(3) Interior alterations materially affecting space functions or design;

(4) New, relocated, or substantially altered driveways, walls, parking areas, landscaping, or other exterior works;

(5) Replacement of, or alterations to, roof structure including placement or erection of any structures, equipment, or devices on the roof;

(6) Construction of any facility or placement of any heavy equipment on roofs or on balconies;

(7) Removal, replacement, or alteration of structural support members, such as beams, trusses, columns, and load bearing walls, including cutting of new openings in load bearing walls;

(8) Excavation below, or adjacent to, existing building and wall foundations; and

(9) Repairs due to structural failures, except temporary emergency repairs.

b. Under no conditions shall financial obligations be incurred or commitments made, either orally or in writing, to architects, engineers, contractors, or other parties in connection with proposals and recommendations

without specific prior authorization from appropriate Washington offices.

753.2 Restrictions

753.2-1 Security Concerns

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Any project which involves technical or physical security requires the concurrence of the Post Security Officer and the cognizant security office of the parent agency. Physical security upgrades for both residential and functional short-term leased space are not considered minor improvements or maintenance and repair.

753.2-2 Other Agency Appropriations

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Funds of other agencies must be used to finance alterations that are required to meet needs peculiar to the program of a particular agency. A/FBO will not fund such alterations, but the proposal must have technical review and approval by the Office of Foreign Buildings Operations.

754 AID FUNDED MAJOR CONSTRUCTION AND CAPITAL IMPROVEMENTS

754.1 AID Procedures

(TL:GS-1; 8-22-91)
(AID Only)

Major construction and capital improvements funded by AID generally follow the procedures outlined for State in §753 with the following exceptions:

(1) Authority for funding of major construction or capital improvements is derived from Section 636(c) of the Foreign Assistance Act of 1961, as amended, or through trust funds made available by the host government;

(2) Real property acquired with trust funds must be for the use of AID personnel, unless a special use agreement is negotiated with the host government;

(3) Contracting for AID-funded or trust-funded construction or capital improvements, including selecting architectural and engineering consultants, is normally done by AID contracting officers using AID contracting regulations. An exception is construction on A/FBO-held land, in which case A/FBO would be responsible for the construction management. In this instance, it is important to note that the selection of an architect is an A/FBO responsibility;

(4) Requests for changes in AID-funded construction or capital improvements should be submitted by the senior AID officer at post to AID/W, Attn: MS/OMS;

(5) Funds made available under Section 636(c) of the Foreign Assistance Act of 1961, as amended, shall not be used for construction, renovation, or long-term lease of recreational facilities unless such use is authorized and/or approved by MS/MS; and

(6) Legal documentation pertaining to real property acquired with 636(c) funds or trust funds must be forwarded to AID/W, Attn: MS/MS.

754.2 Guidance

(TL:GS-1; 8-22-91)
(AID Only)

a. AID major construction and capital improvement plans, specifications, blueprints, and other pertinent documents require approval by the Bureau of Diplomatic Security and are coordinated by MS/OMS with A/FBO for technical review and comments.

b. Minor improvements and special maintenance and repair projects for short-term leased real property managed by AID must be approved in advance by MS/OMS and funded by AID.

c. Assistance may be requested from A/FBO in obtaining architectural and engineering services and/or other services. AID will generally follow A/FBO's "Architectural and Engineering Design Guidelines and Criteria" in determining space needs.

d. Approval and funding requests for AID-owned or long-term leased property should be addressed to AID/W (MS/OMS). For emergency projects, the post should contact AID/W regarding the extent of the information needed.

e. Funding for architectural and engineering plans may be available and may be requested from AID, as appropriate.

754.3 AID Funding and Accounting

(TL:GS-1; 8-22-91)
(AID Only)

Appropriations of other U.S. Government agencies may not be charged for maintenance, repair, general alteration, or general improvement of AID-owned property. However, funds of such agencies may be used to finance alterations that are required to meet needs peculiar to the program of a using agency. In such cases, the proposals must have technical review and

recommendation by AID/W, (MS/OMS), DS, and A/FBO, as well as the program approval and funding authorization of the agency concerned. A written agreement between or among agencies will make an exception to this rule.

754.4 AID Contracts

(TL:GS-1; 8-22-91)
(AID Only)

a. Upon approval of a proposed capital improvement by AID/W (MS/OMS), AID missions are authorized to proceed in accordance with AID procurement and contracting policies and procedures as set forth in the Federal Acquisition Regulations (FAR), AID Acquisition Regulations, and any other related AID directives.

b. To request changes for AID 636(c) projects, the senior AID officer at post must submit changes to AID/W (MS/OMS) who will coordinate with the appropriate parties.

754.5 AID Director Residence

(TL:GS-1; 8-22-91)
(AID Only)

For any work other than routine maintenance and repair on the official residence of the AID Mission Director, where that residence is owned by AID, the written approval of the Mission Director is required on all work orders, requisitions, and procurement documents. Where the residence is Government-owned or long-term leased by the Department of State, prior A/FBO approval is required under 6 FAM 700 guidelines.

755 through 759 UNASSIGNED

760
MINOR IMPROVEMENTS AND SPECIAL MAINTENANCE AND REPAIR PROJECTS

761 MINOR IMPROVEMENTS

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

"Minor improvements" are defined as alterations to Government-owned and long-term leased real property that will increase the value of the property or improve or change its utility, and generally cost less than $500,000. Minor improvement projects require prior A/FBO or MS/OMS (for AID) approval and specific funding.

761.1 Examples of Minor Improvements

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. The following list represents the most common types of minor improvements. It is not intended to be all inclusive and there may be other types which the post may request. The common minor improvements are:

(1) Changing a property's use, e.g., converting storage space to cafeteria or office space;

(2) Paving (not repaving) a driveway, parking lot, patio;

(3) Completely renovating kitchens or bathrooms;

(4) Upgrading electrical power systems (i.e. UPS or power conditioners), elevators, water distribution, central heating or central air-conditioning systems;

(5) Correcting such building deficiencies as means of egress and/or other required safety modifications; and

(6) Minor construction projects.

b. For residential properties, posts may not make alterations solely to meet the personal desires of the occupant(s). For office properties, alterations made to meet the requirements of the occupant must be funded by the occupying agency.

762 Special Maintenance and Repair Projects

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Special maintenance and repair projects for Government-owned and long-term leased real property are those projects that repair or restore to original condition, or to a sound state, property or a portion thereof that has deteriorated or been damaged. Special M&R projects are to be distinguished from routine M&R, which is that maintenance and repair done on a day-to-day basis for continuing upkeep.

b. Special M&R projects require prior A/FBO approval and specific funding. For AID, prior approval by MS/OMS is required. Some examples of special M&R projects are:

(1) Rewiring a building;

(2) Replacing a roof;

(3) Repaving a parking area or driveway;

(4) Replacing (but not upgrading) major parts of a building such as elevators, central heating or air-conditioning plants;

(5) Repairing termite damage;

(6) Replacing deteriorated water or sewage systems; and

(7) Repairing or replacing (not painting) the facade of a building.

763 APPROVAL AND FUNDING REQUESTS FOR MINOR IMPROVEMENT AND SPECIAL M&R PROJECTS

763.1 Required Clearances for Special M&R and Minor Improvement Projects

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Minor improvement and special maintenance and repair proposals involving physical security must include the concurrence and recommendation of the re-

sponsible security officer. Office building security upgrades (for GO, LTL, and State-occupied STL properties) are funded and directed by A/FBO. AID office building security upgrades are directed by IG/SEC. Residential security upgrades are funded and directed by the Bureau of Diplomatic Security.

b. Proposals involving telephone or other communications matters must include the concurrence and recommendation of the Regional Communications Officer and, if appropriate, the Area Telecommunications Officer, since the equipment is funded by DS/IM.

c. Proposals involving computer-related equipment, space, cables, or electrical connections must include the concurrence of the post Information Systems Officer or other officer responsible for word/data processing operations.

763.2 Funding for Special M&R and Minor Improvement Projects

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. FBO funds special M&R and minor improvement projects for Government-owned and long-term leased real property, regardless of the occupying agency, except for certain AID-owned properties. Alteration projects, as outlined in §761.1, required to meet the specific program needs of the occupying agency are funded by that agency.

b. All special M&R and minor improvement projects anticipated by a post should be included in the annual post field budget estimate submission. Based on this submission, A/FBO formulates a list of all proposed projects and advises posts which projects will be considered for funding. Posts are then advised to submit approval and funding requests as described below. Until A/FBO has notified the post that a particular project will be considered for funding, the post should not submit a full proposal. (See §724.2-1, to be published at a later date.)

c. Project requests submitted separately from the FBP should be addressed to A/FBO for the attention of the Post Area Management Officer, or for AID-owned or long-term leased property, to AID/W (MS/OMS). Constituent posts should clear their requests through their embassy before submittal to A/FBO. These requests should include the following information:

(1) Identification of property by *A/FBO Property Identification Number (PropID, see §714(30)), and property designation, e.g., OBC, COB, EMR, DCR, SDA, WHE, POR, MSQ, etc. (see Exhibit 792.4G, Property Use Codes);*

(2) Justification, including *reason for improvement/repair, and narrative description of the proposed project; and*

(3) Estimate of cost *showing price of each separate portion, and explanation of basis of estimate. Include shipping and transportation costs, as needed. Note that the total cost for a minor improvement project, including A&E and all other related costs, should generally be less than $500,000.*

d. All wages of payrolled employees, including those employees involved in improvements, alterations, repairs, and maintenance of Government-owned and long-term leased property, are directly chargeable to the S&E appropriation. The wages of such employees cannot be charged to A/FBO funds.

e. If A/FBO deems the project feasible and funding is available, A/FBO will ask the post to begin the submittal process for complete technical review and approval to assure constructability, compatibility, and cost effectiveness of the project. Specific requirements will be outlined by A/FBO in a cable to post, depending on the scope and location of the project. The documentation required may consist of the following:

(1) A site plan showing the location of the project and its relationship to property lines, roadways, surrounding buildings, underground utilities, security setbacks, etc.;

(2) Floor plan(s) of the existing conditions with areas clearly marked for demolition;

(3) Floor plan(s) of the proposed improvements, including any and all architectural, mechanical, electrical, and structural changes proposed;

(4) Elevations (views) of all sides of the building which show proposed changes;

(5) Cross-sections through the building showing all proposed changes (NOTE: All drawings should be drawn to an appropriate scale, such as 1:100, and should indicate dimensions and materials. Notes shall be in English.);

(6) Written specifications which describe all materials and systems used in the project;

(7) A structural framing system including calculations for sizing of beams, columns, slabs, footings, trusses, etc.;

(8) A one-line diagram of the electrical system showing existing and proposed power system and panelboard schedules;

(9) The proposed heating, ventilating, and air conditioning (HVAC) system, including calculations used to determine heating and cooling loads; or

(10) A construction cost estimate based on the mid-point of construction and broken down by major building categories (structural, HVAC, plumbing, electrical, architectural/finish, and site work).

763.3 Project Management Assistance

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

A/FBO stands ready to assist posts in a number of ways with their special M&R and minor improvement projects. This assistance ranges from providing standard designs for swimming pools and tennis courts through design assistance to on-the-job project management by a project director assigned by A/FBO. Assistance may also include the provision of cleared American employees to oversee and/or perform the construction work. The type of assistance available depends largely on the scope, complexity, and physical location of the project.

763.4 Emergency Project Assistance

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Posts should contact A/FBO or AID/W regarding immediate assistance in cases of an emergency in which buildings sustain damage from fires, earthquakes, etc.

764 IDENTIFICATION AND SELECTION OF MAJOR CONSTRUCTION AND CAPITAL IMPROVEMENT PROJECTS

764.1 Project Initiation

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Major construction and capital improvement projects are normally developed by A/FBO based on security, fire/life safety, "must-move", building condition, and similar criteria. Priorities of suggested projects and final rankings are established by the Office of Foreign Building Operations after consultation with the Regional Bureaus, the Bureau of Diplomatic Security, and other interested agencies.

b. Once a project has been approved, the estimated cost is included as a line item in the A/FBO budget. A minimum of two years is required for major construction projects before funds may be made available for initial project activities such as site purchase and development of architectural and engineering plans. Full project funding, including interior design funds, requires additional time. Congressional authorization and appropriation is required for all such projects.

c. Posts shall not incur obligations or make commitments to landowners, architects, engineers, contractors, or other parties in connection with proposals and recommendations for major construction projects without specific prior written authorization from A/FBO.

765 PROJECT DEVELOPMENT FOR MAJOR CONSTRUCTION PROJECTS

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. The planning for a new office building or housing complex is managed by A/FBO, with input from all other interested parties. The post's participation will be requested during all phases of this process. The phases are site selection, development of space considerations, and occupant requirements, leading to the design by the selected A&E firm.

b. Since each project is unique in its scope and requirements, the process varies by post. The post will be notified of any project proposed for that post and will be requested to assist and participate during each phase of the program development.

c. Posts should note that design changes made after the approval of the final working drawings and specifications are costly. After the preliminary design has been approved by the architectural advisory consultants, A/FBO, the post, and the affected agencies, changes in the project design will not be considered unless there is a major change in circumstances.

766 ON-SITE SUPERVISION OF MAJOR CONSTRUCTION AND CAPITAL IMPROVEMENT PROJECTS

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

FBO assigns a full-time on-site Project Director (PD) and technical support staff for major construction and capital improvement projects. The PD is responsible for the on-site administration and coordination of the project. All communications related to the project between the post and A/FBO are to be directed

to or coordinated with the project director. The Project Director Handbook, detailing the responsibilities of the Project Director, is given to the PD as part of the PD's on-site technical library.

766.1 Project Director Authority

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

The Project Director may be given the authority, within specific limits determined by the Department and identified in writing, to execute change orders for amendments and modifications to State Department contracts for construction activities at post. The contract modification limitations for each project are determined on a case-by-case basis but may not be used to change the scope or design intent of the contract.

766.2 Project Director Responsibilities

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

The Project Director will perform the activities or assume the responsibilities set forth below:

(1) Inform the post and A/FBO of the status of the project in monthly reports, and more often, as needed;

(2) Insure that host country customs clearances for all imported project materials, entry permits and other documents for contractor personnel and laborers have been obtained;

(3) As called for in the contract, assist contractor personnel to obtain needed host country licenses, permits, laborers, approvals, and local materials; and

(4) Approve contractor payments.

766.3 Project Director Funds

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. When a Project Director is assigned to oversee a major construction or capital improvement project, an allotment will be issued to cover American employee salaries, allowances, housing and related costs, travel, supplies and materials, and the salaries of local employees and consultants, if necessary. The hiring of local employees under contract, or procurement of goods or other services are handled through the post contracting officer.

b. A/FBO may determine that the Project Director requires a vehicle in order to perform the Project Director's duties. In this case, funds will be provided to the PD for procurement of a vehicle locally or transfer of a vehicle from another project. The vehicle will be for the exclusive use of the PD for official travel during the PD's assignment to the project. The vehicles so provided will be the property of A/FBO, and A/FBO will issue disposal instructions at the conclusion of the project.

767 POST ADMINISTRATIVE RESPONSIBILITIES FOR MAJOR CONSTRUCTION AND CAPITAL IMPROVEMENT PROJECTS

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. For a major construction or capital improvement project, the post will be asked to do the following:

(1) Support all budget and fiscal activities for the contract, including making contractor progress payments when approved by the Project Director; and

(2) Provide administrative support to the PD and the PD's staff consistent with that given to other State Department employees. The Project Director and U.S.-hired American staff should be assigned housing by the post housing board in accordance with the established housing program. Project Directors and U.S.-hired American staff are usually assigned to short-term leased quarters and provided FFA&E, both funded out of the project supervision funds. The post may elect to furnish these residences with post-held FFA&E, and A/FBO will reimburse the post. Project Directors and U.S.-hired staff will ship HHE, privately-owned vehicles, consumables, and unaccompanied baggage in a manner consistent with Departmental Travel and Transportation Regulations.

b. No post official has the authority to approve or order changes in the terms or conditions of A/FBO contracts. Authority to sign official contract documents will be transmitted telegraphically to post by A/FBO.

768 CHANGES TO COMPLETED PROJECTS

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

No improvements or alterations may be made to any A/FBO capital construction project for a period of at least 2 years after completion of the capital project without prior A/FBO approval. Requests for emergency work are excepted.

769 Unassigned

770

FURNITURE, FURNISHINGS, APPLIANCES, AND EQUIPMENT (FFA&E) FOR RESIDENTIAL QUARTERS AND OFFICE SPACE

771 RESIDENTIAL QUARTERS

771.1 Policy

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

The Government will supply *furniture,* furnishings, *appliances,* and equipment (FFA&E) for U.S. Government-held residential quarters of U.S. citizen (direct-hire and contract) employees to meet *the* long-range basic requirements *of the post. Requests of individual occupants that do not further post long-range objectives, except for those items that are needed for handicapped and limited mobility employees and family members, will not be considered.*

771.2 Definitions

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Furniture: Basic residential furniture includes the items listed as Furniture in Exhibit 772.1. A/FBO/IDF may provide these or other items when furnishing newly constructed housing. Procurement may be from any authorized source.

b. Furnishings: Residential furnishings are those items that equip quarters for living, e.g., carpets, draperies or curtains, and lamps and lighting fixtures.

c. Appliances: Residential appliances are devices or machines that are not usually built into the building structure. Appliances include items such as domestic clothes washers, clothes dryers, cooking ranges, refrigerators, and food freezers.

d. Equipment: Residential equipment refers to those items required for safe, comfortable, and proper habitability of a residence, e.g., air conditioners, smoke detectors, fire extinguishers, humidifiers, dehumidifiers, etc..

e. Basic FFA&E: The minimum set of items that should be provided in all Government-furnished residential quarters. See Exhibit 772.1.

f. Supplemental FFA&E: Those items listed in Exhibit 772.1, or others that the post determines with the approval of the Washington parent agencies, that may be provided for residential quarters if posts have sufficient funding to procure them and if the Post Interagency Housing Board establishes a joint policy that such items will be routinely furnished.

771.3 Responsibilities

771.3-1 Initial Furniture, Furnishings, Appliances, and Equipment

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. A/FBO funds initial FFA&E for the following residences:

(1) Ambassador, Deputy Chief of Mission, Consul General (when Principal Officer), and U.S. Representative to a U.N. agency abroad (when Principal Officer), whether such residences are Government-owned, long-term leased, or short-term leased. Funds are provided by A/FBO/IDF; and

(2) Residences constructed under the A/FBO capital construction program. The capital program provides funding for all furnishings and equipment for new buildings, both residential and office. For Marine Guard quarters, this does not include recreational equipment (power-training equipment, pool and ping pong tables, etc.).

b. Individual agencies fund initial FFA&E for new agency positions. Regional bureaus fund FFA&E for new State positions at post. A listing of FFA&E can be found in Exhibit 772.1.

771.3-2 Replacement Furniture, Furnishings, Appliances, and Equipment

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Replacement FFA&E includes those items provided for ongoing Government-held property, regardless of whether it is Government-owned, long-term leased, or short-term leased, and for newly-acquired property that does NOT meet one of the funding criteria in §771.3-1.

b. Funding responsibility for replacement FFA&E is as follows:

(1) Air Conditioning Units:

(a) Units under 36,000 BTUs are funded by the occupying agency, whether the property is GO, LTL or

STL. For State, such units are funded by the regional bureau; and

(b) Units over 36,000 BTUs are funded by A/FBO for all GO/LTL properties and State-occupied STLs. Other agencies fund such units in their respective STLs.

(2) Ambassador, Deputy Chief of Mission, Consul General (when Principal Officer), and U.S. Representative to a U.N. agency abroad (when Principal Officer) residences: A/FBO/IDF funds replacement FFA&E for these residences, except for emergency repairs or refurbishings not exceeding $1,000 per residence per year. These emergency repairs may be accomplished using post held M&R funds. The post should consult with A/FBO/IDF for procurement of replacement items for these residences;

(3) Other Department of State Positions: The regional bureau funds replacement FFA&E for State positions and for the Marine Guards; and

(4) Other Agencies: Each agency is responsible for FFA&E for residences occupied by personnel of their agencies.

771.4 Restrictions

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Furniture purchased for the residence of the Ambassador, Deputy Chief of Mission, Consul General (when Principal Officer), and the U.S. Representative to a U.N. agency abroad (when Principal Officer) must be so identified and shall not be removed from any of these residences without prior approval of A/FBO/IDF.

b. Employees and occupants shall not remove or permit removal of any Government-owned furniture, furnishings, appliances, or equipment, except on instructions from the accountable property officer.

771.5 Procurement Procedures and Approvals

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. In each instance, procurement of *FFA&E must comply with these regulations,* the principles set forth in the Balance of Payments program, *the Trade Agreements Act,* and the pertinent procurement regulations of the *funding* agency.

b. Furniture, furnishings, *appliances,* and equipment for residential quarters of the following officers shall not be subject to the *FFA&E* limitations *set forth in Exhibit 772.1:*

(1) Chief of Mission;

(2) Consul General (when Principal Officer);

(3) Deputy Chief of Mission;

(4) U.S. Representative to a U.N. agency abroad (when Principal Officer);

(5) USIA Country Public Affairs Officer;

(6) US&FCS Minister Counselor; and

(7) USAID Mission Director or AID Representative.

c. Special additional conditions are prescribed *for* chinaware, glassware, *stainless steel, flatware,* linens, kitchen utensils, air conditioners, freezers, and *FFA&E* for Marine Security Guard *consolidated quarters in §776.1.*

d. For USIA short-term leased properties, all FFA&E procurement must be approved by USIA, except:

(1) Purchases of individual items urgently needed or replacement items not exceeding $1,000 may be made without prior approval. Such purchases must be reported to the parent agency; and

(2) Prior parent agency approval is not required for the local purchase of replacement items of FFA&E in excess of $1,000 when purchased with foreign currency in those countries in which the Government has an excess of foreign currency and in which it is established policy to provide furnished residential quarters.

771.5-1 Principal Officer Residential Quarters Allowance and Dollar Limitation (AID Only)

(TL:GS-1; 8-22-91)
(AID Only)

a. USAID Mission Directors or Principal Representatives are authorized chinaware, glassware, silverware, kitchen utensils, and linens as shown in Exhibit 771.5-1. Maximum quantities listed for categories G, H, and J in Exhibit 771.5-1 are recommended quantities and may be adjusted to suit local needs. Maximum quantities for other categories may not be exceeded without AID/W approval. Items not listed in the various categories of Exhibit 771.5-1 may not be purchased, nor may items now in use which are not authorized be replaced without the prior approval of MS/OMS. An exception is permitted on miscellaneous items peculiar to local cooking methods for which an allowance of $100 is authorized (see category J of Exhibit 771.5-1).

b. Kitchen utensils, table linens, bed and bath linens, and blankets may also be purchased for AID principal officers' quarters. (These items should be procured directly from the vendors.) Bed and bath linens

and blankets may be procured only for official guest bedrooms and baths. Bedspreads and pillows, when part of standard furniture sets, are excluded from this limitation. Personal preference items, e.g., ice cream and popcorn machines, electric blankets, yogurt makers, hibachis, crock-pots, barbecue grills, and other like items, shall not be procured for representational use.

c. See §771.5-2 for procedures for procuring household furniture and furnishings.

d. Regardless of the source of funding (operating expense, trust funds, property on loan from another agency, etc.,), the total inventory value (original acquisition cost) of furniture, furnishings, and equipment (e.g., drapes, curtains, awnings, rugs, linens, glassware, chinaware, silverware, appliances, kitchen utensils, lawn and garden tools, etc.), but excluding built-in cabinets and clothes closets, installed equipment (hot water heaters, cooling and heating units, generators, etc.), and packing, crating, and shipping costs, shall not exceed $34,000. All items listed in Exhibit 771.5-1 are included within the dollar limitation outlined herein.

e. During October of each calendar year, each Mission Director or AID Representative shall submit to AID/W, Attention MS/OMS, a signed and dated certificate to appear on the annual residential inventory as follows:

> *"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, 19 , did not exceed $34,000."*

771.5-2 Procurement of Furniture and Furnishings for AID Residential Quarters (AID Only)

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. USAID missions desiring to purchase residential furniture and furnishings under the State Department's furniture and furnishings contracts must submit their requisitions to AID/W, MS/AS/RM/AP (refer to AID HB 23, Chapter 14, Section 14C.1.b). Household furniture from other sources (U.S. and non-U.S.) may be ordered by USAID missions directly from vendors.

b. Within the provisions of these regulations, each USAID mission shall institute a written policy standardizing the type and quantity of furniture and furnishings to be issued (see §772.1). The following are to be considered in preparing plans:

(1) Standardize on colors and type fabrics for drapes, curtains, shades, awnings, rugs, upholstery, etc., which would be suitable to several occupants;

(2) Establish a replacement period and conditions under which furnishings and furniture may be replaced with new items and furniture refinished/reupholstered in accordance with Chapter 4A, Section 222.6 (costs to repair and/or replace property damaged by pets or hobbies shall be at the occupant's expense);

(3) New or replacement furniture or furnishings shall not be procured with AID funds solely for the personal convenience or preference of the present or proposed occupant (see §772 and Chapter 14C before ordering furniture). Neither shall funds be expended to refinish/reupholster furniture to suit the individual's taste when clean and functional furnishings and/or furniture is available. On average, the replacement period for draperies, upholstery, curtains, shades, rugs, and awnings should be a minimum of four years, depending upon climatic conditions, usage, and type of material used; and

(4) The type and quantity of furniture and furnishings to be issued (except authorized principal officer items) should be based upon the size and composition of the family, not necessarily on the size of the quarters. Some USAID missions, however, have quarters with exceptionally large living rooms which may require issuing additional pieces of furniture. Unoccupied bedrooms (except one guest room at the option of the USAID) are not normally furnished at USAID expense.

c. When a USAID mission is contemplating, or is in phase down posture (See Chapter 13), procurement of new or replacement items (representational items in particular) will be held to the absolute minimum required for efficient operations during the close-out period.

771.6 Annual Spending Limit on Ambassador, Deputy Chief of Mission, Consul General (When Principal Officer), and U.S. Representative to a U.N. Agency Abroad (When Principal Officer) Residences

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. In order to permit posts to perform emergency minor repairs or refurbishing to FFA&E in the residences

of the Ambassador, Deputy Chief of Mission, Consul General (when Principal Officer), and U.S. Representative to a U.N. agency abroad (when Principal Officer), posts are authorized to use post-held M&R funds not to exceed $1,000 per residence per year, subject to the following provisions:

(1) The repair must be of an emergency nature;

(2) Change of color schemes or upholstery fabrics must have prior A/FBO/IDF approval; and

(3) No appliances may be purchased.

b. Routine M&R funds will not be increased to cover these purchases.

771.7 Refurbishment of Ambassador, Deputy Chief of Mission, Consul General (When Principal Officer), and U.S. Representative to a U.N. Agency Abroad (When Principal Officer) Residences

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Costly and unnecessary changes in the decor and furnishing of these residences are to be avoided. A/FBO will not fund periodic redecorating, including change of furniture, wall color, draperies, or carpeting, to accommodate the personal tastes of new occupants unless the level of wear of the current furnishings makes it absolutely necessary.

b. A/FBO/IDF maintains the following information on these residences:

(1) A master list of all residences considered to be in good condition and acceptably decorated. A schedule is maintained for redecoration/refurbishment of all such residences (responsibility for overseeing refurbishment rests with the Representational Review Committee which establishes the annual schedules and ensures that costs are adequately controlled);

(2) A reference file, for each residence, which contains photos of the interior and exterior of the residence, inventories, descriptions and histories of the residence structure and of unusual and/or valuable items located therein, and the description and cost of the work done in the last refurbishing; and

(3) A master list of residences to be redecorated or refurbished within the next three years.

c. A/FBO/IDF will brief future occupants on the above information upon request. The prospective occupant may request changes to any proposed work using Form IDF 001 (see Exhibit 771.7). If approved, work will be scheduled and budgeted for the earliest possible date. A/FBO/IDF must document any disapprovals; appeals may be submitted to the Refurbishment Committee for review.

d. The color of painted walls in the family living areas of these residences may be changed to accommodate the taste of the occupant without prior A/FBO/IDF approval; routine M&R funds can be used for GO or LTL properties, S&E funds for STL properties. Occupants may have other refurbishing work done in their residences at their own expense, as long as such work is approved in advance by A/FBO/IDF. (Occupants must also bear the costs required to return the residence to its original condition.) Structural changes, such as moving walls, constructing new doorways, or altering the structural integrity of the building, must be requested and approved separately by A/FBO in accordance with §760.

e. Any furniture or furnishings removed from these residences must be stored in a climate-controlled warehouse. If post facilities are not adequate, the items must be stored at occupant expense. If there are no climate-controlled warehouses available, furniture may not be removed.

771.8 Furniture, Furnishings, Appliances, and Equipment for Servants' Quarters

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Department of State

The Department does not provide funds for FFA&E for servants' quarters. This applies to the residences of Ambassadors, Deputy Chiefs of Mission, and Principal Officers, as well as to all other State-funded residences.

b. Agency for International Development

Furnishings purchased with U.S. Government controlled funds, whether dollars or local currency, OE or trust fund, from USAID or other agency funds, will not be provided for any servants' quarters. This restriction

also applies to residences leased through LQA or contracts, and to AID Mission Director and AID Representatives quarters.

772 BASIC AND SUPPLEMENTAL FURNITURE, FURNISHINGS, APPLIANCES, AND EQUIPMENT FOR RESIDENTIAL QUARTERS

772.1 Basic and Supplemental FFA&E

772.1-1 Basic FFA&E

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. The basic furniture, furnishings, appliances, and equipment, as shown in Exhibit 772.1, may be provided at Government expense in Government-furnished residential quarters for U.S. citizen direct-hire and contract employees.

b. A piano may be provided as a basic item in the representational area for the residence of the Ambassador, U.S. Representative to a U.N. agency abroad (when Principal Officer), or Consul General (when Principal Officer). A/FBO/IDF will provide one console television, one VCR, and one normal household stereo in the residences of Ambassadors, Deputy Chiefs of Mission, Consuls General (when Principal Officer), and U.S. Representatives to a U.N. agency abroad (when Principal Officer).

772.1-2 Supplemental FFA&E

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Supplemental FFA&E are items that may be provided in Government-furnished residences upon recommendation by the Post Interagency Housing Board and approval by the Single Real Property Manager and principal representative of each agency. Provision of items will depend upon availability of post-held funds. The housing board should establish specific numbers of items, if any, to be placed in each residence.

b. Using Exhibit 772.1, posts should establish joint country policy for the kinds and numbers of each item of supplemental FFA&E to be furnished to residential units, with such policy to be formulated by the Post Interagency Housing Board and the Single Real Property Manager, with input from constituent posts whose needs may vary from those of the capital city, and with the approval of the principal representative of each agency. This policy shall make provision for special conditions that may exist at the embassy and at constituent posts. It shall also be included in the Post Housing Handbook.

c. Items in addition to those listed in Exhibit 772.1 may be furnished for all Government-held residential quarters, if the Post Interagency Housing Board and the Single Real Property Manager establish a joint policy among the agencies utilizing the housing that such items will be routinely furnished. Prior Washington parent agency and Bureau approval is required. The following conditions must be met:

(1) Departmental furniture packages, including replacement items, shall be used to the fullest extent possible; and

(2) The actual procurement of FFA&E by each agency shall be in accordance with procurement regulations and shall be subject to the availability of funds.

772.2 Appliances and Equipment for AID Residences

(TL:GS-1; 8-22-91)
(AID Only)

Neither AID appropriations nor trust funds will be used to buy, transport, install, or repair the following items in AID-owned or leased residences:

(1) Videotape machines;
(2) Television sets; or
(3) Swimming pool equipment.

772.3 Food Freezers for Residential Quarters

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Provision of food freezers is subject to the determination of the *Post Interagency Housing Board and approval of the Bureau,* based upon one or more of the following conditions:

(1) Isolated post location;
(2) Unavailability of commissary services;
(3) Undue distance from shopping facilities;
(4) Seasonal availability of meat, seafood, etc. on the local market, necessitating the purchasing and storing of perishables in large quantities, when available;
(5) Periodic need to import *large quantities of* food to supplement the local diet; or
(6) Determination of adequacy of the local electricity supply.

772.4 Air Conditioners *for Residential Quarters*

772.4-1 Policy

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Air-conditioning units may be provided, *to the extent that funds are available and required parent agency approvals have been secured,* in *both public and private areas of* Government-owned, long-term leased, *and* short-term leased residential quarters *when the Post Interagency Housing Board and the Single Real Property Manager determine that* climatic conditions *necessitate* their provision. *(See §779.3-1.)*

772.4-2 Central Units

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Procurement and installation of new central air-conditioning units and split units 36,000 BTUs and greater in Government-owned and long-term leased property (except for AID) are expenses funded under minor improvements. Requests are to be submitted to A/FBO for approval in accordance with the instructions in §763.2. Proposals should state that the request has the approval of the Post Interagency Housing Board. Replacement units are chargeable to special M&R.

772.4-3 Standard Window and Split Units

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Window air conditioners and split units under 36,000 BTUs for any property are charged to the agency of the occupant. The costs of window air conditioner units for State personnel are funded by the regional or functional bureau.

b. Replacement of standard window air conditioner units in the residence of the Ambassador, Deputy Chief of Mission, Consul General (when Principal Officer), and U.S. Representative to a U.N. agency abroad (when Principal Officer) is funded by the regional or functional bureau.

772.5 Generators

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. A/FBO is responsible for the development, implementation, and funding of the Department's Emergency Generator Program, which is designed to provide emergency power needs (generators, generator buildings, fuel tanks, and emergency electrical distribution systems) for all State Department facilities overseas. The A/FBO responsibility extends to State-held Government-owned, long-term leased and State-occupied short-term leased residential and functional real property.

b. All posts requiring generators must adhere to the Emergency Generator Program in accordance with the following guidelines:

(1) No new generators will be purchased or installed without prior A/FBO approval;

(2) Posts should submit emergency power requirements to A/FBO for technical review, approval and funding. Section 772.5-1 lists the information to be included in post requests for new or replacement generators, disposition of unused generator units, upgrades of emergency distribution systems, and generator housing;

(3) Post requests will be ranked in priority order, based on world-wide needs, and posts will be advised of the status of each request;

(4) Based upon the project requirements submitted by the post, A/FBO will determine whether an A/FBO electrical engineer will perform a site visit and whether additional design work will be needed to implement the project; and

(5) Depending upon the situation, A/FBO will either purchase equipment or allot funds to the post for this purpose.

c. Posts are required to submit information annually to update the Department's emergency generator inventory list.

d. For AID-held properties, purchase of generators may be authorized by the principal AID representative; no prior AID/W approval is required.

772.5-1 Submission of Requests for Department Emergency Generator Program

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. As much of the following information as possible is to be sent to A/FBO with each post request for new or replacement generators, fuel tanks, generator buildings, and emergency electrical distribution systems:

(1) Property identification (PropID), type of property (e.g., OBC, COB, EMR, WHE, RES/STD, etc.), and gross and net floor space to be served by new generator (see Exhibit 792.4G for property use codes and

Exhibits 723C through F, to be published at a later date, for definitions of net and gross floor space);

(2) If there is a generator currently in the building, indicate manufacturer, whether diesel or gasoline, whether manual or auto start, capacity, whether 1 or 3-phase, frequency, and voltage. If existing unit will be retained, indicate the electrical load it serves;

(3) If the building to be served by the new generator is air conditioned, indicate whether a central unit and/or window units are used and:

(a) If central air conditioning, indicate the chiller manufacturer, size in KW or HP, whether 1 or 3-phase, and voltage; or

(b) If window units are used, indicate number of units and BTUs of each.

(4) For the other electrical loads to be connected to the new generator, indicate size in KW, voltage, frequency, and whether 1 or 3-phase. If elevators are to be attached to generator, indicate number of elevators, number of floors served, whether passenger or freight, size in KW, voltage, and whether 1 or 3-phase;

(5) If the building to be served by the new generator is connected to a separate transformer station for commercial power, provide the transformer size in KVA, whether 1 or 3-phase, secondary voltage, frequency, and location;

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

(a) Size in amps;

(b) Whether 1 or 3-phase;

(c) Voltage;

(d) Whether 3 or 4-wire service;

(e) Size in square millimeters or American Wire Gauge (AWG) of the service cable connecting the transformer or commercial power source and the service switch.

(7) Post estimate of the number and average duration of power outages during the last year;

(8) Describe the proposed indoor location for the new generator, including room dimensions and number of exterior walls. NOTE: Generators must be located on ground or basement levels where ventilation (intake and exhaust) requirements can be accommodated. Also:

(a) Outdoor generator installation units in weatherproof enclosures will be allowed only where absolutely necessary and where security and corrosive atmospheric conditions are not a problem; and

(b) The post generator shall be physically and electrically separate from the PCC generator. While PCC generator rooms require heavy construction, A/FBO requires only regular construction.

(9) If there is a fuel oil tank, describe capacity, location, whether fuel tank also serves another diesel generator or heating system, the type of heating oil used and, if new fuel tank is required, indicate location;

(10) If generator maintenance capability is available at post, identify diesel generator manufacturers with service locations near post;

(11) If possible, provide the following costs and show basis for these costs, including type and size of generator under consideration and accessory equipment:

(a) Cost for the proposed generator and associated equipment;

(b) Cost of shipping;

(c) Cost for constructing a generator room; and

(d) Cost for complete installation of the equipment (electrical and mechanical).

(12) Is local expertise available, including electrical/mechanical engineers to perform survey and design work, and electrical contractors for generator installation and connection?

b. If the information requested above is not available, A/FBO will try to arrange to obtain it using either A/FBO engineers or local consultants, as appropriate.

772.6 Fire Protection Equipment

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Per A/FBO/FIR codes and standards, smoke detectors and fire extinguishers shall be provided and maintained by the post for use in all Government-held and LQA-funded residential quarters. These items are basic FFA&E. (See §779.4.)

b. A/FBO/FIR recommends that the procurement of portable fire extinguishers be limited to products manufactured in the United States.

773 CHINAWARE, GLASSWARE, SILVER, *AND KITCHEN EQUIPMENT*

773.1 General

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Certain residences *are* provided with official chinaware, glassware, *flatware, holloware,* and kitchen utensils as approved by *A/FBO/IDF* or *by the Washington*

parent agency, with allocations based on program requirements *and the facilities of the individual residence.*

773.1-1 State

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Initial and replacement chinaware, glassware, flatware, holloware, kitchen utensils, and table linens for the residences of the Chief of Mission/Principal Officer and Deputy Chief of Mission, and associated shipping costs, are funded by A/FBO. Linens for the table, kitchen, guest bedroom, and bath are funded through Official Residence Expenses (ORE). A/FBO/IDF can assist in ordering table linens for the above residences. Bed and bath linens for the private use of the occupant and the occupant's family are the personal responsibility of the occupant and are not paid for by the Government. No other residences, except for Marine Security Guard residences, may be furnished with Government-purchased items in the foregoing categories.

b. Requests for new or replacement items for authorized residences are to be addressed to A/FBO/IDF.

773.1-2 AID

(TL:GS-1; 8-22-91)
(AID Only)

USAID missions order official chinaware, glassware, and silver-plated holloware and flatware from A/FBO/IDF, through AID/W (MS/OMS) (see AID HB 23, Chapter 14, Section 14C.3). The order quantities may not exceed the limitations outlined in Exhibit 771.5-1.

773.1-3 USIA

(TL:GS-1; 8-22-91)
(USIA Only)

New or replacement items for authorized USIA residences require USIA approval before purchase (see MOA IX-B 122.6).

773.1-4 US&FCS

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

New or replacement items for Minister Counselor residences require US&FCS approval before purchase.

773.2 Chinaware and Glassware

773.2-1 Crested Chinaware and Glassware

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Crested chinaware (including cobalt blue service plates) and glassware are procured and supplied by A/FBO/IDF for use only in residences of Ambassadors. The authorized level for the cobalt blue service plate is the formal dining table seating number plus six, with a minimum of 24.

b. Retired ambassadors are entitled to purchase at their own expense crested chinaware and glassware. Requests must be submitted through A/FBO/IDF for approval and will be processed in accordance with existing contracts for these items.

773.2-2 Other Chinaware and Glassware

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Uncrested chinaware and glassware are provided and funded by the parent agency to the following residences only:

(1) Deputy Chief of Mission;
(2) Principal Officer other than Ambassador;
(3) USAID Mission Director or AID Representative;
(4) USIA Country Public Affairs Officer; and
(5) US&FCS Minister Counselor.

773.3 Silver

773.3-1 General

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Government-provided silver includes sterling silver or silver-plated flatware; silver-plated holloware items such as tea and coffee services, candelabra, serving trays and water pitchers; and other items as deemed necessary by A/FBO/IDF or the parent agency.

773.3-2 Flatware

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Sterling silver flatware is provided by A/FBO/IDF as follows:

(1) Ambassador Residence: Number of place settings is based on the seating capacity of the residence formal dining table plus six, with a minimum service of 24;

(2) Deputy Chief of Mission Residence: 24 place settings;

(3) Consul General Residence (when Principal Officer): 18 place settings;

(4) U.S. Representative to a U.N. agency abroad (when Principal Officer): 24 place settings;

(5) Consul and U.S. Interest Section Residence (when Principal Officer): 12 place settings;

(6) Secondary Residence of Ambassador (with dual accreditation): Silverplate flatware based on the seating capacity of the residence formal dining table plus six, with a minimum service of 24.

b. There may be a few justifiable exceptions to these authorized levels. Such requests should be directed to A/FBO/IDF for approval.

c. Flatware exceeding the authorized level will be provided in silver plate at the discretion of A/FBO/IDF.

d. Silver-plated flatware may be provided to the USIA Country Public Affairs Officer and US&FCS Minister Counselor based on approval and funding by the parent agency.

e. Silver-plated flatware may be provided to the USAID Mission Director or AID representative. The maximum quantity of flatware for AID principal officers shall be service for 24.

773.4 Kitchen Equipment

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Set A/B of kitchen equipment is provided by A/FBO/IDF for Ambassador, Deputy Chief of Mission and Principal Officer Residences. Set C is provided as a supplemental set to the above residences. Lists of items in each set are routinely updated and sent to all posts by A/FBO/IDF. No electrical equipment is included in these sets. Small electrical equipment is procured by the post with ORE funds. Specialized equipment in excess of $35 may be requested of A/FBO/IDF.

b. USIA Public Affairs Officer residences are provided with kitchen equipment (Sets A/B, C) which is funded by USIA.

c. AID Principal officers' are authorized a reasonable quantity of kitchen equipment as specified in Exhibit 771.5-1, categories G, H, and J, to supplement personal utensils, cutlery, and miscellaneous items brought to post. Electric kitchen appliances may be provided to AID principal officers within the quantity set in category F of Exhibit 771.5-1. All items are included in the total dollar inventory limitation. For representational purposes, only those items over and above those personal property items normally brought to post are authorized. Since AID principal officers are expected to bring to post many of the items listed in Exhibit 771.5-1, duplicate items should not be purchased at Government expense. Thus, it would be unlikely that any mission residence would have a complete set of approved items.

773.5 Other Equipment

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Equipment customarily used in official residences in the course of business is normally funded by "Official Residence Expenses" (ORE). These items include such things as vacuum cleaners and floor polishers. A/FBO/IDF funds major items of equipment such as ice makers, humidifiers, and water filters. Garden and grounds equipment and supplies for official residences are funded by the regional or functional bureau.

774 HOSPITALITY KITS AND TEMPORARY LOAN OF GOVERNMENT-OWNED FFA&E

774.1 Hospitality Kits

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Kits *containing basic housekeeping items* may be issued to employees (including dependents *on official orders) upon arrival and departure from post* to assist in establishing housekeeping while awaiting the arrival of *household* effects or upon *forwarding* of *such* effects *to the next post. The handling and use of hospitality kits should be described in the Post Housing Handbook. Hospitality kit users are responsible for damage, loss, and breakage of items. These kits are not provided by A/FBO.*

774.2 Loan of Government Property

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Property management officers may lend property on a temporary basis to U.S. Government employees to meet temporary or emergency requirements. Loans should be for a limited time and should be properly documented. The Post Interagency Housing Board and the accountable property officer(s) shall determine the policy to be followed in loaning Government property. For AID, loans are limited to ninety (90) days unless

the AID Principal Representative approves loans beyond this time period (see §222.7-3).

775 USE OF GOVERNMENT-OWNED FFA&E IN LQA-PROVIDED RESIDENTIAL QUARTERS

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Posts with LQA-provided residential quarters may authorize the Post Interagency Housing Board and the Single Real Property Manager to establish a joint policy for the use of Government-owned FFA&E in such quarters. Each agency must fund its share of the Government-owned property available for use.

b. If Government-owned FFA&E is to be made available in these circumstances, posts should establish the following guidelines:

(1) Procedures for requests;

(2) Number and type of items to be provided;

(3) Responsibility for installation, maintenance, and removal of the items; and

(4) Responsibility for returning the premises to their original condition should the Lessor so require.

776 MARINE CORPS QUARTERS

776.1 Marine Security Guard Consolidated Quarters

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Marine Security Guard watchstanders are housed in Government-owned or leased consolidated quarters. Quarters are to be fully and completely furnished in accordance with the Memorandum of Understanding between the Department of State and the United States Marine Corps.

b. Chinaware, glassware, stainless steel flatware, kitchen utensils, table linens, bed and bath linens, cooking and cleaning equipment, cleaning supplies and other furnishings appropriate for consolidated quarters are to be provided by the post with program S&E funds. Furnishings should be of a quality to withstand heavy wear and tear. A/FBO/IDF procures chinaware, flatware, and kitchen equipment (Sets A/B and C) for Marine Security Guard quarters with funds provided by the regional bureau or post-held S&E.

c. Furniture, furnishings, appliances, and equipment shall be furnished by the post in accordance with the needs of the Marine detachment and the post policy.

776.2 Other Quarters

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Marine Corps personnel entitled to separate quarters under §723.3 (to be published at a later date) receive furniture and furnishings as provided to State employees at post.

777 ANNUAL INVENTORIES

777.1 Official Residences (State Only)

(TL:GS-1; 8-22-91)
(State Only)

a. A/FBO/IDF maintains inventories of all Ambassador, Deputy Chief of Mission, Consul and Consul General (when Principal Officer), Chief of Mission to an international organization, Chief of Liaison Office, Principal Officer of U.S. Interest Section, and Special Ambassador residences. Inventories are needed to keep IDF records current and to inform newly-assigned personnel of the items available in the residences. Inventories and photos should be submitted regardless of whether the residence is Government-owned, long-term leased, or short-term leased, and regardless of whether IDF has furnished the entire residence or has furnished only representational items.

b. Complete household inventories (including all furniture, furnishings, draperies, carpets, appliances, sterling silver and silverplate holloware, china, crystal, kitchen utensils, linens, etc.) for the above residences are to be submitted to A/FBO/IDF on or before November 1 of each calendar year. The first year following submission of the full inventory, the post need only send to A/FBO/IDF a listing of changes in the condition of items, and any additions, deletions, or other changes to the inventory; a full inventory is required in the following year. This abbreviated inventory does not apply to the sterling silver or silverplate flatware, or antique and high value furnishings inventories, which must be submitted in their entirety by November 1 each year. All inventory reports should be submitted in hard copy and signed by the accountable property officer and the occupant. See Exhibit 777.1 for the household invento-

ry format to be used for non-NEPA submissions. NEPA posts should use the NEPA format.

c. Updated inventories prepared for the incoming/outgoing occupants of the residences listed in paragraph a of this section may be submitted for the November 1 report, accompanied by any relevant changes. In such cases, the report submitted in the following year should be a full inventory.

d. Household inventories should include only Government property, whether furnished by A/FBO/IDF or another source, and are to include furniture, carpets, lamps, draperies, works of art (do not include loaned Art in Embassies items), chinaware (crested and uncrested), glassware (crested and uncrested), sterling silver and silverplate holloware, kitchen utensils, linens (bed, bath, and table), and all kitchen appliances. Also:

(1) Do not inventory cracked or chipped china or glassware; such pieces should be destroyed;

(2) Each piece of sterling silver or silverplate holloware should be listed, giving the manufacturer name (if known), condition, and type of item (e.g., tea/coffee service, serving tray, candelabra);

(3) Note whether any appliances are commercial grade equipment; and

(4) A complete description of items should be given for each room in the residence. Indicate quantity of each item, size, color, condition, cost and date of purchase (if known), and manufacturer (if known) following the inventory format in Exhibit 777.1 or in NEPA.

e. Both sterling silver flatware and silverplate flatware inventories should include the flatware pattern, the number of pieces of each item (e.g., knives, forks, spoons), and the condition of the items. The computerized silver flatware inventory forms will be compared to the IDF automated inventories and any discrepancies will have to be reconciled. If the flatware pattern is not one of the four listed below, please submit descriptions, photos, and numbers of items. Sterling silver flatware patterns now in use are:

(1) Embassy Scroll (Lunt Sterling);

(2) Marie Louise (Sterling, R.B. Co.);

(3) Peruvian (Sterling .925, Camusso, Made in Peru); and

(4) Grand Colonial (Wallace Sterling).

f. For Special Embassy Program (SEP) posts, A/FBO/IDF will send to the post a copy of the last household inventory. The post should make corrections to that report, have the responsible person sign the corrected report, and submit to A/FBO/IDF. At the time a change of occupancy occurs, a new physical inventory must be taken and submitted to A/FBO/IDF. This inventory will be updated and corrected yearly until the next change of occupancy.

g. Requests for replacement or additional items of furniture and furnishings will not be processed until complete or updated household, flatware, and high value inventories have been submitted.

h. Photographs of official residences will be submitted every other year. A minimum of four shots should be taken of each room, showing different angles. Color photographs, using 35MM, ASA 400 film, of the interior and exterior of the residence should be sent in undeveloped rolls to A/FBO/IDF for processing. Posts which desire to keep photographs may send in negatives in lieu of the undeveloped film. Packages should be marked "DO NOT X-RAY" and sent via the Diplomatic pouch. Posts are authorized to charge cost of film only to function coed 7901 (Routine M&R). No additional funding will be provided.

777.2 Antiques and High Value Furnishings (State Only)

(TL:GS-1; 8-22-91)
(State Only)

A/FBO is in the process of identifying antique and high value furnishings worldwide. Directions for completing the antiques and high value furnishings inventory for both NEPA and non-NEPA posts are included in the procedures manual issued by A/FBO/IDF. See Exhibit 777.2 for the inventory format to be used if post does not have NEPA capabilities.

777.3 Removal of FFA&E (State Only)

(TL:GS-1; 8-22-91)
(State Only)

Furniture and furnishings may not be removed from official representational residences without prior A/FBO/IDF approval. Any furniture or furnishings removed from the residence must be stored in a climate controlled warehouse. If the Embassy facilities are not adequate, the items must be stored at the occupant's expense.

777.4 AID Principal Representative (AID Only)

(TL:GS-1; 8-22-91)
(AID Only)

a. USAID missions will submit annual inventories of all Mission Director and AID Representative resi-

dences to MS/OMS/AID/W. This report, accompanied by the certification outlined in §771.5-1e, should be transmitted via pouch not later than November 10.

b. All non-personally owned furniture, furnishings, and equipment located in AID principal officers' residences as of September 30 must be inventoried. This listing must include property on loan from other agencies, security equipment, installed equipment, as well as property funded as follows:

(1) AID funded (operating expense);

(2) Trust funded (host-country funded);

(3) Contract funded (normally originated by a PIO/T);

(4) PASA funded (funded by another U.S. Government Agency); and

(5) Project funded (normally originated by a PIO/C).

778 ART IN EMBASSIES PROGRAM

778.1 Policy

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

A/FBO/OPS/ART administers loans and donations of American works of art from the public and private sectors. These works of art are for display in the official residence of the Ambassador to provide a suitable backdrop for representational activities. The program is intended to enhance the communication of American values and cultural diversity through the display of American art. Works of art under this program are provided only to Ambassadors and Principal Representatives to U.N. agencies overseas.

778.2 Selection of Art

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

The A/FBO/OPS/ART staff assembles works of art from lenders and from the Department of State owned collection at the request of an ambassador. This program is dependent on Bureau policy, budget allocation, shipping constraints, post's facilities, and climatic and security conditions.

778.3 Art Loans and Donations

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

A/FBO/OPS/ART arranges for restricted loans and/or donations of American art from museums, galleries, corporate and private collections, as well as individual artists. As the Ambassador is the recipient of this valuable loan, the Ambassador is responsible for full observance for the terms of the loan agreement. With some exceptions, loans are requested for the tenure of the Ambassador in order to minimize the shipping costs of the regional or functional bureaus.

778.4 A/FBO Responsibilities

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. The A/FBO/ART staff arranges for assembling, crating, and shipping of works of art and provides the post with a handbook detailing instructions regarding the collection and its care. They also provide information on each piece, monitor the location and condition of the work while at post, and provide complete shipping instructions for return of the collection prior to termination of the ambassador's service at post.

b. The Department is responsible for arranging proper coverage and payment of the fine arts insurance. Costs associated with the packing and shipping of the collections are borne by the respective bureaus.

778.5 Post Responsibilities

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

The Ambassador and the Ambassador's post are responsible for following exact instructions for the care, handling, and safekeeping of the works of art as required by the insurer and defined by the A/FBO/OPS/ART.

778.5-1 Receiving Artwork

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

A/FBO/OPS/ART provides post with a detailed inventory and instructions by cable before arrival of the collection. A comprehensive handbook concerning care and procedures for handling the collection will amplify these instructions.

778.5-2 Preservation of Shipping Crates

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Shipping crates and packing material are to be retained in an appropriate storage area at the Ambassador's residence for the eventual return of the works of art.

778.5-3 Safeguarding of Artwork During Display

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Works of art should be placed safely away from the flow of traffic. During any repair or renovation near works of art, the terms of insurance require wrapping and packing the works of art in original crates in the manner described in the instructions for return. Moving works of art to any storage facility is prohibited without first notifying A/FBO/OPS/ART.

778.5-4 Return of Artwork

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Ambassadors are responsible for the return of artwork loaned to them prior to their departure from post. All packing of works of art must be supervised by an American employee. A/FBO/OPS/ART will cable post with complete return shipping instructions. Upon occasion, specific loan extensions may be negotiated with lenders.

778.6 Handling Art Collections During Crisis

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Through the Art in Embassies Program, A/FBO/OPS/ART provides and arranges loans of art to ambassadors. The selection and value of works made available, especially art obtained through loans, relates directly to climate and security considerations of posts.

b. When a collection is selected, some of the art chosen may be of high value or high sensitivity. These works can be borrowed only under the precondition of special handling. In particular, the loaned works in the collection are subject to recall in the event of hostilities, anticipated hostilities, or the declaration of authorized or ordered departure at the Ambassador's post of assignment. Such returns are triggered by a request from A/FBO/OPS/ART and cleared by the appropriate regional bureau executive director.

c. If an ambassador's post is currently in crisis (i.e., drawdown, etc.), A/FBO/OPS/ART can only offer art from the Program's government-owned collection.

d. Recognizing the sensitive requirements of bureau and post management, every effort will be made to recall art from posts in a timely manner, as circumstances permit.

779 OFFICE AND OTHER FUNCTIONAL SPACE

779.1 Policy

779.1-1 Capital Construction Program

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

A/FBO is responsible for the preparation of a fully integrated interior design package for all capital projects. Tenant agencies are responsible for funding their respective requirements. All State requirements are funded by A/FBO, except for routine equipment such as typewriters, shredders, copiers, etc..

779.1-2 Continuing Program Requirements

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Office furniture, furnishings, and equipment, including desks, desk swivel chairs, credenzas, bookcases, visitors' chairs, carpets, window shades/drapes/blinds, air conditioners, light fixtures, and lamps for office space are the responsibility of the occupying agency. For State, the regional or functional bureaus have that responsibility.

779.2 Procurement Requirements and Restrictions

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Procurement of office and functional space furnishings and equipment must comply with the 6 FAM regulations, the principles set forth in the Balance of Payments program, the Trade Agreements Act, and the pertinent procurement regulations of the funding agency.

b. For USIA short-term leased properties, all furniture and furnishings procurement must be approved by USIA Washington, except:

(1) Purchases of individual items urgently needed or replacement items not exceeding $1,000 may be

made without prior approval. Such purchases must be reported to the parent agency; and

(2) Prior parent agency approval is not required for the local purchase of replacement items in excess of $1,000 when purchased with foreign currency in those countries in which the Government owns an excess of foreign currency.

c. AID office furniture and furnishings may be ordered by Missions directly from vendors.

779.3 Air Conditioners for Office and Other Functional Space

779.3-1 Policy

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Central or window and split air-conditioning units may be provided, to the extent that funds are available and needed parent agency approvals have been secured, in both public and private areas of Government-owned, long-term leased, and short-term leased functional space when the Single Real Property Manager, in conjunction with the principal representatives of each agency, determines that climatic conditions necessitate their provision. (See §772.4-1.)

779.3-2 Purchase

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Procurement and installation of new air-conditioning units over 36,000 BTUs in Government-owned and long-term leased functional space, except for some AID managed properties, are funded under minor improvements.

b. Air-conditioner units under 36,000 BTUs for Government-held office and other functional property are charged to the agency of the occupant, and, for State, are charged to the post's S&E funds allotted by the regional or functional bureau.

779.4 Fire Protection Equipment

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Per A/FBO/FIR codes and standards, smoke detectors and fire extinguishers shall be provided for use in Government-held office and other functional space. For State Department-held properties, this equipment is funded by A/FBO/FIR; maintenance and repair are the functions of A/FBO while the provision of batteries is the responsibility of the regional or functional bureau.

779.5 Removal of Government-Owned FFA&E

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Employees and occupants shall not remove or permit removal of any Government-owned furniture, furnishings, appliances, or equipment from any office or functional space, except on instructions from the accountable property officer. No change may be made in new office buildings for the first year without prior A/FBO approval.

779.6 Uninterruptible Power Systems

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. A/FBO provides central uninterruptible power systems (UPSs) when local conditions at overseas posts make them necessary. These systems provide buildings with continuous power for sensitive electronic equipment during power fluctuations or periods of transfer from one power source to another, or, during power outages, for a sufficient period of time to allow for an orderly shutdown of equipment (approximately 15 minutes).

b. Post officials who believe that an UPS is necessary should contact A/FBO. After consultation with A/FBO, the post will be asked to provide a list of computers and associated equipment, security systems, and communications and other electronic equipment. A/FBO and the post will review the user list to determine the total load the UPS will support, and A/FBO will order and provide the needed equipment. No procurement or installation of UPS equipment may take place without A/FBO approval.

779.7 Electrical Transformers Containing Polychlorinated Biphenols (PCBs)

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

In order to comply with the Environmental Protection Agency's Rule 40 CFR 761 of July 1985, A/FBO is replacing or modifying all post electrical transformers containing polychlorinated biphenols. PCBs are used as insulation fluids in some transformers, and their leakage or presence in case of fire pose potential health

hazards. A/FBO will remove, dispose of, and replace PCB transformers. Posts should contact A/FBO for more information.

Exhibit 771.5-1

Chinaware, Glassware, Silverware, Kitchen Utensils, and Linens Authorized for AID Principal Officers

AUTHORIZED ITEMS	MAXIMUM QUANTITY
A. CHINA	
Uncrested or Other Commercial	
China set w/service pieces (place settings)	24
Teacups (extra)	36 each
Dessert plates (extra)	36 each
Saucers for teacups (extra)	36 each
B. FLATWARE	
Silver-plated flatware set w/ service pieces (place settings)	24
C. CRYSTAL AND GLASSWARE	
Uncrested or Other Commercial	
Cocktail glasses	60 each
Crystal or glassware (place setting)	24
Highball glasses	60 each
Salt and pepper shakers, glass	4 pairs
Water pitcher, glass	1 each
D. SERVING PIECES	
Dish, chafing, copper or brass, w/pyrex liner	2 each
Dish, serving	8 each
Holders for casserole dishes, metal or wood	6 each
Punch bowl set, glass, to include punchbowl, tray, ladle, and NTE 48 cups	1 set
Trays, serving (not sterling or silverplate)	6 each
E. TABLE LINENS	
Napkins, cloth (linen, etc.)	24 each
Tablecloth (linen, etc.)	2 each
Tablecloth, bridge, w/napkins	8 sets
F. KITCHEN APPLIANCES, ELECTRIC	
Blender/mixer	1 each
Coffee maker, 50 or more cups	1 each
Deep fryer	1 each
Food processor	1 each
Food warmer	1 each
Frying pan	1 each
Meat grinder, commercial	1 each
Meat slicer (elec. or nonelec.), commercial	1 each
Toaster, 4 slice	1 each
Waffle iron/grill	1 each

Chinaware, Glassware, Silverware, Kitchen Utensils, and Linens Authorized for AID Principal Officers – continued

AUTHORIZED ITEMS	MAXIMUM QUANTITY
Microwave oven	1 each
Dishwasher	1 each
Garbage disposal	1 each
G. COOKING UTENSILS	
Nonelectric	
Baking sheet 12"x18"x1/2	*
Bowl, mixing, 6 quart	*
Bowl, mixing (4 piece set)	*
Broiler, wire, heavy duty	*
Casserole, 3 quart	*
Colander, 5 quart	*
Custard cups	*
Dishpan, 12 quarts	*
Fork and spoon, graded, wood 10"	*
Fork, cooks, 14"	*
French fryer and basket, nonelectric	*
Ladle, 2 oz.	*
Ladle, 8 oz.	*
Measure, 1 quart	*
Pan, bake, 12"x17"x2 1/2"	*
Pan, cake, Layer	*
Pan, cake, Tube	*
Pan, double broiler w/cover, 3 quart	*
Pan, muffin, 12 cup	*
Pan, pudding, 3 quart	*
Pan, sauce w/cover, 4 quart	*
Pan, sauce w/cover, 6 quart	*
Pan, sauce w/cover, 8 1/2 quart	*
Pastry board, 18"x24"	*
Percolator, 2 quart	*
Pie plate, 10"	*
Pitcher, water, 3 1/4 quart	*
Roaster, twin, 17"x12"x9 1/4"	*
Sharpener, knife	*
Skillet w/cover, 10 1/2"	*
Skillet w/cover, 13 1/2"	*
Skimmer, 4 1/2"	*
Spatula, 8"	*
Spoon, 15"	*
Strainer, wire, 8"	*
Stockpot w/cover, 3 gallons	*
Teakettle, 3 quart	*
H. KITCHEN CUTLERY	
Butcher steel, 14"	*
Knife, boning, 6"	*
Knife, bread, serrated edge, 9"	*

Chinaware, Glassware, Silverware, Kitchen Utensils, and Linens Authorized for AID Principal Officers – continued

AUTHORIZED ITEMS	MAXIMUM QUANTITY
Knife, cook's, 12"	*
Knife, meat slicing	*
Knife, paring, 4"	*
I. HOUSEHOLD EQUIPMENT/MAJOR APPLIANCES	
Electric or Gas, as appropriate	
Air conditioners (when central system is nonexistent):	
Per occupied bedroom	1 each
Per guest room	1 each
Living room	as req. *
Dining Room	1 each
Dryer, clothes	1 each
Fans, ceiling, floor, or table (when room is not air conditioned)	
Per room	1 each
Freezer, chest or upright type NTE 25.3 cu. ft. cap.	1 each
Hot water heaters, humidifiers, dehumidifiers, air evaporative (desert) coolers	as req.
Refrigerators, 17.5 cu. ft. or less	2 each
Stove, cooking	
Household type	2 each
or	
Restaurant type	1 each
Stove, heating and/or portable space heaters (when central heating is nonexistent)	
Per room	1 each
Vacuum cleaner	1 each
Washing machine	1 each
J. MISCELLANEOUS	
Garbage can	*
Miscellaneous items peculiar to local cooking methods, collectively (NTE $100)	*

* A reasonable quantity of items are authorized in this category to supplement AID principal officers' personal items brought to post.

* Based upon allowance of 40 B.T.U. per square foot.

Exhibit 771.7
Design Change Request Form

DESIGN CHANGE REQUEST FORM

DATE:

TO: A/FBO/DAS

FROM:

SUBJECT: REFURBISHMENT OF (EMR, DCR, CGR) CITY NAME, COUNTRY

(I,We) met with the A/FBO/IDF Interior Designer _____ on _____ and was/were told that the property is scheduled for major refurbishment in FY ___.

(I,We) wish to appeal the refurbishment plan/schedule to the Representational Residences Committee for reconsideration. (I,We) understand that the next Committee meeting will be held on or about (January, April, July, October) 31 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)

Form IDF-001 (9/13/88)

Exhibit 772.1
Basic and Supplemental Furniture, Furnishings, Appliances, and Equipment for Government-Furnished Residences

1. Basic FFA&E - Standard Items for 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, and dressers. Also:

(1) Rugs, carpets, and carpet pads;
(2) Table and floor lamps, and normal lighting fixtures;
(3) Draperies, curtains, blinds/shades;
(4) American-type cooking range (gas or electric);
(5) Refrigerator;
(6) Washing machine and dryer, or shared laundry facilities;
(7) Smoke detectors;
(8) Fire extinguishers;
(9) Initial set of electric light bulbs; and
(10) Electrical regulators, such as transformers and adaptor plugs, as necessary for Government-furnished equipment.

2. Supplemental FFA&E

Items that may be provided in Government-furnished residences upon recommendation by the Post Interagency Housing Board and approval by the Single Real Property Manager and principal representative of each agency. Provision of items will depend upon availability of post-held funds. The housing board should establish specific numbers of items to be placed in each residence in accordance with 6 FAM 772.1-2. Includes:

(1) Water filters;
(2) Air conditioners and evaporative coolers (see 6 FAM 772.4);
(3) Window, floor and table fans;
(4) Humidifiers, dehumidifiers;
(5) Air cleaning devices;
(6) Portable heating appliances;
(7) Food freezers (see 6 FAM 772.3);
(8) Snow shovels, ladders, garden hoses and other garden and maintenance equipment;
(9) Chandeliers, decorative lighting fixtures, and sconces in appropriate representational residences;
(10) Commercial cooking equipment (including exhaust hoods and ducts, suppression systems and control devices) in appropriate representational residences;
(11) Garden, patio, porch and terrace furniture;
(12) Additional items of basic FFA&E, such as additional refrigerators, ranges, washing machines, clothes dryers, where need can be clearly demonstrated and use is fully documented;
(13) Window awnings, window screens, mosquito netting;
(14) Vacuum cleaners;
(15) Floor polishers;and
(16) Fireplace equipment.

3. Additional Representational Items for Ambassadors, DCMS CGs (when Principal Officers), U.S. Representatives to U.N. Agencies Abroad (when Principal Officers)

a. Chandeliers/decorative lighting;
b. Piano (for Ambassadors and Principal Officers);
c. Television, VCR, and Stereo (one each per residence);

Basic and Supplemental FFA&E for Government-Furnished Residences - continued

d. Dishwasher;
e. Ice Machine;
f. Plate Warmer; and
g. Bedspreads.

4. The following items are also available for Consuls (when Principal Officers)

a. Silver-plated flatware;
b. Chinaware;
c. Glassware;
d. Kitchen utensils;
e. Tulip champagne glasses;
f. Place card holders;
g. Tea/Coffee service;
h. Candelabra;
i. Chafing dishes;
j. Trays (small, medium, and large);
k. Punch sets;
l. Water pitchers;
m. Salt & pepper shakers;
n. Hurricane lamps;
o. Ice buckets/ice tongs;
p. Revere bowls/liners;
q. Butter dishes;
r. Bread trays;
s. Casserole dishes (covered/uncovered);
t. Silver chest; and
u. Ash trays.

Exhibit 777.1
Sample Household Inventory of Residences with IDF Items or Furnishings

HOUSEHOLD INVENTORY REPORT

Post: Rome **Occupant:** Ambassador

Property No.: X01001 **Date:** July 1, 1987

Room Location: Dining Room

Inventory No. (Hypothetical Numbers)	Item and Description		Condition E = Excellent G = Good F = Fair P = Poor	Cost	Year
E27.4	1	TABLE, END - 1 DRAWER W/ SHELF, 24"X30"X20"H, DARK WOOD FINISH	F	$80.00	1978
E29-6 TO E29-26	20	DINING CHAIRS - BLOND WOOD, UPHOLSTERED SEAT AND BACK, RED/GREEN STRIPE	18 - G 2 - P	$60.00	1978
E30.7	1 PR.	DRAPERY, OFF-WHITE, ROUGH TEXTURE W/LINING, CURVED VALANCE (PELMET) W/BEIGE/ GREEN FRINGE	G	UNK	1977
E30.9	1	RUG - 12'X18', BEIGE W/ CARVED BORDER W/UNDER-LAY (PAD)	G	UNK	UNK
E27.8	2	LAMPS, CHINESE VASE, RED FLORAL, 27" HIGH	G	$80.00	1980
		SHADES: WHITE SILK, 27" ACROSS TOP, 28" BOTTOM, 18" SIDE HEIGHT	F	$50.00	1980

Use this format if post does not have NEPA capabilities.

Sample Household Inventory of Residences with IDF Items or Furnishings – continued

HOUSEHOLD INVENTORY REPORT

Post: Rome **Occupant:** Ambassador

Property No.: X01001 **Date:** July 1, 1987

Room Location: Holloware

Inventory No. (Hypothetical Numbers)	Item and Description	Condition E = Excellent G = Good F = Fair P = Poor	Cost	Year
1125	TRAY, ROUND 17", REED AND BARTON	E	$39.00	1986
1186	CANDELABRA, 3 BRANCH, GORHAM	G	$125.00	1985
1192	SALT/PEPPER SETS, GORHAM	E	$25.00	1985
1199	PLACE CARD HOLDERS, J.T. INMAN	E	$10.59	1986

Exhibit 777.2
Sample Antique and High Value Furnishings Inventory Report

ANTIQUE AND HIGH VALUE FURNISHINGS INVENTORY REPORT

Post: Rome **Occupant:** Ambassador

Property No.: X01001 **Date:** July 1, 1987

Room Location: Dining Room

Inventory No. (Hypothetical Numbers)	Item and Description		Condition Acc = Acceptable RFB = Refurbished	Cost	Year (PO= Purchase Order)
E-29-6 E-29-26	20	DINING CHAIRS - BLOND WOOD, QUEEN ANNE STYLE; CABROILE LEGS, SHELL MOTIF ATR CREST RAIL	ACC	$60.00	1978 PO 1030-123456
E30.9	1	RUG - 12'X18', BEIGE W/ BORDER, 1978 GIFT OF AMB. ROGERS, RESTORED 1982, COST $1,500, CHINESE, DATED 1900, ACCEPTABLE CONDITION, HORSE AND TREE MOTIFS	ACC	Value: $4,000	No PO
E15.9	1	MARBLE-TOP TABLE, CONSOLE GILT WOOD FRAME, ROCOCO STYLE WITH CABRIOLE FORM, ITALIAN, C. 1700, GIFT OF AMB. & MRS. ROGERS, 1982	RFB		No PO
E27.8	2	LAMPS, CHINESE VASE, RED FLORAL, 27" HIGH, SARREID #0954	ACC	$80.00	1980 PO 1030-123456
		SHADES: WHITE SILK, 27" ACROSS TOP, 28" BOTTOM, 18" SIDE HEIGHT	ACC	$50.00	1980 PO 1030-123456

Use this format if post does not have NEPA capabilities.

780
DISPOSITION OF U.S. GOVERNMENT-OWNED OR LONG-TERM LEASED REAL PROPERTY

781 AUTHORITIES, DISPOSAL METHODS, LEGAL COUNSEL

781.1 Department of State Properties

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. The Secretary of State may dispose of property acquired under the authority of Section 9 of the Foreign Service Buildings Act of 1926, as amended (22 U.S.C. 300). Disposition of Government-owned property may be by sale, exchange, lease, or license. The Department has no authority to dispose of property for less than fair market value. The proceeds of such disposals are deposited in the Foreign Service Buildings Fund for use *anywhere within* the Buildings Program *based on world-wide priorities.*

b. Post must obtain approval from A/FBO prior to initiating any action that could result in the disposition of property acquired under the Foreign Service Buildings Act. Pursuant to post recommendations and Departmental determinations, A/FBO will provide specific instructions for disposition of property.

c. When the Chief of Mission/Principal Officer and the Single Real Property Manager believe a Government-owned or long-term leased property should be disposed of, the circumstances should be communicated to A/FBO and the regional or functional bureau, subject TAGS: ABLD, AMGT.

781.2 AID Properties

781.2-1 Trust Fund Properties

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Trust fund property is property purchased with funds provided by the host government for the support and use of the USAID Mission. Missions maintain separate property records for property purchased with trust funds. Trust fund property that is not required for the specific support of ongoing AID activities will be disposed of in accordance with the terms and conditions set forth in the trust fund or bilateral agreement or other such document of understanding. Without exception, all *trust fund* property *that is to be* disposed of will either revert to the host government or be sold and the sale proceeds returned to the trust fund account.

781.2-2 Section 636(c) Properties

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Excess AID real properties are acquired under section 636(c) of the Foreign Assistance Act, as amended ("FAA"), 22 U.S.C. section 2396(c), and are disposed of under 40 U.S.C. sections 511-514. Disposal may be by sale, exchange, lease or transfer for cash, credit, or other property, with or without warranty, or for foreign currencies, credits, or substantial benefits or the discharge of claims resulting from the compromise or settlement of such claims. Disposal is upon such terms or conditions as AID deems appropriate. The property must be excess, i.e., not required for the immediate foreseeable needs of AID.

b. The proceeds of any disposal are deposited into the "Property Management Fund" established by section 585(a) of Public Law 101-513 for use in accordance with section 636(c) of the FAA.

781.3 Disposal Methods

781.3-1 U.S. Government Long-Term Leased Property

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Generally, the only disposal method for long-term leased property is termination of the long-term lease. Posts should contact A/FBO for further guidance. Note that § §783 through 787 deal only with disposal methods for Government-owned property.

781.3-2 U.S. Government-Owned Property

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

U.S. Government-owned surplus property may be leased, licensed, exchanged, or sold. These methods are discussed in § §783 through 787.

781.4 Legal Counsel

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

All disposal actions require the use of local legal counsel. Post must coordinate with A/FBO, or the respective parent agency, when selecting and hiring local legal counsel. Post should obtain hourly rate or flat fixed fee for services; percentage fees are not allowed. In the case of sale or exchange, posts should provide A/FBO or AID/W with a statement of funds required for the legal services involved. In the case of a lease or license, the post should seek legal counsel for at least the first such transaction and, subsequently, if local laws or the language of the lease or license are changed.

782 PROPERTY UTILIZATION

782.1 Evaluation

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Each post holding Government-owned or long-term leased property should review its property holdings periodically to identify properties surplus to post requirements, not being fully utilized, or uneconomical to retain. Each property should be evaluated with the following general questions in mind:

(1) Is the property wholly or partly surplus to post needs? If so:

(a) Could it be sold, licensed or leased?

(b) Could it be exchanged for more useful property?

(2) Is the property uneconomical to retain? If so:

(a) Could it be sold or exchanged for a more suitable property, preferably with lower maintenance and operating costs, at a price within or roughly equivalent to the estimated value of the present property?

(b) Could it be leased or licensed and other property acquired to meet post needs?

b. Any property which post determines is in some measure surplus to need should be reported to A/FBO.

782.2 Considerations in Evaluation

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

When making the evaluation, posts should keep in mind that few properties are without fault, and judgment is required to determine the degree of suitability of the property under review. Factors to be considered are:

(1) Is the property being put to *optimum* use?

(2) Is the property used only *irregularly* for program uses; would a portion of the property satisfy program needs?

(3) Have local conditions changed significantly since the property was acquired, thereby affecting the surrounding neighborhood, transportation facilities, convenience to users, zoning and other environmental factors, including local development plans?

(4) Is continued Government ownership of the property justified in light of its current use?

(5) Are operating and maintenance costs excessive?

(6) Is the property functionally obsolete or *has it* physically deteriorated beyond *economical* repair?

(7) Will contemplated program changes alter *post* property requirements?

(8) If a portion of the property is released, will the remaining portion still comply with local zoning requirements?

(9) Considering property prices or rentals, costs of moving, *preparation of the new space,* occupancy costs, and increase in efficiency of operations, can net savings to the U.S. Government be realized through relocation?

(10) Is a portion of any property being retained primarily because the present boundaries are marked by the existence of fences, hedges, roads, or utility systems?

(11) Is land being retained *only* because it is landlocked?

(12) Is there land *that* can be made available for utilization by others within or outside the U.S. Government on a temporary lease or license basis?

(13) Are there security, political, or public relations considerations that outweigh any or all of the foregoing;

(14) What effect does the availability of alternative facilities (if such are required) have on any or all of the foregoing?

(15) Are there any restrictions on the expatriation of proceeds of sale under local law?

783 SALE OF GOVERNMENT-OWNED PROPERTY

783.1 Procedures for Sale

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

After authorization by A/FBO or AID/W, the following steps should be followed:

(1) *Arrange for two independent appraisals of the property by qualified appraisers,* obtain *the* appraisers' *bids* for *such services,* and request allotment of funds *from A/FBO or AID* prior to contracting for these services; and

(2) *Select the disposal method which will produce* the best return to the U.S. Government:

(a) Advertising for competitive bids is the *preferred* method to be followed. *A/FBO or AID/W* will authorize funds *and suggest language* for advertising in local newspapers or in other *media*;

(b) *If* a real estate broker is to be used, *the post should forward to A/FBO or AID/W a justification, including* the terms and costs of such *services,* and *requesting* approval and allotment of funds; or

(c) If private negotiations are considered preferable, *A/FBO or AID/W* may authorize such action based upon *post* recommendation and justification.

783.2 Invitation to Bid

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Posts should provide interested buyers with an Invitation to Bid. The Invitation to Bid must be approved by A/FBO or the Regional Legal Adviser (RLA) for AID missions, and should:

(1) Give a brief and legally accurate description of the property;

(2) Require bids to be made in writing;

(3) Contain a cutoff date for the submission of bids;

(4) State that all bids shall continue irrevocably in force for thirty-five days from the *closing date for such bids*;

(5) Require that *each* bid be accompanied by earnest money in the form of a certified check payable to the *Treasurer* of the United States in an amount not less than five per cent of the bid, *unless A/FBO or the RLA (AID) approves an exception which should be documented*;

(6) State that no bid will be accepted until first approved by the U.S. Department of State or *the RLA (AID),* and that the U.S. Government reserves the right to reject any and all bids for any reason whatsoever;

(7) Provide that, after *U.S. Government* approval of the bid, a draft sales agreement shall be signed by the *purchaser. NOTE: This* contract should be drawn by a qualified local attorney in conjunction with the appropriate *post and A/FBO or RLA (AID)* representatives. *Post must employ a local legal expert to ensure* adequate protection of U.S. interests *under* and in compliance with local law. *Posts may* request allotment of funds for attorney's fees from *A/FBO*;

(8) State *that* all *transaction taxes, registration fees, and legal fees* shall be for the account of the purchaser, unless local law provides otherwise;

(9) State that unless local law requires otherwise, the United States Government will transfer title by means of a Quit Claim Deed (a deed without continuing U.S. Government warranty of the title); and

(10) State that upon payment in full of the purchase price, the U.S. Government will deliver to the purchaser the necessary title documents, without warranty of title, unless local law specifically requires warranty by the seller.

783.3 Processing Bids

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

The post must:

(1) Provide a summary of each legitimate bid to A/FBO or the RLA (AID) with a recommendation as to which, if any, bid should be accepted; and

(2) Upon A/FBO or RLA (AID) acceptance of a bid, notify all other bidders and return their earnest money deposits.

783.4 Title Transfer

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. The *post* and its attorney will complete the title transfer to the successful bidder in accordance with the terms of the contract and local law. Any changes from the terms of the contract required by local law will be referred to *A/FBO or the RLA (AID) for approval* prior to acceptance.

b. When title is transferred, the post will submit copies of all documents to Washington. The proceeds of sales are processed in accordance with the requirements of §786.

784 EXCHANGE OF GOVERNMENT-OWNED PROPERTY

784.1 When to Consider Property Exchange

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Exchange of property is considered when circumstances determine it is the appropriate method for disposing of a property. Exchange implies a fairly even balance in terms of property values, or receipt of property plus cash from the other party; it requires provision of real estate that is suited to post and Departmental needs; and it can provide an excellent means of negotiation for disposal if the other party is particularly eager to have the U.S. property. When construction is involved in the exchange, negotiation of the terms of the agreement can become complicated and time-consuming. Posts should contact A/FBO or AID/W whenever they are considering an exchange of properties.

784.2 Procedures for Exchange

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

When A/FBO or AID/W authorizes negotiations leading to an exchange of properties, the post shall:

(1) Obtain independent appraisals of the properties involved in the exchange from two qualified appraisers, obtain the appraisers' cost estimates for making the appraisals, and request allotment of funds from A/FBO or AID/W prior to contracting for these services;

(2) When the relative values of the properties have been determined and A/FBO or AID/W approval has been obtained, enter into contract negotiations with the second party:

(a) If the exchange is a simple one, i.e., one property for another, the essential elements of the contract negotiations are to describe the properties to be exchanged, determine the amount of cash (if any) to be paid by one party to the other, and set the details of the title transfer;

(b) If the property to be acquired by the U.S. Government involves construction, either remodeling or construction of an entire new building, A/FBO must approve architectural and engineering plans; and

(c) Depending on the complexity of the transaction, A/FBO or AID/W may send a representative to handle the negotiations. The construction details become a part of the exchange contract.

(3) When the contract is negotiated in draft, obtain approval of its terms from A/FBO or RLA (AID) prior to signature of the contract. If construction on the property to be received by the U.S. Government is involved, the transfer of titles normally waits until the construction is completed and accepted by A/FBO or AID/W.

785 LEASE OR LICENSE OF GOVERNMENT-OWNED PROPERTY

785.1 Definitions

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Lease: A lease is a contract conveying property to another for a specific period in consideration of rent or other compensation. A lease may be the best method of temporarily disposing of a property when foreseeable future needs or a current poor market make the sale or exchange of disposable property undesirable or infeasible. Leases for Government-owned property must be made in accordance with Departmental or AID requirements, local laws, and market conditions. Leases create enforceable rights for the lessee, including a stated duration of the lease period.

b. License (A/FBO properties only): A license is an agreement that allows the occupation of property by another party and describes the terms under which the licensee may occupy the property without becoming a trespasser. It is intended to create no enforceable rights for the licensee, and it can be terminated at any time at the will of the licensor (owner).

785.2 Lease vs. License Agreements

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Under a licensing agreement, the Department of State seeks to reserve the right to revoke the license at will (or on short notice), thereby avoiding diminution of the Government's title rights to the property. A lease creates a right in the lessee to hold the property for a specific time. Either form may, under the rent or contract laws of some countries, result in establishment of other rights beyond those stated in the agreement, such as a right to occupy the premises indefinitely. This possibility should be investigated carefully by the post before making a recommendation to A/FBO.

785.3 When to Use Lease or License Agreements

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. When the U.S. Government does not wish to sell surplus property for reasons of possible future use, a temporarily *depressed* real estate market, or other *similar* reasons, it may *lease or license the surplus property.* A license is usually preferred *since it is designed* to avoid the *lessee's acquisition* of a vested interest in the property under local law.

b. Authority to lease or license property *must* be obtained from Washington prior to any commitment *by the post. An employee occupying Government-held quarters may not enter into a license agreement or any other arrangement which would provide compensation to the employee for use of the quarters.*

c. No Government-owned, long-term leased, or short-term leased property may be occupied or otherwise used by any non-U.S. Government individual or organization in the absence of a sub-lease or license established in accordance with this section.

d. A Memorandum of Understanding normally governs the temporary transfer of Government-owned and long-term leased real property from one agency to another within the Mission.

785.4 Proposals to Lease or License Government Property

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Post proposals to lease or license surplus property should be submitted to *A/FBO or AID/W with the following information:*

(1) Identification of the property *and site, including PropID (see 792.4(2))*;

(2) Names of prospective tenants and their rental offers;

(3) A statement *comparing proposed rental rate* with prevailing rates locally;

(4) A recommendation on which offer should be accepted;

(5) If the post recommends a lease instead of a license, *the* reasons for leasing; and

(6) Information on whether local law in any way expands the rights of the occupant beyond those granted by the terms of the proposed agreement.

785.5 Drafting the Lease or License Agreement

785.5-1 Consultation with a Local Attorney

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

A local attorney shall be consulted prior to entering into lease or license negotiations at a post. *Posts may* request allotment *and* funding approval for *legal* costs *from A/FBO or AID/W.* The major purpose of this consultation is to determine whether local laws grant the tenant rights beyond those which the U.S. Government is willing to grant, as stated in the model lease or license *(see Exhibits 785.5-1A and 785.5-1B).* If the model lease or license poses no problems under local law, *and the post has Washington approval to negotiate,* the post *may* proceed with negotiations with prospective tenants.

785.5-2 Report to Parent Agency on Legal Problems

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

If the model agreement raises legal problems, *post must report the problems to A/FBO or the RLA (AID), explaining* the problems arising under local law and *suggesting* solutions that will accomplish the *U.S. Government's* aims to the fullest possible extent. When *A/FBO or the RLA (AID)* approves proposed changes *to* the model *lease or license,* the post shall proceed to final negotiations with the prospective tenant.

785.5-3 Inventory of Furniture, Furnishings, and Equipment

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

If Government-owned furniture, furnishings, *appliances,* or equipment are included, an inventory shall be a part of the agreement and shall reflect the condition of each item as "Good", "Fair", or "Poor".

785.5-4 Deposit

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

If possible, a deposit of approximately two months' rent should be obtained and held in escrow against possible damage to the property caused by the tenant. Such deposits shall be accounted for *by the State Department* in a local deposit account. (See 4 FAM 322.2-4.)

785.5-5 *Reporting*

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

One signed copy of the lease or license agreement should be sent to A/FBO or AID/W (leases only). The original is to be retained at post.

785.6 Execution, Renewal, and Termination of Leases or Licenses

785.6-1 Execution

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

The execution of a license or lease shall be attended by the required formalities of the host country, including registration of the license or lease.

785.6-2 Renewal

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

The model lease *(see Exhibit 785.5-1A)* includes no language on renewal of the lease. *Extensions of the lease*, if approved, can be handled by amendment.

785.6-3 Termination

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

When a lease or license of U.S. Government-owned property is revoked or terminated, *one* signed and/or certified *copy* of the notification of termination shall be forwarded to *A/FBO or AID/W. The original copy will be retained by the post.* The notification will bear the number of the license or lease and it, or a subsequent document, shall report that all sums owing have been paid.

786 DISPOSITION OF PROCEEDS

786.1 Income from Sale

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. **A/FBO Proceeds of Sale:** *Local currency proceeds of sale for A/FBO properties* are deposited into account 20FT210 for sale to the U.S. Disbursing Officer's FSA account and reimbursement to appropriation 19X0535 (See 4 FAM 315.1-1b(2)). Dollar receipts are deposited directly to 19X0535.

b. **AID Proceeds of Sale:** *When proceeds of sale of AID properties are received, the proceeds, whether local currency or dollars, ar deposited to the Property Management Fund (account 72X4175).*

786.2 Deposit of Lease or License Income

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. **A/FBO Properties:** Payments accruing under a lease or license shall be deposited as a reimbursement to appropriation 19X0535 and reported in the monthly accounts of the U.S. Disbursing Officer.

b. **AID Properties:** Payments accruing under a lease *of AID-owned property* are deposited to the General Receipts of the United States Treasury.

787 FUNDING OF EXPENSES

787.1 Sales, Exchanges, Leases, and Licenses of A/FBO Properties

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Sale or Exchange Costs of A/FBO Property: Funding approval for all disposition costs, such as advertising, agents, brokerage, legal and survey fees, and appraisals, must be reported to A/FBO, with a request for an allotment of funds.

b. Lease or License Costs of A/FBO Property: Costs arising from a lease or license transaction, such as advertising, legal fees, and agents' fees, are chargeable to A/FBO appropriation 19X0535, allotment 6XXX, function code 7120. Posts must request special allotment of these funds.

787.2 Maintenance and Improvements of A/FBO Properties

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. It is expected that most of the maintenance or improvement costs for leased or licensed Government-owned property will be, under the terms of the lease or license agreement, at the expense of the lessee or licensee.

b. Under a lease or license agreement, costs to the Government *that* are not payable by the lessee or licensee are charged to XJ (A/FBO) allotments in the same manner as for any other Government-owned property.

787.3 Expenses for AID Properties

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Costs arising under a *sale, exchange, or lease* of AID properties *may be* funded by *AID/W* after approval by AID/W-*MS/OMS*.

788 and 789 Unassigned

Exhibit 785.5-1A
Model Lease for U.S. Government-Owned Property

LEASE
between
THE GOVERNMENT OF THE UNITED STATES OF AMERICA
through
THE SECRETARY OF STATE OF THE UNITED STATES OF AMERICA
(or THE AGENCY FOR INTERNATIONAL DEVELOPMENT)
and

_____

1. This lease made and entered into this _____ day of _____ in the year _____, by and between the Government of the United States of America (or, through the Agency for International Development), acting by _____(Name)_____, _____(Title)_____, hereinafter called the Lessor, and _____(Name)_____, _____(Title)_____, hereinafter called the Lessee:

WITNESSETH: The parties hereto, for the considerations hereinafter mentioned, agree as follows:

2. The Lessor, the owner of certain property in the city of _____ in the country of _____, described as _____(Enter a complete description of the property)_____, hereinafter referred to as "the property", which is not presently needed for the current operations of the Lessor, does hereby lease to the said Lessee the above-described property, to have and to hold for the term beginning _____ and ending _____.

3. It is understood and agreed that, after _____(State time period)_____ of this lease, either party shall be at liberty to terminate this lease upon giving notice in writing to the other party sixty days in advance of the termination date, without the Lessor having right to any payment other than for rental (or also for damages owing under other terms of this lease) to the date the Lessee surrenders the premises. Further, in the event the Lessee fails to fulfill any of the conditions of this lease, and where this lease specifically provides no other remedy for such failure, the Lessor is entitled either to terminate this lease without previous notice or at his/her option, to take any measures that he/she may deem necessary to establish the conditions contemplated by this agreement and at the entire expense of the Lessee.

4. The Lessee shall pay the Lessor for the premises rented at the rate of _____ (State sum for each time period in U.S. Dollars), payable in _____ (the local currency equivalent) at the prevailing rate of exchange on the day on which each payment is made. The first payment being due _____, and subsequent payments at the following times:_____.

5. The Lessee is prohibited from making any alterations to the property without the express prior written consent of the Lessor.

6. All maintenance and non-structural repairs shall be made at the expense of the Lessee and, in the case of substituted materials or equipment of a different type or make, with the consent of the Lessor.

7. The Lessee (Lessor) undertakes to furnish heat to the property. (NOTE: This undertaking would vary depending on heating facilities in the Government-owned premises. If heat is supplied by the Lessor, the consideration to be set forth in Article 4 should be adjusted accordingly.)

Model Lease for U.S. Government-Owned Property - continued

8. The Lessee shall bear the cost of all water, electricity, gas and other utilities served to the property.

9. The Lessee shall return the property in the same good condition in which it was received, usual wear and tear and damages beyond the Lessee's control excepted.

10. The Lessee agrees that the property shall not be used for any illegal or immoral purpose, nor for gambling, nor for the sale of alcoholic beverages. The Lessee further agrees to take into account in this connection the fact that the Government of the United States of America owns the property.

11. The Lessee undertakes to keep the property in a clean and tidy state, including upkeep of lawns and shrubs, and to maintain those sidewalks and approaches peculiarly within the Lessee's control in proper condition and free of debris, snow and ice, and to accept all responsibility in connection therewith, as well as to maintain properly all halls and stairways or other conveniences intended for the sole use of the Lessee, (its, his, her, their) agents and employees, and the public; the Lessee accepting full and sole responsibility for any claim arising in connection with damage sustained through the use of such halls, approaches, stairways and conveniences.

12. Whenever the property or any essential part thereof shall be destroyed by fire, flood, storm, earthquake, war, civil disturbance or other casualty, this lease shall, in case of total destruction or on being rendered unfit for further tenancy, immediately terminate, and, in case of partial destruction or injury, shall terminate at the option of either Lessor or Lessee upon giving notice in writing to the other party within twenty days after such casualty, and no rent shall accrue to the Lessor after such termination. Should the Lessee elect to remain in the premises rendered partially untenantable, a proportionate rebate or reduction of prevailing rental payments will be allowed.

13. Any stamp duties required for this lease shall be paid by the Lessee and the English version of this lease is to be preferred for the interpretation thereof.

IN WITNESS WHEREOF, the parties hereunto have affixed their hands and seals as of the date written above.

_____ LESSOR
(Name, Address, and Title)

The Secretary of State of the United States of America, Acting By:

_____ LESSEE
(Name and Title)

Amend as appropriate for use by the Agency for International Development.

Exhibit 785.5-1B
Model License for U.S. Government-Owned Property

REVOCABLE LICENSE AGREEMENT
between
THE GOVERNMENT OF THE UNITED STATES OF AMERICA
through
THE SECRETARY OF STATE OF THE UNITED STATES OF AMERICA
and

_____

1. This license agreement made and entered into this _____ day of _____ in the year _____, by and between the Secretary of State of the United States of America, acting by _____(Name)_____, _____(Title)_____, hereinafter called the Licensor, and _____(Name)_____, _____(Title)_____, hereinafter called the Licensee:

WITNESSETH: The parties hereto, for the considerations hereinafter mentioned, agree as follows:

2. The Licensor, the owner of certain property in the city of _____ in the country of _____, described as _____(Enter a complete description of the property)_____, hereinafter referred to as "the property", which is not presently needed for the current operations of the Licensor, does hereby license the said Licensee to use the property until advised by the Licensor that the property is needed by the Licensor by giving _____ days notice. Upon receipt of such notice, the Licensee shall vacate the property and remove all of (its, his, her, their) possessions therefrom within _____ days following receipt of notice to vacate.

3. In the event that the Licensee shall desire to discontinue the use of the property, the Licensee shall give the Licensor thirty days notice of such intention.

4. In payment for the use of the property, the Licensee shall pay the Licensor, so long as the Licensee shall use or occupy the property, _____(State sum for each time period in U.S. dollars)_____, in advance, effective _____, payable in _____(Name of currency)_____ at the prevailing rate of exchange on the day on which each payment is made. The first payment being due _____, and subsequent payments at the following times: _____. In the event the Licensee vacates the property before the expiration of a month for which advance payment has been made, pro rata proportion (or no portion) of the advance payment shall be returned to the Licensee.

5. The Licensee is prohibited from making any alterations to the property without the express prior written consent of the Licensor.

6. All maintenance and non-structural repairs shall be made at the expense of the Licensee and, in the case of substituted materials or equipment of a different type or make, with the consent of the Licensor.

7. The Licensee (Licensor) undertakes to furnish heat to the property. (NOTE: This undertaking would vary depending on heating facilities in the Government-owned premises. If heat is supplied by the Licensor, the consideration to be set forth in Article 4 should be adjusted accordingly.)

8. The Licensee shall bear the cost of all water, electricity, gas and other utilities served to the property and shall pay all taxes and rates, and shall submit to the Licensor receipted bills for such taxes and rates.

Model License for U.S. Government-Owned Property – continued

9. The Licensee shall return the property in the same good condition in which it was received, usual wear and tear and damages beyond the Licensee's control excepted.

10. The Licensee agrees that the property shall not be used for any illegal or immoral purpose, nor for gambling, nor for the sale of alcoholic beverages. The Licensee further agrees to take into account in this connection the fact that the Government of the United States of America owns the property.

11. The Licensee undertakes to keep the property in a clean and tidy state, including upkeep of lawns and shrubs, and to maintain those sidewalks and approaches peculiarly within the Licensee's control in proper condition and free of debris, snow and ice, and to accept all responsibility in connection therewith, as well as to maintain properly all halls and stairways or other conveniences intended for the sole use of the Licensee, (its, his, her, their) agents and employees, and the public; the Licensee accepting full and sole responsibility for any claim arising in connection with damage sustained through the use of such halls, approaches, stairways and conveniences.

12. Any stamp duties required for this license agreement shall be paid by the Licensee and the English version of this license agreement is to be preferred for the interpretation thereof.

IN WITNESS WHEREOF, the parties hereunto have affixed their hands and seals as of the date written above.

_____ LICENSOR
(Name, Address, and Title)

The Secretary of State of the United States of America, Acting By:

_____ LICENSEE
(Name and Title)

790
REAL PROPERTY REPORTS

791 RESPONSIBILITIES

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

The Single Real Property Manager, designee of the Real Property Manager, or the principal agency representative for special AID and USIA reports is responsible for the submission of current and accurate real property reports.

792 REAL ESTATE MANAGEMENT SYSTEM (REMS)

792.1 General

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. The automated Real Estate Management System (REMS) was developed to assist in the management of all U.S. Government real property overseas under the authority of the Department of State and other foreign affairs agencies. The REMS program is administered by the Office of Foreign Buildings Operations (A/FBO).

b. The REMS program encompasses two basic systems, each comprised of several different modules. These two systems are generally identified as A/FBO (Washington) REMS and Post REMS.

792.2 A/FBO REMS

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Under the Single Real Property Manager concept, A/FBO REMS is maintained in Washington and contains detailed information on all U.S. Government properties worldwide, owned or leased, managed by the Department of State and other foreign affairs agencies.

792.2-1 Building Inventory System

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. This module maintains detailed information on all Government-held and privately-leased (LQA) real property at overseas posts, regardless of the owning or occupying agency. Less detailed information is maintained on properties under construction by A/FBO.

b. The information falls into the following three main categories:

(1) Property data: Lists all characteristics of the building or land, i.e., address, size (land size or building measurements), year of construction, year of acquisition, acquisition cost, appraisal value, etc.;

(2) Lease data: Contains pertinent facts relevant to each lease, i.e., lease number, lease start and end dates, renewal options, annual lease costs, currency of lease payment, purchase option, etc.; and

(3) Unit data: Applicable only for residential properties, provides information pertaining to the unit and the occupant, type of property, number of bedrooms, occupant agency, number of occupants, etc.

792.2-2 Post REMS

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Post REMS replicates all data maintained in A/FBO REMS and includes additional, more-detailed information to enable automated posts to manage their real property inventory. Post REMS includes various modules to facilitate assignment of housing units, track routine and special maintenance requirements (Work Order System), administer the leasing program; monitor property payments, etc. Installations of Post REMS are dependent upon post size (i.e., number of properties), computer hardware configuration, and overall need. Requests for REMS software should be directed to A/FBO/OPS/RE.

792.3 Submission of REMS Information

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Non-Automated Post Submissions

(1) All real property transactions, i.e., additions, deletions, or changes to leases or unit occupants, etc., are submitted to A/FBO telegraphically as they occur. Cables should follow the order of the appropriate data elements listed in Exhibit 792.4A and must be directed to A/FBO/OPS/RE.

(2) A/FBO will send to the post periodic summary reports based on these telegraphic submissions for post use in managing the housing program.

b. Automated Post Submissions

(1) All automated posts must send their data to A/FBO quarterly, in a tape or diskette, by registered pouch to the following address:

Office of Foreign Buildings Operations
Real Estate Division
Department of State
Washington, D.C. 20522-0602

(2) Special air service packages can be sent to:

Office of Foreign Buildings Operations
Real Estate Division
1701 N. Ft. Myer Drive
Arlington, Virginia 22209

(3) Posts are requested to cable FBO each time a package is sent, giving the date and registration/airway bill number of the package.

792.4 General Instructions

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

The following information provides guidance on reporting and/or interpreting REMS requirements:

(1) Data Elements: The Post Building Inventory System Data Requirements are contained in Exhibit 792.4A. Each of the data elements shown must be provided for transactions on each type of property. Consistent interpretation of each element is important in ensuring the integrity of the database. Posts must use the definition of each data element, as presented in Exhibit 792.4B.

(2) Property Identification Number (PropID): REMS assigns a property identification number (PropID) to each property. This numbering system is maintained by the post; numbers are assigned sequentially, regardless of ownership type (Government-owned, leased, etc.) or use (office, residential, etc.). Exhibit 792.4C contains a sample log sheet which should be maintained by post. PropIDs are unique numbers and may not be reused. (See Exhibit 792.4D, U.S.G. Interest Property Types, to complete the log sheet.)

(3) Lease Numbering: A standard lease numbering system is used in the REMS program. Exhibit 792.4E explains the accepted numbering system to be used for all agencies' leases. Exhibit 792.4F contains a listing of the agency codes used in REMS; if you require any additions to this listing, please cable A/FBO/OPS/RE.

(4) Property Use Types: Property reports and updates sent to FBO should reflect all real property holdings, including office buildings, functional properties, all residential quarters, land (vacant or developed) sites, buildings under construction, schools (only those held in the name by the U.S. Government), and recreational property owned or leased by the U.S. Government (not that leased by employee associations). Exhibit 792.4G lists all the property use codes currently used in REMS.

(5) Ancillary Structures: The REMS program also tracks ancillary structures of larger properties, i.e., generator shed, guard house, guest house (of EMR), cabana, servants' quarters, etc. Such structures are considered part of a larger "parent" property and would not be given a separate property identification number (PropID); they carry the same PropID as the parent structure. Measurements for these structures should not be included in the gross and net figures for the parent structure. When submitting information on ancillary structures, include the PropID of the parent property, a property name reflecting the functional use of the structure, and gross/net measurements.

(6) Multi-Use Property: A multiple use property is a building which has more than one use (e.g., the consulate office building and the consul general residence are in the same structure). When reporting such properties, the primary use, that which occupies the largest percentage of space in the building, is shown as Use 1 and accompanied by the relevant gross and net measurements. The secondary use, that which occupies the smaller or remaining portion of the structure, is reported as Use 2 with the relevant measurements. All other data elements should be reported as noted above.

793 ANNUAL REPORT AND CERTIFICATION OF AID REAL PROPERTY HOLDINGS (OWNED AND LEASED)

(TL:GS-1; 8-22-91)
(AID Only)

a. Each AID mission shall prepare annually a report on its real property holdings, i.e., owned property and lease contracts, at the request of its Embassy Administrative Officer. This report must be submitted to the Chief of Mission for certification that the AID housing program is properly and effectively used and has been assigned in compliance with all existing housing policies and procedures. The report must have the approval and signature of the principal AID officer at post.

b. The following certifying statement should be included:

> *"The reporting post certifies that the listed properties were effectively used during the fiscal year and that overall maintenance and operating costs for these units were not excessive in comparison to other suitable properties (, except . . .). These*

listed properties were assigned or leased in compliance with all existing housing policies and procedures."

c. The report shall use the following format. The lease numbers shown are examples. See Exhibit 792.4E for an explanation of the AID lease numbering system.

OWNED PROPERTY

Property No:	*Occupant/Purpose:*
X4007	*OB(for office building)*
X5008	*ADO(Area Dev. Officer)*

LEASED PROPERTY

AID Lease Number:	*Occupant/Purpose:*
(AID-YYY-LE-XX-ZZZ)	
AID-306-LE-84-585	*MD (for Mission Director)*
84-586	
85-591	*DD (for Deputy Director)*
85-594	*EXO (for Executive Officer)*
85-603	
86-610	
86-611	*OB (for office building)*
86-612	
87-620	*WHSE (for warehouse)*
87-621	

d. For leases, it is only necessary to list the AID series indicator, country code, and lease contract symbol *("LE")* at the top of each column. Special residences, office buildings, and other non-residential facilities should be indicated by *the* abbreviations shown above. *No abbreviation or other identification is needed for non-representational housing.*

794 ANNUAL REPORT OF FUNCTIONAL AND RESIDENTIAL PROPERTY (USIA ONLY)

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

USIA requires annual reports on each property occupied by USIA, whether Government-owned, long-term leased, or short-term leased. The report forms and instructions for functional and residential properties are mailed to the posts each year. Reports should be sent to USIA, Attention: M/AOP, by November 1 of each year. Data for the reports are compiled as of September 30 of each year.

795 DISPOSITION OF LEASE, TITLE, AND OTHER REAL PROPERTY DOCUMENTS

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

This section has been included as a checklist for the disposition and submission of various documents referred to in 6 FAM 700.

795.1 Department of State

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. If indicated in this chapter, documents are to be sent to A/FBO at the following address:

Office of Foreign Buildings Operations
Real Estate Division
Department of State
Washington, DC 20522-0602

b. If any documentation is prepared in a foreign language, the copies forwarded to A/FBO shall be accompanied by an English translation, signed by the translator, with the name of the translator typed below the signature.

c. Lease documents executed in the name of the Secretary of State should be handled as follows:

(1) Short-term lease: NO copy of the new or renewed lease is sent to A/FBO. All copies are kept at post;

(2) Long-term lease: One copy is held at post and one certified copy is forwarded to A/FBO. One certified copy of each renegotiated long-term lease or related amendment is also sent to A/FBO;

(3) Termination and Acquittance Agreement: Agreements for short-term leases are held at post. One certified copy of each Termination and Acquittance Agreement for long-term leases should be sent to A/FBO; and

(4) Lease Amendment: Amendments for short-term leases are held at post; one certified copy of each amendment for long-term leases should be sent to A/FBO.

d. Property acquisition documents executed in the name of the Secretary of State should be handled as follows:

(1) Contract of Sale: The original and one signed copy should be sent to A/FBO. Signed copies should be certified by the local recorder or register of land records. One signed copy is to be retained at post;

(2) Deeds for Purchased Property: The original and one signed copy should be sent to A/FBO. Signed

copies should be certified by the local recorder or register of land records. One signed copy is to be retained at post;

(3) Option to Purchase Real Property, Notice of Exercise of Option, Affidavit of Title: The original and one signed copy should be sent to A/FBO. Signed copies should be certified by the local recorder or registrar of land records. One signed copy is to be retained at post;

(4) Certification of Land Title: One certified copy is to be attached to the voucher for payment for the property and one copy retained at post; and

(5) Boundary and Building Location Survey Reports: One copy of the signed written report, two prints of the survey drawings, and one copy of the engineer's survey certification are to be sent to A/FBO for review. One copy of the report, the original tracing of the survey drawings, and the original of the engineer's survey certification are to be retained at post.

e. Contractor's Release Certificate: A construction document should be handled by sending one signed copy to A/FBO with original signed copy to be retained at post.

f. Property disposition documents executed in the name of the Secretary of State should be handled as follows:

(1) Lease or License for U.S. Government-Owned Property: One signed copy is to be sent to A/FBO and the original copy to be retained at post;

(2) Notification of Termination of Lease or License: One signed or certified copy is to be sent to A/FBO and the original copy to be retained by the post; and

(3) Documents of Sale and Property Titles: When title to real property is transferred, the post shall submit one original copy of all documents to A/FBO and retain one copy of all documents.

795.2 Agency for International Development

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. AID requires the same documentation as the Department of State as per the above, however, AID also requires a copy of all short-term leases other than residential leases. The documentation is to be sent to the following address:

Agency for International Development
MS/OMS Rm 1600 SA-14
Washington, D.C. 20520

b. If any documentation is prepared in a foreign language, the copies forwarded to AID shall be accompanied by an English translation, signed by the translator, with the name of the translator typed below the signature.

795.3 Other Agencies

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Each agency at post is responsible for providing required documents to their parent agency. Documents described in this section are to be sent to the parent agency at the appropriate address below:

United States Information Agency
M/AOP Room 616
301 4th Street, S.W.
Washington, D.C. 20547

Department of Agriculture
Foreign Agriculture Service
Room 6077, South Building
Washington, D.C. 20520

USFCS/OPM
Department of Commerce
HCHB Rm. 3809
14th and Constitution Ave., N.W.
Washington, D.C. 20230

Defense Intelligence Agency
Attn: Directorate for Attache
AT - 9
Washington, D.C. 20301

b. If any documentation is prepared in a foreign language, the copies forwarded to the parent agency shall be accompanied by an English translation, signed by the translator, with the name of the translator typed below the signature.

c. Short-term lease documents funded by the parent agency (executed in the name of the Secretary of State) should be handled as follows:

(1) Short-term leases: One copy of the lease is sent to the parent agency and one copy to be kept at post;

(2) Termination and Acquittance Agreement: One original copy of each memoranda for short-term leases is to be sent to the parent agency and one copy held at post; and

(3) Lease Amendment: One original copy to be sent to the parent agency and one copy retained at post.

796 through 799 Unassigned

Exhibit 792.4A
Post Building Inventory System Data Requirements

a. GOVERNMENT-OWNED PROPERTY DATA ELEMENTS (GO)

POST:
PROPERTY ID:
AGENCY:
PROPERTY NAME:
ADDRESS:
DISTRICT:
ASSOCIATED LOT:
YEAR CONSTRUCTED:
DATE FIRST ACQUIRED:
ACQUISITION METHOD:
TRANSFERRING AGENCY:
DATE PURCHASED:
ACQUISITION COST:
CONSTRUCTION COST:
PROPERTY USE:
GROSS SIZE:
NET SIZE:
PROPERTY USE #2:
NET SIZE # 2:
NO. RESIDENTIAL UNITS:
LAND SIZE (ACRES):
SWIMMING POOL (Y/N):
TENNIS COURT (Y/N):
RIGHT TO CONVEY (Y/N):
PROPERTY COMMENTS:

b. RESTRICTED GOVERNMENT-OWNED PROPERTY DATA ELEMENTS (RGO)

POST:
PROPERTY ID:
AGENCY:
PROPERTY NAME:
ADDRESS:
DISTRICT:
YEAR CONSTRUCTED:
DATE FIRST ACQUIRED:
USE EXPIRATION DATE:
INDEFINITE USE (Y/N):
PROPERTY USE:
GROSS SIZE:
NET SIZE:
PROPERTY USE # 2:
NET SIZE # 2:
NO. RESIDENTIAL UNITS:
LAND SIZE (ACRES):
RIGHT TO CONVEY:
SWIMMING POOL (Y/N):
TENNIS COURT (Y/N):
PROPERTY COMMENTS:

c. CONSTRUCTION WORK IN PROGRESS DATA ELEMENTS (CWIP)

POST:
PROPERTY ID:
AGENCY:
PROPERTY NAME:
ADDRESS:
DISTRICT:
ASSOCIATED LOT:
CONSTRUCTION START DATE:
PROPERTY USE:
SWIMMING POOL (Y/N):
TENNIS COURTS (Y/N):
PROPERTY COMMENTS:

d. LONG-TERM LEASE PROPERTY DATA ELEMENTS (LTL)

POST:
PROPERTY INFORMATION:
PROPERTY ID:
AGENCY:
PROPERTY NAME:
ADDRESS:
DISTRICT:
LEASE INFORMATION:
LEASE NUMBER:
CURRENT FY OBLIGATION:
LEASE START DATE:
LEASE EXPIRATION DATE:
RENEWAL OPTION (OFFICES ONLY):

Post Building Inventory System Data Requirements – continued

ASSOCIATED LOT:
YEAR CONSTRUCTED:
DATE FIRST ACQUIRED:
PROPERTY USE:
GROSS SIZE:
NET SIZE:
PROPERTY USE #2:
NET SIZE #2:
NO. RESIDENTIAL UNITS:
LAND SIZE (ACRES):
SWIMMING POOL (Y/N):
TENNIS COURTS (Y/N):
PROPERTY COMMENTS:

RENEWAL NOTIFICATION DATE:
(OFFICES ONLY):
ANNUAL RENT:
RENT QUOTED IN (LOCAL, USD, OTHER):
RENT PAID IN (LOCAL, USD, OTHER):
NO. YRS. ADVANCE PAYMENT:
PURCHASE OPTION (Y/N):
PURCHASE OPTION DATE:
LEASE COMMENTS:

e. SHORT-TERM LEASE PROPERTY DATA ELEMENTS (STL)

POST:
PROPERTY INFORMATION:
PROPERTY ID:
AGENCY:
PROPERTY NAME:
ADDRESS:
DISTRICT:
ASSOCIATED LOT:
DATE FIRST ACQUIRED:
PROPERTY USE:
GROSS SIZE:
NET SIZE:
PROPERTY USE #2:
NET SIZE # 2:
NO. RESIDENTIAL UNITS:
LAND SIZE (ACRES):
SWIMMING POOL (Y/N):
TENNIS COURTS (Y/N):
PROPERTY COMMENTS:

LEASE INFORMATION:
LEASE NUMBER:
CURRENT FY OBLIGATION:
LEASE START DATE:
LEASE EXPIRATION DATE:
RENEWAL OPTION (OFFICES ONLY):
RENEWAL NOTIFICATION DATE:
(OFFICES ONLY):
ANNUAL RENT:
RENT QUOTED IN (LOCAL, USD, OTHER):
RENT PAID IN (LOCAL, USD, OTHER):
NO. YRS. ADVANCE PAYMENT:
PURCHASE OPTION (Y/N):
PURCHASE OPTION DATE:
LEASE COMMENTS:

f. RESIDENTIAL UNIT DATA ELEMENTS (required for all residential units)

POST:
AGENCY:
PROPERTY ID:
LEASE NUMBER:
UNIT/APARTMENT NUMBER:
RESIDENTIAL USE:
DETACHED RESIDENCE (Y/N):
NO. BEDROOMS:
NET SIZE:
STUDIO/EFFICIENCY (Y/N):

OCCUPANT TITLE:
EMPLOYEE RANK:
OCCUPANT AGENCY:
TANDEM AGENCY:
NO. OCCUPANTS:
RESIDENTIAL COMMENTS:

Post Building Inventory System Data Requirements – continued

g. LIVING QUARTERS ALLOWANCE DATA ELEMENTS (LQA)

POST:
PROPERTY INFORMATION:
PROPERTY ID:
AGENCY:
PROPERTY NAME:
ADDRESS:
DISTRICT:
DATE FIRST ACQUIRED:
PROPERTY USE:
NET SIZE:
NO. RESIDENTIAL UNITS:
SWIMMING POOL (Y/N):
TENNIS COURTS (Y/N):
PROPERTY COMMENTS:

LEASE INFORMATION:
CURRENT FY OBLIGATION:
LEASE START DATE:
LEASE EXPIRATION DATE:
ANNUAL RENT:
RENT QUOTED IN (LOCAL, USD, OTHER):
LEASE COMMENTS:

Exhibit 792.4B
Data Elements

FIELD NAME	EXPLANATION
Acquisition Cost	Represents total purchase price of property, including closing costs, attorney fees and other costs related to purchase. **NOTE:** If land and building(s) are purchased together, enter total purchase price on the property record describing the land. Enter price in U.S. dollars.
Acquisition Method	Method by which STATE acquired property. Valid entries are as follows: (1) P = Purchased; (2) FBOC = U.S.G. (FBO Program) Constructed; (3) L/P = Lease/Purchase Agreement; (4) G = Gift/Other; and (5) T = Transfer from another agency, (specify agency in blank). Circle code for acquisition method. Enter additional information in "Property Comments" field of property record.
Address	**REQUIRED.** Enter complete local street address. City name of property must be included when it is different from the name of the managing post. Address should include number or letter of apartment, condominium, townhouse, etc., if applicable.
Agency	Enter name of agency owning or leasing the property.
Ancillary Structure	A structure that does not fall into any other use category. (See Exhibit 792.2-4G, Property Use Codes). The structure is considered to be part of the primary residence or office complex. Examples: Guest House on EMR grounds used only for guests of the Ambassador, pool house, cabana, guard house, generator shed, servants quarters, garages, etc.
Annual Rent	**REQUIRED.** Enter annual rental amount in U.S. Dollars. Circle currency specified in lease. Options: local, USD, other (specify). Enter amount in currency paid.
Associated Lot	Enter Property ID of related land record (e.g., If land is LTL and structure is GO, enter the Property ID number for the land in the "Associated Lot" field of the GO property record).
Condo Flag	If property is a condominium, enter "Y" for yes in the blank provided. If property is not a condominium, enter "N" for no in the blank provided.
Construction Cost	**REQUIRED** for properties constructed by the U.S. Government. Represents total cost of property construction including A & E costs and project management costs. Enter cost in U.S. dollars.

Data Elements – continued

FIELD NAME	EXPLANATION
Construction Start Date	Enter the date the construction was started. Date is to be entered as month, day and year as follows, MM/DD/YYYY.
Current FY Obligation	**REQUIRED.** Enter amount obligated for lease in current fiscal year. Amount is to be entered in U.S. dollars.
Date First Acquired	**REQUIRED** for all properties. This is the date when the U.S.G. purchased or first leased the property. **NOTE:** This date does not change when the owning/occupying agency changes or when current lease term dates are updated/renewed. Date is to be entered as month, day and year as follows, MM/DD/YYYY.
Date Purchased	Enter date property was purchased. Date is to be entered as month, day and year as follows, MM/DD/YYYY.
Detached Residence	**REQUIRED.** Indicates whether or not unit is a detached home. Enter "Y" for yes if the unit is a detached home (single family residence not connected to any other unit). If the unit is not a detached residence enter "N" for no.
District	Enter name or post-designated description of sector, neighborhood or district where property is located, if applicable.
Employee Rank	**REQUIRED.** Enter rank of occupant, as defined in housing policy. (See 6 FAM 723 Exhibit 723H, to be published at a later date, for employee rank equivalency.)
Expiration Date	**REQUIRED.** Enter the date the current lease term is to expire/end, disregarding any renewal options. If a lease is renewed, the Expiration Date should be changed to reflect the last day of the new lease term. Date is to be entered month, day and year as follows, MM/DD/YYYY.
Gross Size	**REQUIRED.** Gross area is to be represented in square meters. (See 6 FAM 723,Exhibit 723D and 723F, to be published at a later date, for measuring guidelines.) These measurements should represent the area of all floors enclosed within the normal outside surface of the exterior walls. **Office:** If more than one office space or floor is owned or leased under one contract within a building, the gross area should represent the combined total square meters of all the office spaces or floors. **Residence:** For a single residential unit this measurement represents gross square meters as defined above. If there is more than one residential unit in a property which is government-owned or leased under one contract, the gross size should represent the combined total square meters of all units.

Data Elements – continued

FIELD NAME	EXPLANATION
Gross Size – continued	**Functional:** All functional properties should be measured under the same guidelines as above. NOTE: Individual unit measurements, in multiple unit buildings, would be shown under "Residential Unit" information.
Indefinite Use	**REQUIRED FOR RGO PROPERTIES ONLY.** Enter "Y" for yes if there is no fixed expiration date. Provide additional comments as applicable.
Land Size	Land Size should represent the total lot area in acres. Required unless separate Property ID exists for the land.
Lease Comments	**OPTIONAL.** Use this space to provide additional/specific information pertaining to the lease (e.g., lease is currently under negotiation, lease has unlimited renewal options, etc.).
Lease Number	**REQUIRED.** The lease number is assigned by post and identifies a property or properties by contract or lease. (See Exhibit 792.2-4E for "Lease Numbering" instructions).
Lease Start Date	**REQUIRED.** Enter start date of current lease term. Lease Start Date must be changed each time a lease is renewed. Date is to be entered month, day and year as follows, MM/DD/YYYY. NOTE: This date is different than Date First Acquired which represents the first time a property was leased by any U.S.G. agency. See "Date First Acquired" in this exhibit for clarification.
Net Size	**REQUIRED.** Net area is to be represented in square meters. (See 6 FAM 723, Exhibit 723C and 723E, to be published at a later date). Net Size area should include only usable space. **Office:** Measurements should exclude foyers, halls, utility shafts, built-in closets, stair landings, toilets, elevator shafts and utility closets. If more than one office space or floor is owned or leased under one contract within a building, the net size should represent the combined total area of all the office spaces or floors. **Residence:** For a single residential unit, this measurement represents the net area as defined above. If more than one residential unit is owned or leased under one contract within a building, the net size should represent the combined total square meters of all residences. Measurements should exclude foyers, halls, utility closets/shafts, built-in closets, stair landings, elevator shafts, utility closets, and servants quarters. **Functional:** All functional properties should be measured under the same guidelines as above. NOTE: Individual unit measurements, in multiple unit buildings, would be shown under "Residential Unit" information.

Data Elements - continued

FIELD NAME	EXPLANATION
Net Size #2	Net area of building or unit reported as Property Use #2. Required if Property Use #2 is entered. Net size is measured as described in "Net Size" above.
No. of Bedrooms	REQUIRED. Enter the number of bedrooms in the residential unit (excluding servants quarters).
No. Occupants	Enter total number of official occupants (employee plus dependents on official travel orders) residing full-time at post. Include employee and dependents, and tandem spouse, if applicable.
No. Residential Units	REQUIRED. Residential Units should represent the number of individual units in a government-owned building or the number of units in a building which are leased under a single contract.
No. Yrs. Advance Payment	Enter the number of years for which rent is paid in advance.
Occupant Agency	REQUIRED. Enter employing agency of occupant. Must be Agency Name or "License". See Exhibit 792.2-4F for Agency Codes.
Occupant Title	REQUIRED. Enter title of unit occupant.
Post	REQUIRED. Enter name of post where property is located.
Property Comments	OPTIONAL. Use this space to provide additional/notable information pertaining to property, structure, deed, etc. (e.g., Property adjacent to chancery, purchased separately and annexed to XXXXX (PropID); as of 2/2/1989 XXXXX is LTL not STL; this is a usufruct agreement, etc.)
Property ID	REQUIRED. The PropID (formerly building number or BIN) is a unique reference number identifying each lot and/or structure or lease. The Property ID number is assigned by post, for all properties, at the time of purchase or lease. Property ID's are assigned sequentially regardless of the method of acquisition (purchase or lease). Use the Property Identification Assignment Control Sheet (See Exhibit 792.2-4D) to assign the next available property number and record the property information. NOTE: Property IDs, once assigned, cannot be reused or changed.
Property Name	REQUIRED for GO, RGO, and LTL. Enter the name of the property or building, not the address. (e.g., Chancery, Annex C, Econ. Res., Marine Res., Agri. Attache Res., Bahia Compound, White Swan Hotel, Transmitter Site, Receiver Site, Transient Unit, Licensed Unit, school, or research facility, etc.) Also required for STL properties when there are separate leases within the same physical building, whether residential, office or functional.

Data Elements – continued

FIELD NAME	EXPLANATION
Property Use	**REQUIRED.** The property use code is determined by the actual use of the property (e.g., Residence = RES/XXX, Office = OFF/XXX, Functional = FCT/XXX, Land = LOT/XXX), and represents the primary or greatest use of the property. EXAMPLE: One or more floors of building is/are used for office space and one floor or unit is used as a residence, therefore primary use would be OFF (office), the RES (residence) would be considered secondary use or Property Use #2. See "Property Use #2". See Exhibit 792.2-4G for a complete list of Property Use Codes.
Property Use #2	**REQUIRED** if property is used for more than one function. (e.g., office and Consul General Res., warehouse and motor pool, etc.). Property Use #2 represents the secondary use of the property. Example: One or more floors of building is/are used for office space and one floor or unit is used as a residence, therefore Property Use #2 would be RES/XXX (residence). Refer to Exhibit 792.2-4G for a complete list of Property Use Codes.
Purchase Option	**REQUIRED.** Enter "Y" for yes if the lease contract provides a purchase option. If there is no purchase option provided in the lease contract enter "N" for no.
Purchase Option Expiration Date	**REQUIRED** if purchase option is "Y" for yes. Enter the latest date post may exercise purchase option. Date is to be entered as month, day and year as follows, MM/DD/YYYY.
Renewal Notification Date	**REQUIRED FOR OFFICES ONLY.** Enter the date by which landlord must be notified if post wishes to exercise renewal option.
Renewal Option	**REQUIRED FOR OFFICES ONLY.** If the terms of a lease include an option to renew enter "Y" for yes. If there is no renewal option, enter "N" for no.
Rent Paid In	**REQUIRED.** Enter currency in which rent is actually paid. Options: local, USD, other (specify).
Rent Quoted In	**REQUIRED.** Enter currency which rent is quoted in, in the lease agreement. Options: local, USD, other (specify).
Residential Use	**REQUIRED.** Enter code indicating designation of current residential unit occupant. Valid options are: EMR, DCR, POR, PAO, AID, MSG, EXC, MID, STD. (See Exhibit 792.2-4G for definitions.)
Residential Comments	**OPTIONAL.** Use this space to provide additional/notable information pertaining to residence, occupant, etc.
Right to Convey	**REQUIRED FOR GO AND RGO.** Enter "Y" for yes if property may be conveyed; enter "N" for no if property may not be conveyed.

Data Elements - continued

FIELD NAME	EXPLANATION
Right to Convey - continued	NOTE: For this purpose, convey means the sale or transfer of a property to another entity.
Studio/Efficiency	Enter "Y" for Yes or "N" for No as appropriate for this apartment.
Swimming Pool	**REQUIRED.** If a swimming pool is located on a property or included in a lease enter "Y" for yes; if a property does not have a swimming pool enter "N" for no.
Tandem Agency	Enter employing agency of tandem spouse if applicable.
Tennis Court	**REQUIRED.** If a tennis court is located on a property or included in a lease enter "Y" for yes; if a property does not have a tennis court enter "N" for no.
Transferring Agency	Enter name of agency which is transferring property to Department of State.
Unit/Apartment No. or Letter	Enter the number or letter of the apartment unit, condominium, or townhouse for which information is being provided. If the property is a detached residence, enter H for house, in the Unit field.
Use Expiration Date	**REQUIRED FOR RGO PROPERTIES ONLY.** Represents expiration of use agreement for RGO property, if applicable. Date is to be entered as month, day and year as follows, MM/DD/YYYY; see "Indefinite Use" if there is no expiration date.
Year Constructed	**REQUIRED.** Enter a four-digit number for year building was constructed, whether constructed by U.S.G. or other entity.

Exhibit 792.4C
Property ID Assignment Control Sheet

PROPERTY ID ASSIGNMENT CONTROL SHEET

Property ID	USG Interest Type*	Property Use	Location/Address	GSO Initials

* i.e., GO, CWIP, RGO, LTL, STL, LQA (See Exhibit 792.4D.)

Property ID Assignment Control Sheet – continued

Property ID	USG Interest Type	Property Use	Location/Address	GSO Initials

Exhibit 792.4D
U.S.G. Interest Property Types

When a property is acquired, regardless of method, post is required to submit the appropriate real property information to FBO. There are six (6) U.S. Government Interest (USGI) Property Types. Definitions are as follows:

U.S.G. INTEREST	EXPLANATION
GO	X — Government-owned: Properties acquired through purchase, construction, grant (gift), transfer or exchange.
CWIP	C — Construction work in progress: A building which is being constructed by the U.S.G. is considered government-owned but is not listed as GO until it is occupied by the U.S.G. A Property ID number should be assigned when the ground is broken and construction begins.
RGO	R — Restricted government ownership: Applies to land and/or structure which is not owned outright by U.S.G. (e.g., "Crown Lease", usufruct, Deed of Use Agreement, etc.) Enter "Y" for yes if property is RGO; Enter "N" for no if property is not RGO. NOTE: If U.S.G. owned building is on RGO land, land must be linked to building by completing "Associated Lot" field on Building Property report.
LTL	L — Long-term lease: A property for which the lease explicitly grants possession for 10 or more years. NOTE: Start and end dates must be changed when a lease renewal is executed; See "Lease Start Date" and "Expiration Date" fields in Exhibit 792.4B.
STL	S — Short-term lease: A property for which the lease term is less than 10 years. NOTE: A lease that has an indefinite number of renewal options, which extend use of the property to ten years or more, is still considered a short-term lease. State/FBO does not fund BOE and lease costs for such "indefinite" short-term leases; such costs are paid on a direct charge basis. Start and end dates must be changed when a lease renewal is executed; See "Lease Start Date" and "Expiration Date" fields in Exhibit 792.4B.
LQA	Q — Living quarters allowance: **REQUIRED.** Applies to properties acquired through living quarters allowance program. Complete the appropriate ADD form indicating manner in which U.S.G. holds property (formerly "Ownership").

NOTE: In order to incorporate complete and accurate property information into the FBO worldwide Real Estate Management System (REMS) data base, ALL of the appropriate real property data elements must be completed, by post, prior to submission to FBO. See Exhibit 792.4B for an alphabetical list of Data Elements.

Exhibit 792.4E
Lease Numbering

The lease numbering sequence can be up to 19 alpha/numeric characters. The lease number should be assigned by post as follows:

STATE

a. Example of a complete State lease number is: S-524-FBO-###.

b. All Department of State lease contracts executed at post and within the purview of 6 FAM Section 700 shall be numbered as follows:

(1) The capital letter "S", to signify the Department of State, followed by a dash;

(2) The post contract symbol number (derived from post organization code, in this case "524" for Accra), followed by a dash;

(3) The Washington Division symbol "FBO", followed by a dash; and

(4) a 1, 2 or 3 digit number in post series.

USIS

a. Example of a complete USIS lease number is: S-524-FBO-###-IA.

b. All USIS leases are to be numbered according to the USIS MOA as shown below (See USIS'S MOA , Part IX-B-136.3):

(1) The capital letter "S", to signify the Department of State, followed by a dash;

(2) The post contract symbol number (in this case "524" for Accra), followed by a dash;

(3) The Washington Division symbol "FBO", followed by a dash;

(4) A number assigned from the USIS contract series at post, followed by a dash; and

(5) The suffix "IA" to designate a USIS lease.

c. Posts should not establish separate blocks of numbers for contracts, grants, or leases, all should be numbered consecutively from a single USIS series. Once a number has been assigned, it can not be re-used or duplicated on any other contract, grant or lease.

AID

a. Example of a complete AID lease number is: AID-681-LE-73-###.

b. All AID leases executed at post should be numbered in an AID series composed of the following:

(1) The capital letters AID, followed by a dash;

(2) The three-digit country code number (listed in the AID Geographic Code Book), followed by a dash (refer to AID HB 18, App. D);

(3) The letters "LE" which identify the leasing series of contracts, followed by a dash;

(4) A two-digit number following the "LE" to identify the fiscal year in which the lease became effective, followed by a dash; and

(5) A number assigned in numerical sequence from the AID series for leases, beginning with the next number after the last lease was assigned and running upward indefinitely.

c. Posts should not establish separate blocks of numbers for contracts, grants, or leases, since all should be numbered consecutively from the same AID series as they are issued. Once a number has been assigned to a contract, it should not be re-used or duplicated on any other grant or lease.

NOTE: Lease numbering systems for agencies not listed should conform to State procedures. Post should inform FBO/PPS/RE of any problems.

Exhibit 792.4F
Agency Codes Used in the Real Estate Management System (REMS)

Detail-Level Agency Code	REMS Agency Code	Agency Name
ABMC	ABMC	American Battle Monuments
AGRI	AGRI	Department of Agriculture
AGRI-AFT	AGRI	Foot & Mouth Disease Comm
AGRI-APHIS	AGRI	Animal/Plant Health Svc
AGRI-ARS	AGRI	Agricultural Research Svc
AGRI-FAS	AGRI	Foreign Agricultural Svc
AGRI-FAS-EMB	AGRI	EMB-FAS
AGRI-FAS-USEC	AGRI	USEC-FAS
AGRI-ITA	AGRI	Int'l Trade Administrat'n
AGRI-SCS	AGRI	Soil Conservation Service
AGRI-SEA	AGRI	Screwworm Eradication
AID	AID	Agency for Int'l Dev.
AID-DAC	AID	Development Assist. Comm
AID-OP-OFF	AID	AID Operations (Offices)
AID-OP-RES	AID	AID Operations (Res.)
AID-PGM	AID	AID Program
AID-TRUST	AID	AID Trust
COMM	COMM	Department of Commerce
COMM-EDO	COMM	EDO
COMM-EXPORT	COMM	Export Development Office
COMM-FCS	COMM	Foreign Commercial Svc
COMM-FCS-EMB	COMM	EMB-FCS
COMM-IAO	COMM	Import Admin. Office
COMM-IMC	COMM	Int'l Marketing Center
COMM-NOAA	COMM	Nat'l Ocean & Atmos Admin
COMM-TRD-FRS	COMM	Int'l Trade Fairs
COMM-USTC	COMM	U.S. Trade Center
COMM-USTS	COMM	U.S. Travel Service
COMM-USTTA	COMM	U.S. Tourism & Travel Admin
DOD	DOD	Department of Defense
DOD-ACDA	DOD	Arms Control Disarmament
DOD-ADV-AERO	DOD	Defense NATO Advisory
DOD-AF-CASEUR-EMB	DOD	EMB - F-16 CASEUR
DOD-AF-DET16-EMB	DOD	Detachment 16 - EMB
DOD-ALCD	DOD	Area Liaison Coord. Det.
DOD-APO	DOD	Army Post Office
DOD-AR-200TH-LOF	DOD	Army 200 Mat Mgt Liaison
DOD-ARMY	DOD	Army
DOD-ARMY-I-HAWK	DOD	Tech Assist. Field Team
DOD-ARMY-LEGAL	DOD	Army Legal Secretary
DOD-ARMY-NATO-IMS-FH	DOD	NATO/FH-Int Mil Staff
DOD-ARMY-NATO-IMS-OP	DOD	NATO/Oper-Int Mil Staff
DOD-ARMY-NICSMA-FH	DOD	NATO/FH-NICSMA
DOD-ARMY-NICSMA-OP	DOD	NATO/Oper-NICSMA

Agency Codes Used in the REMS – continued

Detail-Level Agency Code	REMS Agency Code	Agency Name
DOD-ARMY-PEP	DOD	Personnel Exchange Prog.
DOD-ARMY-ROLAND	DOD	Roland Liaison Office
DOD-ARMY-TRADOC	DOD	Training & Doctrine Comm
DOD-ARMY-USDEL-FH	DOD	NATO/FH-USDEL Mil Comm
DOD-ARMY-USDEL-OP	DOD	NATO/Oper-USDEL Mil Comm
DOD-ASO	DOD	Army Support Office
DOD-DAO	DOD	Defense Attache Office
DOD-DAO-ALUSNA	DOD	Naval Attache & For AIR
DOD-DAO-DCSC	DOD	Def. Community Supp. Det.
DOD-DAO-EMB	DOD	EMB-Defense Attache Off.
DOD-DAO-FH	DOD	DAO Family Housing
DOD-DAO-OPER	DOD	DAO Operations & Mgmt
DOD-DAO-STATE	DOD	State-Funded DAO employee
DOD-DCA	DOD	Defense Comm Agency
DOD-DIA	DOD	Def. Intelligence Agency
DOD-DIA-FH	DOD	DIA Family Housing Funds
DOD-DIA-OPER	DOD	DIA Operations Funds
DOD-DL-4	DOD	Defense Liaison
DOD-DLO	DOD	Defense Liaison Office
DOD-DMA	DOD	Defense Mapping Agency
DOD-DODDS	DOD	DOD Dependent Schools
DOD-DSAA-MDO	DOD	Def. Security Asst-MDO
DOD-EEAG	DOD	European Eval & Advisory
DOD-FAO	DOD	Foreign Area Officers Pgm
DOD-JCS	DOD	Joint Chiefs of Staff
DOD-LOGI-EUR	DOD	Logistics Agency Europe
DOD-MRU	DOD	Medical Research Unit
DOD-NAMRU	DOD	Navy Medical Research
DOD-NAVO	DOD	Navy Oceanographic Office
DOD-NAVY	DOD	Navy
DOD-NAVY-STUDENT	DOD	Navy Students
DOD-OCA	DOD	Office of Coord & Advisor
DOD-ODC	DOD	Office of Defense Coop.
DOD-ODC-EMB	DOD	EMB-Office of Def Coop.
DOD-OMADP	DOD	Military Attache for Def.
DOD-OMC	DOD	Office of Military Coop.
DOD-PMLD	DOD	Provost Marshal Liaison
DOD-SAO	DOD	Security Assistance Off.
DOD-SUSLO	DOD	Special U.S. Liaison Off.
DOD-TRADOC	DOD	Training and Doctrine Co.
DOD-USAF-AIR-TC	DOD	Air Traffic Control
DOD-USAF-OSI	DOD	Off. of Special Invest.
DOD-USAF-PEP	DOD	Personnel Exchange Prog.
DOD-USAFE	DOD	U.S. Air Force Europe
DOD-USAFR&D	DOD	Air Force Resrch & Devel.
DOD-USARDSG	DOD	Army Research & Develop.
DOD-USAREUR	DOD	U.S. Army Europe
DOD-USNATO	DOD	USNATO-Defense Adv Office

Agency Codes Used in the REMS – continued

Detail-Level Agency Code	REMS Agency Code	Agency Name
DOD-ZAMISH	DOD	U.S. Mil Mission to Zaire
DOE	DOE	Department of Energy
DOE-OECD-REP	DOE	Dept of Energy OECD Rep.
DOT	DOT	Dept. of Transportation
DOT-FAA	DOT	Federal Aviation Admin.
DOT-FAA-EMB	DOT	EMB-FAA
DOT-FHWA	DOT	Federal Hwy Wage Admin.
DOT-MARAD	DOT	Maritime Administration
DOT-MARITIME	DOT	Maritime Administration
DOT-USCG	DOT	U.S. Coast Guard
EPA	EPA	Environ. Protect. Agency
EXOP	EXOP	Exec Off of the President
FBIS	FBIS	Foreign Broadcast Inf Svc
FEMA	FEMA	Federal Emg Mgmt Agency
FEMA-USNATO	FEMA	USNATO-FEMA
FTC	FTC	Federal Trade Commission
GAO	GAO	General Accounting Office
GPO	GPO	Gov't Printing Office
GSA	GSA	General Services Admin.
HHS	HHS	Health and Human Services
HHS-CDC	HHS	Center for Disease Cntl
HHS-FDA	HHS	Food and Drug Admin.
HHS-OPIC	HHS	Public Health Service
HHS-PHS	HHS	Public Health Service
HHS-SSA	HHS	Social Security Admin.
IDCA	IDCA	U.S. Int'l Dev Coop Agency
IDCA-OPIC	IDCA	Overseas Priv Invest Corp
IDCA-TDP	IDCA	Trade Development Program
INTERIOR	INTERIOR	Department of Interior
INTERIOR-DOI	INTERIOR	Department of Interior
JUSFC	JUSFC	Japan/U.S. Friendship Comm
JUST	JUST	Department of Justice
JUST-DEA	JUST	Drug Enforcement Agency
JUST-DEA-EMB	JUST	EMB-DEA
JUST-DEA-INTERPOL	JUST	DEA Interpol
JUST-FBI	JUST	Federal Bureau Invest.
JUST-INS	JUST	Immigration & Nat. Svc
JUST-LEGATT	JUST	Legal Attache Office
JUST-LLO	JUST	Legal Liaison Office
JUST-USMS-INTERPOL	JUST	U.S. Marshal's Service
LABOR	LABOR	Department of Labor
LOC	LOC	Library of Congress
NASA	NASA	Nat'l Aero. & Space Admin
NATO	NATO	North Atlantic Treaty Org
NSF	NSF	National Science Foundt'n
OECD	OECD	Org for Econ Coop & Dev
OECD-INTL	OECD	OECD International
OECD-REGULAR	OECD	OECD Regular

Agency Codes Used in the REMS – continued

Detail-Level Agency Code	REMS Agency Code	Agency Name
OECD-STC-COCOM	OECD	OECD STC COCOM
OTHER	OTHER	Other
PC	PC	Peace Corps
PCC	PCC	Panama Canal Comm
STATE	STATE	Department of State
STATE-AERWA	STATE	Amer. Empls Rec&Wel Assoc
STATE-ATO	STATE	Area Telecommunications
STATE-BASIC	STATE	Department of State
STATE-BASIC-EMB	STATE	Embassy Program
STATE-BASIC-USEC	STATE	USEC Program
STATE-BASIC-USNATO	STATE	USNATO Program
STATE-BUREC	STATE	Bureau of Reclamation
STATE-ELSO	STATE	Eur. Log. Supp. Off.
STATE-ERBO	STATE	Eur. Regional Budget Off.
STATE-FAAS	STATE	Foreign Affairs Admin.
STATE-FAAS-EMB	STATE	EMB-FAAS
STATE-FAAS-USEC	STATE	USEC-FAAS
STATE-FBO-GO/LTL	STATE	FBO GO/LTL Program
STATE-FBO-PM	STATE	FBO Project Management
STATE-FSI	STATE	Foreign Service Institute
STATE-JOINT-SERVICES	STATE	Joint Services Branch
STATE-MBFR	STATE	Mutual Balanced Force Red
STATE-NATO-IS	STATE	NATO-International Staff
STATE-NAU	STATE	Narcotics Asst. Unit
STATE-OECD	STATE	OECD-State
STATE-PGM	STATE	State Program
STATE-RAMC	STATE	Reg. Admin. Mgt. Center
STATE-REF	STATE	Migration Refugee Affairs
STATE-UNESCO	STATE	State-UNESCO
TREAS	TREAS	Department of Treasury
TREAS-CUST-INTERPOL	TREAS	U.S. Customs Svc Interpol
TREAS-CUSTOMS	TREAS	U.S. Customs Service
TREAS-FIN	TREAS	Treasury Finance
TREAS-INTL-A	TREAS	Office of Int'l Affairs
TREAS-IRS	TREAS	Internal Revenue Service
TREAS-IRS-INTERPOL	TREAS	IRS Interpol
TREAS-NBX	TREAS	National Bank Examiners
TREAS-OIA-OECD	TREAS	Treasury OIA OECD
TREAS-SECR-INTERPOL	TREAS	Secret Service Interpol
TREAS-SECRET	TREAS	U.S. Secret Service
TREAS-USEC	TREAS	USEC-Treasury/Customs
UNVIE	UNVIE	UN Mission to Vienna
USIA	USIA	U.S. Information Agency
USIA-ARS-PAR	USIA	American Report Svc
USIA-BJ	USIA	USIA Beijing Operation
USIA-HK	USIA	USIA Hong Kong Operation
USIA-IPS	USIA	Int'l Press Service
USIA-OECD-PA	USIA	OECD Public Aff. Advi.

Agency Codes Used in the REMS – continued

Detail-Level Agency Code	REMS Agency Code	Agency Name
USIA-PAO	USIA	USIA Public Affairs Off.
USIA-PGM	USIA	USIA Regular Program
USIA-RBO	USIA	Regional Book Office
USIA-REG-LIB	USIA	Regional Library Outreach
USIA-REX	USIA	Regional Exhibition Cent.
USIA-RLC	USIA	Regional Librarian Cons.
USIA-RPO	USIA	Regional Program Office
USIA-RRU	USIA	Regional Resource Unit
USIA-RSC	USIA	Regional Service Center
USIA-UNESCO	USIA	USIA UNESCO
USIA-USIS	USIA	U.S. Information Service
USIA-USIS-EMB	USIA	EMB-USIS
USIA-USIS-USEC	USIA	USEC-USIS
USIA-USIS-USNATO	USIA	USNATO - USIS
USIA-VOA	USIA	Voice of America
USPS	USPS	U.S. Postal Service
USPS-INTERPOL	USPS	USPS Interpol
USTR	USTR	U.S. Trade Representative
VA	VA	Veterans Administration

Exhibit 792.4G
Property Use Codes

1. Residential

a. RES/EMR	Embassy (Ambassador) Residence
b. RES/DCR	DCM (Deputy Chief of Mission) Residence
c. RES/POR	Principal Officer Residence (Charge, Consul General, Consul Residence)
d. RES/PAO	Public Affairs Officer Residence
e. RES/AID	AID Director Residence
f. RES/DAO	Senior Defense Attache Residence
g. RES/MSG	Marine Security Guard Residence (NCOIC Residence should be listed as RES/NRP)
h. RES/REP	Representational Residence
i. RES/NRP	Nonrepresentational Residence
j. RES/MLT	Residential property containing multiple residential units (Separately leased units within the same building are entered as individual properties).
k. RES/GAR	Leased residential parking space
l. RES/LIC	Government-owned or LTL property which is licensed for residential use
m. RES/TDY	Transient Quarters

2. Office

a. OFF/OBC	Chancery office building (Main Embassy Bldg)
b. OFF/OBX	Annex office building
c. OFF/COB	Consulate or Consulate General office building (Applies to constituent posts only)
d. OFF/IOB	Independent Office Building (e.g., Consular Agent, independent organizations at post: UNVIE, USOECD, USEC, USNATO, NATO, etc.)
e. OFF/LIC	Government-owned or LTL property which is licensed for office use

3. Functional

a. FCT/CMS	Commissary, cafeteria/restaurant
b. FCT/COM	Communications or transmitter facility
c. FCT/EDR	Educational or research facility Property Name – should reflect specific functional use (e.g. American School, Agricultural Research Facility, etc.)
d. FCT/GAR	Facility for parking or maintaining official vehicles
e. FCT/REC	Recreational facility or community center
f. FCT/WHE	Warehouse
g. FCT/LIC	Used for any of the above but licensed to another person or group (e.g. Community Association, Am. Express Travel Office, etc.)

4. Land

a. LOT/VAC	Unimproved land
b. LOT/CMP	Compound site (may include office, functional and/or residential structures)
c. LOT/RES	Residential building site
d. LOT/OFF	Office building site
e. LOT/FCT	Functional building site (See Functional Property Use Codes)

APPENDIX A
EXHIBITS

Title	6 FAM Section
Affidavit of Title	744.2C
Agency Codes Used in the Real Estate Management System (REMS)	792.4F
Basic and Supplemental Furniture, Furnishings, Appliances, and Equipment for Government-Furnished Residences	772.1
Chinaware, Glassware, Silverware, Kitchen Utensils, and Linens Authorized for Principal AID Officers	771.5-1
Clauses to Use in a Lease with Option to Purchase	731.3-5
Data Elements	792.4B
Design Change Request Form	771.7
Glossary of Abbreviations	714
Lease Amendment	734.3
Lease Numbering	792.4E
Model Lease for U.S. Government-Owned Property	785.5-1A
Model License for U.S. Government-Owned Property	785.5-1B
Notice of Exercise of Option	744.2B
Option to Purchase Real Property	744.2A
Post Building Inventory System Data Requirements	792.4A
Property ID Assignment Control Sheet	792.4C
Property Use Codes	792.4G
Request for Lease Approval - To Be Provided	731.3-1
Requirements for Boundary and Building Location Surveys	744.3
Sample Antique and High Value Furnishings Inventory Report	777.2
Sample Household Inventory of Residences with IDF Items or Furnishings	777.1
Sample of Standard Lease - To Be Provided	734.1
Termination and Acquittance Agreement	734.5
U.S.G. Interest Property Types	792.4D

APPENDIX B
FORMS

Form	6 FAM Section
Design Change Request Form	771.7

APPENDIX C
LEGAL AUTHORITIES

Legal Authorities	6 FAM Section
A. Acts	(No entries)
B. Code of Federal Regulations	(No entries)
C. Comptroller General's Decisions	(No entries)
D. Court Decisions	(No entries)
E. Delegations of Authority	(No entries)
F. Department of Defense Regulations	(No entries)
G. Executive Orders	(No entries)
H. Public Laws	(No entries)
I. Publications	(No entries)
K. Treaties and Conventions	(No entries)
L. United States Codes	(No entries)

APPENDIX D
ADDRESSES

Purpose	Address	6 FAM Section

There are no entries as of this date.

INDEX

Subject **Section**

A

Addresses (None) ..... App. D

B

(No Entries)

C

(No Entries)

D

E

Exhibits ..... App. A

F

Forms (None) ..... App. B

G

(No Entries)

H

(No Entries)

I

(No Entries)

J

(No Entries)

K

(No Entries)

L

Legal Authorities (None) ..... App. C

M

(No Entries)

N

(No Entries)

O

(No Entries)

P

(No Entries)

Q

(No Entries)

R

(No Entries)

S

(No Entries)

T

(No Entries)

U

(No Entries)

V

(No Entries)

X

(No Entries)

Y

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Z

(No Entries)

CHAPTER 6

MOTOR VEHICLE MANAGEMENT

6A. General

1. This chapter codifies AID policies and procedures for the overall management of motor vehicles. It gives laws and Agency policies and procedures for acquisition, utilization, records keeping, reports, replacement and disposal of vehicles acquired with AID funds. It also incorporates joint STATE/AID/USIA Regulations 6 FAM 228 concerning management and utilization of motor vehicles.

2. Uniform STATE/AID/USIA Regulations 6 FAM 228 (Appendix A to this directive), is the basic directive for management of AID's overseas vehicle fleet. Not all portions of Appendix 6A apply to AID. The AID specific policy in this chapter will supersede the joint State/AID/USIA policy at Appendix 6A whenever there is a conflict of instructions between the two guidelines.

6B. Applicability

1. The policies and procedures in this chapter, unless otherwise noted, apply to all USAID mission vehicles, including PASA, AID grantee and contractor vehicles which are titled with the U.S. Government. The utilization and records and reports procedures also apply to vehicles purchased with trust funds for AID use. Source/origin policies and limitations applicable to program-funded vehicles are explained in AID Handbook 1, Supplement B, Procurement Policies, and AID Handbook 15, AID-Financed Commodities.

6C. Definitions and Categories

1. Administrative (or Representational) Motor Vehicle: A passenger or non-passenger vehicle purchased for, and assigned to a Mission Director, AID Representative or their equivalents.

2. Non-Passenger Motor Vehicle: Any conveyance, other than a bus or ambulance, built on a truck chassis. Jeeps, carryalls, vans and trucks are all non-passenger vehicles.

3. Passenger Motor Vehicle: Any conveyance built on a passenger car chassis (for example, sedans or station wagons). Busses and ambulances are considered passenger vehicles regardless of chassis used.

4. Vehicle Categories: There are eight vehicle categories set by GSA. Four are passenger and four non-passenger. The passenger categories are self-descriptive. The non-passenger categories are identified by weight and/or number of driving wheels. Accurate classification is essential for procurement and reporting of vehicles. See part 6G. (Acquisition of Vehicles) for descriptions of categories.

6D. Methods of Providing Official Transportation

1. USAID missions may economically meet transportation requirements by:

a. Pooling resources on a reimbursable basis with embassy or other U.S. Government agencies operating motor pools.

b. Leasing vehicles in lieu of operating and maintaining USAID mission motor pools. Leased vehicles shall be U.S. manufactured or non-U.S. right-hand-drive passenger vehicles. Leased foreign-made vehicles are permissible when the need is occasional with no pattern of constant use.

c. Maximizing use of public transportation when it is safe and economically practical to use.

2. Posts should consider safety hazards before buying two- or three-wheel motorcycles or scooters. Posts using two-wheel scooters or motorcycles should assure that drivers and passengers wear safety helmets and are instructed to use extra driving caution (see 6J.10d. concerning records and reports for these vehicles).

3. HB 23, Appendix 6A, 228.1-3a. regarding the use of U.S. Government vehicles for official purpose applies only to Mission Directors and AID Representatives or persons acting for them during their absence. It does not apply to transportation for their dependents. Designated AID principal officers determine what constitutes official transportation for themselves and will reimburse the U.S. Government for non-official use. When security is the principle justification for extending official use, obtain written approval of the Regional Security Officer. Properly completed trip tickets are required for each trip made in an official vehicle.

4. Transportation of personnel other than Mission Directors or AID Representatives, and transportation of all dependents, is governed by Appendix 6A, 228.1-3b. which defines other authorized uses.

5. The senior AID officer at post may authorize local national counterparts to accompany U.S. Government employees in U.S. Government-owned vehicles when the official purpose of such travel is clearly in the furtherance of U.S. Government business. This authority should be used sparingly in recognition of the potential liability of the U.S. Government in case of accident or injury to such passengers.

6E. Size of Automotive Fleets

1. USAID mission vehicles, from any source, leased or owned, should be limited to the number required for official business. The size and composition of fleets will depend on availability of local public transportation, security conditions, and USAID mission administrative and program support requirements.

6E

2. USAID missions providing vehicles for official needs should develop a pool program.

3. U.S. Government policy sets 1,000 miles a month per vehicle as minimum vehicle usage goal. Extenuating circumstances may, however, affect overseas vehicle needs. USAID missions are therefore guided by the following in determining vehicle requirements:

a. All non-essential personnel support services shall be eliminated or severely restricted.

b. Recreation and home to office and return transportation are not considered valid factors for establishing vehicle requirements (except as authorized under Appendix 6A, 228.1-1b & 228.1-3b).

c. The use of the employee's POV on a reimbursable basis or reimbursement for taxi service is permissible (PASA and contract employees included).

4. No formula can accurately show the number and type of OE funded vehicles needed at each USAID mission. Only careful and unbiased analysis of complete usage factors for a year or more can show true usage needs. USAID missions with more than six vehicles should annually, or more often, conduct a dispatch analysis to determine if the post has the proper number and distribution of vehicles and drivers. AID form 540-3, AID Dispatch Analysis for Motor Pools (Exhibit M), is suitable for making a dispatch analysis and can be ordered in 50-sheet pads (with instructions for using the form inside the cover) from AID/W, Attn: FA/AS/PP.

5. Newly established USAID missions and USAIDs anticipating drastic staffing changes will lack usage statistics. They will, therefore, require guidelines to make decisions concerning the number and type of vehicles for which to budget. The below formulas provide these guidelines for planning or budgeting decisions:

a. For a Mission Director or AID Representative: One Class III sedan or station wagon.

b. For every three American positions at post in backstops 06, 10, 12, 14, 20 ,21, 25, 30, 50, 60, 70, 72, 75, and 94: One Class II sedan, station wagon or carryall type vehicle.

c. For every six American positions in other backstops: One Class II sedan, station wagon or carryall type vehicle.

d. For C & R if AID provides mail runs or similar services: One pickup truck or small van.

6E5

e. For every twenty residences for which the post provides full maintenance service: One pickup truck or small van.

f. For every thirty American employees, direct-hire or contract, for which the USAID mission provides full logistic support: One truck with two tons or more cargo capacity.

g. Fractions of a staff should be counted as a whole. For example, twenty-five residences requiring full maintenance support would warrant having two pickup trucks or small vans for maintenance support.

6. When replacement vehicles arrive at post and are ready for use, the vehicles they replace should immediately be taken out of service and disposed of in accordance with HB 23 CH 4, Appendix 4A, 6 FAM 227 (Previously 6 FAM 234). Continued use of replaced vehicles is unauthorized fleet augmentation. If replaced vehicles are not disposed of sixty days after their replacements are in service, written reason for delayed disposal should be put in the replaced vehicle's record and a copy sent to AID/W, Attn: FA/OMS.

7. Procurement of left- or right-hand-drive foreign made vehicles for specific projects is permitted by the Foreign Assistance Act of 1961 under the following conditions:

a. Vehicles are procured from funds appropriated for a specific program.

b. The vehicle is immediately available for purchase within country or immediate vicinity.

c. Program needs justify immediate purchase.

d. No repair or maintenance facility exists for U.S.-made vehicles. This justification is only valid if the project cannot reasonably stock spare parts needed or provide maintenance personnel.

6F. Motor Pools

1. When motor pools are used, USAID missions should assure that all vehicles except Mission Directors' or AID Representatives' will operate from the pool.

2. The number of motor pools shall be kept to a minimum.

3. When AID contributes vehicles to a JAO motor pool, the ratio of AID vehicles, passenger or non-passenger, in the pool should not exceed the percentage of AID employees receiving full logistic support from that pool.

6F

4. The transportation requirements of projects should be built into projects and USAID mission transportation should not be used except in extenuating circumstances. To the extent practical, project-funded vehicles for host country and contractor use should be host country titled. Use and control as well as operation and maintenance costs then become the project manager's responsibility through specific provisions stipulated in the project agreement.

6G. Acquisition of Vehicles

1. Vehicle Replacement Program

a. USAID missions using U.S. Government-owned vehicles in lieu of leased vehicles must have an effective replacement program. Vehicle replacement factors are based on GSA standards.

b. Vehicles reaching age or mileage standards shown below may be replaced. Disposal documentation for vehicles replaced shall indicate if one or both of these standards have been met. These replacement standards are minimum and are not mandatory. Longer use is appropriate if vehicles run well and are economical.

c. Vehicles not meeting age or mileage standards may be replaced when they are uneconomical to operate. Compare the total direct repair costs for a vehicle since it was first acquired with total vehicle acquisition cost, including shipping. If accrued repair costs total more than 70 percent of the total acquisition costs, the vehicle may be disposed of. The 70 % guideline is not mandatory.

d. When a vehicle is replaced for reasons other than the 70% accrued repair, or age, or mileage standards, the replacement must be authorized by the USAID mission's senior AID officer or his/her designee. The Property Disposal Authorization and Survey Report, Form OF 132, must give justification for the disposal and show detailed repair cost figures.

Types of Motor Vehicles and Replacement Factors

Category	Passenger Vehicles	Replacement Standards(Yrs & Mls)
1B	Subcompact Sedan	6Yrs.,60,000Mi. or 96,500Km.
1C	Compact Class II Sedan	" " "
1D	Mid-size,Class III Sedan	" " "
1E	Large,Class IV Sedan	" " "

6G1d

2A	Subcompact Station Wagon	" " "
2B	Compact, Class II Station Wagon	" " "
2C	Mid-size,Class III Station Wagon	" " "
2D	Large,Class IV Station Wagon	" " "
3	Ambulance	7Yrs.,60,000Mi. or 96,000Km.
4	Bus	8Yrs.,80,000Mi. or 142,400Km.
	<u>Non-Passenger Vehicles</u>	
5	Vehicle,4-wheel drive under 8,500 lbs. Truck chassis combination personnel and cargo carrying. Includes Jeep, Bronco, Blazer, Suburban, cargo capacity one ton and under.	6Yrs., 40,000 Mi or 64,000 Km.
6	Vehicle, 2-wheel drive, under 8,500 lbs. Truck chassis. Includes pickup, panel, Suburban, Club Wagon, Blazer, Wagoneer. Cargo capacity of one ton and under.	6Yrs., 50,000 Mi. or 80,000 Km.
7	Trucks, 8,501 to 23,999 lbs. GVW. 1 1/2 to 2 1/2 tons cargo cap.	7Yrs., 60,000 Mi. or 96,000 Km.
8	Trucks, 24,000 lbs. GVW. Cargo capacity 3 tons and over.	9Yrs., 80,000 Mi. or 128,000 Km.

6G1

e. Factors to Consider in Deciding Whether to Own or Lease Vehicles

(1) Availability of suitable local commercial transportation.

(2) Existence of local commercial leasing facilities having U.S. source vehicles.

(3) Inability of host country institutions to provide dependable transportation for project personnel.

(4) Economic factors of leasing versus Agency-owned fleet.

(5) Security.

f. Acquisition From Participating Agencies

When Participating Agency-purchased vehicles, titled in the U.S. Government, are relinquished to a USAID mission upon completion or termination of the project for which purchased, the vehicles may be used:

(1) To support another activity involving the owning agency, or;

(2) As a replacement or addition to the USAID mission fleet if the vehicle is justified by operational requirements and the owning agency approves. Fleet additions must be justified in writing to, and approved in writing by, FA/OMS.

(3) USAID missions not retaining Participating Agency vehicles under one of the above provisions must dispose of the vehicle as directed by the owning agency.

2. Standardization

a. Standardization is justified when only one local supplier has resources to provide parts and/or services for adequate and reasonably priced support of USAID mission vehicles. It is also justified where no such support is available and a USAID mission must maintain its own vehicles and, therefore, limit the types of parts to be carried, or when available mechanics are skilled in repairing only one make of vehicle. USAID missions usually justify doing their own repair work in order to make use of U.S.-made vehicles. For details see Joint STATE/AID/USIA Regulations, 6 FAM 222.4 (App. 4A to Chapter 4 AID HB 23), or 6 FAM 228.9-3 (App. 6A to HB 23, CH 6) if USAID mission is going to follow the embassy standardization plan.

6G2

b. USAID missions meeting criteria may develop a standardization plan for all U.S. Government-titled vehicles.

c. USAID missions should standardize on fewest makes to meet transportation needs and acquire only vehicles for which acceptable maintenance facilities are available.

d. Multiple standardization plans are discouraged; they defeat the purpose of standardization.

e. Mission Directors' vehicles will be within the standardization plan.

f. When a USAID mission uses commercial maintenance facilities, the capabilities of those facilities should be considered when deciding whether to standardize and, if so, on which vehicles.

g. Submit requests for standardization to FA/OMS and include the following information:

(1) Make(s) proposed for standardization. If right-hand-drive passenger vehicles are needed, give right-hand-drive justification.

(2) Rationale for selection of specific make(s). For example, availability of spare parts locally and experience and training of available maintenance personnel.

(3) The number of vehicles to be included in the plan.

(4) What makes of vehicles other agencies at post have or plan to standardize on.

h. Standardization plans may be approved for a maximum period of six years. They are subject to periodic review as conditions affecting standardization change.

i. Changes to, or deviations from, a standardization plan require approval of FA/OMS.

j. Any USAID mission may accept the embassy standardization plan without concurrence of AID/W if the embassy plan meets the USAID mission's needs. Identify the State Department standardization authorization when buying vehicles.

6G2

k. Normally, AID contractor vehicles titled in the U.S. Government will follow USAID mission standardization. If, however, the makes of vehicles on which the USAID mission has standardized are unsuitable for contractor needs, contractors may request separate standardization for projects. U.S. Government-titled project vehicles are often returned to the USAID mission at contract end even if they do not conform to USAID mission standardization.

l. Fully armored vehicles are purchased for USAID missions by IG/SEC without regard for standardization plans. Operations and maintenance are paid for with USAID mission OE funds and vehicle records are kept in the same manner as for OE funded vehicles.

3. Limitations on Size and Cost of Vehicles

a. Legislation concerning acquiring U.S.-titled vehicles abroad authorizes USAID missions to acquire one mid-sized Class III sedan or station wagon for the Mission Director or AID Representative. All other sedans will be compact Class II (see Exhibit O for criteria on mid-sized and compact vehicles). Exceptions must have written approval of FA/OMS. The basic cost of a Mission Director or AID Representative sedan or station wagon may not exceed current market price for a comparable mid-sized Class III vehicle in the United States or, for right-hand-drive vehicles, 120 percent of that price (For. Asst. Act of 1961, 636(a)(5)).

b. USAID mission sedans and station wagons should be limited to Class II with four or six cylinder engines and have only standard accessories. If local conditions warrant optional equipment or larger vehicles, they must be specifically justified.

c. The following types of vehicles may be ordered when title is with the U.S. Government:

(1) Sedans, normally limited to 4-door, Class II compacts for regular fleet use.

(2) Station wagons are normally limited to four-door, Class II compacts.

(3) Mission Directors' vehicles, limited to mid-size Class III sedans or station wagons, may be equipped with radio, heavy duty equipment and air conditioning.

(4) USAID missions ordering four-wheel drive non-passenger vehicles should have written justifications for the file.

d. Project-funded vehicles titled with the host government are procured as explained in HB 15 (Commodities Handbook).

6G

4. Foreign-Made Vehicles

a. Section 636(i) of the Foreign Assistance Act of 1961, as amended, restricts USAID mission fleets to motor vehicles manufactured in the United States, except when foreign-made, foreign purchase waivers are granted. This restriction applies to vehicles purchased or long-term leased with U.S. funds made available under the Foreign Assistance Act regardless of whether U.S.- or host government-titled. Under Delegation of Authority No. 405 (previously No. 40), the Regional Assistant Administrators have redelegated authority to the Mission Directors to waive source/origin requirement up to $50,000 (for AFR, DOA No. 551; ANE, DOA Nos. 652, 653, 654 and 655; and for LAC, DOA No. 752). This delegation is not limited to project vehicles. USAID missions not granted authority under DOA 405 and posts buying vehicles (including motorcycles and motor scooters) exceeding $50,000 must request foreign purchase waiver authority from the appropriate regional bureau Assistant Administrator.

b. Each waiver of the requirement that motor vehicles be manufactured in the United States shall contain a certification signed by the approving official stating that "special circumstances exist to waive the requirements of Section 636(i) of the Act".

5. How and Where to Buy U.S. Manufactured Vehicles

a. USAID missions should buy vehicles directly from the manufacturer. Procurement instructions and new model vehicle price quotes will be sent annually to USAID missions from FA/OMS. FA/AS/PP/AP will assist with purchase of American-made vehicles when requested by USAID missions.

b. Order vehicles using the Optional Form 347 (OF-347 - Order for Supplies or Services). Send one copy of the OF-347 to FA/OMS and two copies to the Despatch Agent. If the vehicle is to receive security servicing, send one copy of the OF-347 to the State Department, A/SY/FO. The copy to FA/OMS should have a cover letter or memo explaining if the vehicle is a replacement or an addition to the fleet. If a replacement vehicle, identify the vehicle it replaces by description and serial number and give the replacement criteria. If the order increases the total number of vehicles in the fleet, explain why the addition is needed. FA/OMS may suspend the order if it or the cover letter is incomplete or incorrect.

6G5b

The order should contain estimated costs for:

(1) Basic vehicle.

(2) Additional systems and equipment.

(3) Handling charges.

(4) Shipping and transportation.

(5) Factory inspection and preparation costs.

(6) Inspection, servicing and delivery costs at port of embarkation.

(7) Other miscellaneous costs.

c. Vehicle orders should include type, color, model, and other desired features. Include need for speedometer registering miles or kilometers, corrosion protection, parts catalog, maintenance manual and indicate whether the vehicle is to be shipped boxed or unboxed.

d. USAID missions should order passenger carryall-type vehicles that seat eight, rather than nine passengers. The extra seat creates an obstacle to quickly exiting the vehicle in an emergency situation.

e. USAID missions with approved standardization plans may order directly from manufacturers without first getting competitive quotes. (See part 6G.2. on standardization and part 6G.1. on replacement standards).

f. USAID missions without approved standardization plans must obtain competition for vehicle purchases as required by current Federal and AID Acquisition Regulations (CFR 48 and AID HB 14).

g. Additional systems and equipment should be selected for new vehicles based on overall economy, safety, efficiency and suitability for purpose intended. Mission Directors, or their designees, determine what vehicles need additional systems or equipment. Factors for consideration include:

(1) Climate in area of operation.

(2) Effects of equipment on vehicle's operation.

(3) Terrain in area of operation.

(4) Availability of maintenance, parts and service.

6G5

h. Air conditioning equipment is authorized without prior AID/W approval where the 700 cooling-degree day criterion exists. On a daily basis for the hottest four-month period of the year, subtract a base temperature of 65 degrees Fahrenheit from the daily average temperature. Count negative numbers as zero. If the total of the daily differences is 700 or more, air conditioning is automatically authorized. When temperature data are not available but air conditioning is still needed, write FA/OMS explaining your need. Installation approval will be granted when justified.

A heavy duty battery, suspension and radiator are recommended for all air-conditioned vehicles.

Requests for systems or equipment other than those shown at Exhibit A must be approved in writing by FA/OMS before installation.

i. The systems and equipment listed in Exhibit A may be procured for old vehicles if vehicles have at least two years of useful life left.

j. Spare parts are essential to properly maintain the USAID mission motor fleet. When ordering vehicles, USAID missions must assure that adequate spare parts will be available from USAID mission stock or local dealers. Spare parts requirements are best determined by prior operating experience. If the USAID mission is to stock its own parts, parts peculiar to new vehicles should be ordered with the new vehicles. Sample stock levels of recommended spare parts are shown at Exhibit B. These stock levels <u>are not mandatory</u>; they are interim levels usable until proper stock levels are found from actual usage. Parts are annually inventoried and stock records adjusted for gains and losses. See AID HB 23, Ch 4, (or 6 FAM) part 224.3.3c.

k. If the USAID mission operates a spare parts room, it should be assured that:

(1) Spare parts are issued only upon presentation of a valid work order and are charged to a particular vehicle.

(2) Old parts are turned in when new parts are drawn.

(3) Old parts are checked for usability when turned in.

(4) Spare parts in stock are inspected semi-annually to identify obsolete parts or parts not suitable for USAID mission vehicles. Such parts will be disposed of by methods approved by AID HB 23, Chapter 4 (or 6 FAM) part 227 (Previously 234).

6H. Vehicle Insurance

AID authorizes purchase of vehicle liability insurance for official vehicles under provisions of Appendix 6A, 228.4-2 and 4-3.

6I. Accidents Involving Government-Owned or-Leased Vehicles

1. See 6 FAM 228.5 (Appendix 6A) UNIFORM STATE/AID/USIA REGULATIONS on repair and replacement of damaged vehicles.

2. Reporting Accidents: After a motor vehicle accident occurs, the operator, Investigating Officer, and all witnesses prepare accident reports as soon as possible. Forms used for these reports are:

a. SF 91 "Operator's Report of Motor Vehicle Accident" is filled out by the driver. A copy should be in the glove compartment of every USAID mission vehicle at all times. If the driver is incapacitated, his/her supervisor will fill it out from available information (Exhibit C).

b. SF 91a "Investigation Report of Motor Vehicle Accident" is completed by the Investigating Officer (Exhibit D).

c. SF 94 "Statement of Witness" is completed by each reliable witness to the accident (Exhibit E).

3. Employees should not give oral or written opinions concerning liability or findings of an investigation, nor discuss, give or show completed accident report forms to anyone except the investigating officer. Drivers in particular should not fill out insurance company report forms, unless the driver is the insured. The Investigating Officer will give information to persons authorized to have it when the investigation is complete.

4. Vehicle accident claims may be settled by the USAID mission for accidents caused by USAID mission employees on official business. Settlements are guided by provisions of AID Handbook 23, Chapter 15, 2 FAM 280, 4 FAM 480, 6 FAM 617 and Section 636(b) of the Foreign Assistance Act of 1961.

6J. Records and Reports

1. FA/OMS maintains basic records on all U.S. Government-titled vehicles overseas, including those of PASA, IG/SEC, and other groups under AID jurisdiction (IG/SEC buys its own vehicles and all fully armored vehicles but the USAID mission keeps maintenance records for those vehicles).

6J

2. The basic record for motor vehicles is form AID 5-197, Motor Vehicle Record (Exhibit F). USAID missions submit this form to FA/OMS for each acquisition and disposal of a vehicle (see 6J.10. for preparation instructions).

3. USAID missions must maintain records for all U.S.-titled vehicles showing hours of operation, miles (or kilometers) traveled, fuel and oil consumed, nature of all repairs or maintenance, downtime and any pertinent costs (See Appendix 6A, 228.7).

4. PASA and other groups with U.S. Government-titled vehicles not in the USAID mission motor pool must keep utilization records for vehicles in their custody. USAID missions must assure that they do.

5. Posts must keep a file or record book for each USAID mission vehicle. The file is to contain the original or signed copies of:

a. Purchase document or other record showing who owns the vehicle, complete vehicle description, optional equipment installed, and acquisition cost of vehicle and optional equipment. Form AID 5-197 is an adequate substitute for the purchase document and must be made out for each AID vehicle.

b. All work orders or documents showing repairs done, and cost in parts and labor. Form AID 5-238, Parts Slip and Work Required (Exhibit G), should show date of each preventive maintenance servicing.

c. Import, host country registration or other documents showing how, and when the vehicle entered the country and was licensed or registered. The USAID Customs Liaison Officer may keep the original documents. The vehicle file should also include a copy or list Customs' document identification numbers.

d. Record of fuel, oil, spare parts and general operating expenses. Form AID 5-237, Monthly Record of Automobile Operating Expenses (Exhibit H), is well suited for this. Data for maintenance can be posted to this form from work orders. Correct use of this form enables posts to identify vehicles with high operating costs and frequent maintenance problems. It also provides data for completing the USAID mission's annual Report of Motor Vehicle Data (Form SF-82) (See 6J.9. below).

e. Posts may use the forms shown at Exhibits I and J to keep records of fuel and oil consumption. Keep these completed forms in the vehicle file.

f. Posts may record maintenance and operating expenses on forms other than those at Exhibits G, H, I, or, J if all data is included.

6J

6. The EXO or GSO should quarterly review motor vehicle records for irregularities in fuel or oil consumption, misuse of spare parts and other circumstances indicating poor maintenance practices or malfeasance.

7. Report identified deficiencies when a new vehicle is placed in service. Complete form AID 5-236, Unsatisfactory Equipment Report (Exhibit K), and send it to FA/OMS.

8. Form OF-108, Daily Vehicle Usage Record, must be filled out for each vehicle on dispatch. Guidance on the form's use is in App. 6A (6 FAM) 228.7.

9. Form SF-82, Agency Report of Motor Vehicle Data (Exhibit L), shall be prepared by each post annually and sent to FA/OMS by October 15 each year. The report lists expenses related to OE funded vehicles under USAID mission control. USAID missions retain a duplicate for two years. The forms, with detailed instructions for filling them out on the reverse, can be obtained from GSA. This form must be completed and returned to FA/OMS on schedule.

10. Preparation of Form AID 5-197, Motor Vehicle Record

a. As soon as a vehicle arrives at the USAID mission, form AID 5-197 (Exhibit F), blocks 1 through 18, is completed. The yellow copy is sent to FA/OMS within five working days after receiving the vehicle at post. The form must be made out for all AID titled-vehicles regardless of method of acquisition and who has control of them.

b. Fill out the form as follows:

(1) Block 1, put the country code as found in AID HB18, Appendix D, Section III, Attachment A 11.

(2) Leave block 2 blank.

(3) Block 3, enter country name.

(4) Block 4, check appropriate box. See 6C.2. and 3. for clarification of passenger vs. non-passenger vehicles.

(5) Block 5, check box which indicates how vehicle was acquired. If "Other" is checked, tell how acquired in block 8, using no more than 18 letters. Abbreviate if necessary, i.e., "trfd. fm Manila".

(6) Block 6, put the two-digit numbers for month and year of purchase order, i.e. "06-88" for June of 1988.

(7) Block 7, put the complete purchase order number. For example, "843-6035". If vehicle was acquired by transfer, put the transfer document number and type word "transfer".

6J10b

(8) Block 8, put remarks using no more than eighteen letters.

(9) Block 9, for non-passenger vehicles, enter one of the following codes that describes the vehicle category:

5a Jeep, Ford Bronco, Chevrolet Blazer or similar 4x4 vehicle, 8,500 lbs. and under.

5b Wagoneer, Suburban, 4x4.

5c Pickup or panel truck up to 1 ton, 4x4.

6a Ford Bronco, Blazer, or similar 4x2 vehicle, 8,500 lbs. and under.

6b Suburban, Wagoneer, Club Wagon, Sportvan, Van, 4x2.

6c Pickup or panel truck up to 1 ton, 4x2.

6d Step Van, 4x2, 8,500 lbs. and under.

7a Truck Cargo, (Stake body) 1 1/2 to 2 1/2 tons.

7b Truck, Cargo (Van body) 1 1/2 to 2 1/2 tons.

7c Truck, all others, 1 1/2 to 2 1/2 tons. Specify if dump, garbage, water,etc. in block 8a.

8 Model code not required.

(10) Block 10, indicate type of equipment by number (1=Armored, 2=Transceiver, 3=Both)

(11) Block 11A, put "X" if vehicle is air conditioned.

(12) Block 11B, put whichever of following codes is nearest to actual horsepower and no. of cylinders:

E-1 4 cyl., 100 G.H.P.

E-2 4 cyl., 115 G.H.P.

E-3 6 cyl., 115 G.H.P.

E-4 6 cyl., 140 G.H.P.

6J10b(12)

E-5 8 cyl., 190 G.H.P.

E-6 8 cyl., 220 G.H.P.

E-7 8 cyl., 245 G.H.P.

E-8 8 cyl., 250+ G.H.P.

(13) Block 11C, put T-2 for automatic transmission or T-3 for manual.

(14) Block 11D, put "X" if right-hand drive. Leave blank if left-hand drive.

(15) Block 11E, show number of persons for whom there are seats, including driver.

(16) Block 12, list the acquisition cost at the factory (Shipping excluded) (In U.S. dollars).

(17) Block 13, put the cost of additional systems (In U.S. dollars).

(18) Block 14, put shipping costs (In U.S.dollars).

(19) Block 15, put the two-digit numbers for month and year received, i.e., "10-87" for October of 1987.

(20) Block 16, put the last two digits of year the vehicle was manufactured, i.e., "88" for vehicle built in 1988.

(21) Block 17b, enter the two-digit manufacturers code listed on the back of the form. If manufacturer's code is 13 or 37, "Other", put make of vehicle in Block 17a.

(22) Block 18, list the entire vehicle identification number including all letters and numbers.

(23) Upon disposal of a vehicle, fill out Blocks 19 through 24 and send the blue (disposal) copy of form to FA/OMS within five working days after disposition of vehicles. Retain original (white copy) of form for two years after disposing of vehicles.

6J10b(23)

(a) In block 19, put the last five digits of the property disposal document number.

(b) In block 20, put two-digit numbers showing the month and year of disposal, i.e. "03-88" is March of 1988.

(c) In block 21, show (in U.S. dollars) the amount received from sale of the vehicle.

(d) In block 22, show miles, or kilometers on odometer at time of disposal.

(e) In block 23, check appropriate reason for disposal.

(f) In block 24, check the appropriate box to show how vehicle was disposed of.

c. USAID missions should use the latest revision of form AID 5-197. The form can be ordered from FA/AS/PP. If other information is needed about using this form, cable or write FA/OMS.

d. The GSA does not record motorcycles or motor scooters as motor vehicles. Most foreign governments and all U.S. states, however, do. Do not submit a form AID 197 for scooters and motorcycles. USAID missions should, however, keep standard agency operation and maintenance records the same as for other vehicles. Receipt and disposal of motorcycles and scooters is reported to FA/OMS as nonexpendable property. These vehicles are recorded and reported on the USAID mission nonexpendable property accounts as explained in HB 23,CH 4.

11. Dispatch Analysis

USAID missions should occasionally review vehicle usage to assure having the proper number of drivers and vehicles. For posts with more than six vehicles, a periodic dispatch analysis is advised. A suitable dispatch analysis form (AID 540-3) is available in pads of fifty sheets each from FA/AS/PP. Instructions for use of the form are inside the pad cover (See exhibit M).

12. Preparation of Motor Vehicle Reports by AID/W

a. Based on data sent to AID/W on forms AID 5-197, FA/OMS maintains an automated file of AID-owned vehicles overseas. A print-out of each USAID mission's listing will be sent to posts semiannually for review and correction.

6J12

b. If errors are found in the report, USAID missions notify FA/OMS by sending a form AID 5-197A, Correction of Motor Vehicle Record (See Exhibit N). Fill out only Block 1, the Blocks that need correcting, and Block 18, (Serial Number). If the print-out does not list a vehicle actually at post, send FA/OMS a form AID 5-197 for that vehicle.

c. USAID missions may discard the previous year's print-out when the latest print-out is received.

d. FA/OMS prepares the Agency Report of Motor Vehicle Data on a form SF-82 (Exhibit L) for the General Services Administration. This report shows AID's worldwide, overseas motor vehicle inventory with direct and indirect vehicle operating costs for the closing fiscal year. Data for this report is taken from forms SF-82 submitted by USAID missions.

6K. Safe Driving Awards

1. Safe Driving Awards are given to full-time drivers for outstanding safety and skill. A driver who has one or more years without a preventable accident is eligible for consideration. See 3 FAM or HB 29, part 640 for award program procedures.

2. Criteria for Awards are:

a. Driving must be the primary duty of the candidate's full-time job.

b. Eligibility standards are based on those of National Safety Council.

c. Verified reckless driving or poor performance will disqualify a candidate unless there are extenuating circumstances.

d. USAID mission Executive Officers recommend drivers for awards, subject to approval of the USAID Awards Committee at post.

e. Awards are for consecutive years of safe driving. A driver failing to qualify one year must start a new series of consecutive safe driving years. Drivers continuing to meet eligibility requirements continue receiving maximum cash awards each year after five consecutive years.

f. See AID Handbook 29, Chapter 5, 3 FAM 642.5 for further details.

6K

3. Certificates of safe driving and lapel emblems are given as safe driving awards. Cash awards may also be given, subject to local practices and availability of funds. Congratulatory letters may be given to drivers receiving awards for several consecutive years.

4. Recommended cash awards are:

Years of Safe Driving	Percent of Annual Salary
1	1
2	1 & 1/2
3	2
4	2 & 1/2
5	3

6L. Maintenance of Vehicles

1. Each USAID mission will obtain a copy of a manufacturer's service manual for each type of vehicle in its fleet. Based on instructions in this manual, the GSO will prepare a preventive maintenance schedule for vehicles to assure that lubrication, tune-up, and other servicing is completed according to the manufacturer's specifications.

2. Posts should maintain, or obtain from the contractor for work contracted out, a written work order describing work completed and parts and labor costs each time a vehicle is serviced. Exhibit G is a sample work order USAID missions may use. This form may be modified, translated and reproduced at posts as needed. USAID missions may substitute other forms if the forms provide all of the information required for record keeping.

6M. Disposal of Vehicles

1. Vehicle disposal procedures are given in HB 23 CH 4, App.4A, 6 FAM 227.

2. The Agency has continuing need for vehicles worldwide, and AID retains proceeds from the sale of disposed vehicles to buy replacements. When AID vehicles are sold, proceeds of sale must be deposited to: Budget Clearing Account 72F3845, Proceeds from Sales of Personal Property, Agency for International Development.

3. Sales proceeds are available for obligation during the fiscal year in which the sales were made plus one fiscal year thereafter. AID/W FM/B/SB provides necessary authorization and procedures for utilization of these funds.

6M

4. USAID missions are to dispose of vehicles as soon as possible after receiving a replacement vehicle. See 6E.6. and Appendix 6A, 228.8.1b. concerning retention of replaced vehicles.

5. Disposals will be recorded on form AID 5-197 as described in 6J.10.

Attachments:

Exhibit A	Additional Systems and Equipment for Vehicle
Exhibit B	Suggested Interim Vehicle Spare Parts List
Exhibit C	Operator's Report of Motor Vehicle Accident (SF-91)
Exhibit D	Investigation Report of Motor Vehicle Accident (SF-91A)
Exhibit E	Statement of Witness (SF-94)
Exhibit F	Motor Vehicle Record (AID 5-197)
Exhibit G	Parts Slip and Work Required Form (AID 5-238)
Exhibit H	Monthly Record of Automobile Operating Expenses (AID 5-237)
Exhibit I	Fuel Consumption Record
Exhibit J	Oil Consumption Record
Exhibit K	Unsatisfactory Equipment Record (AID 5-236)
Exhibit L	Agency Report of Motor Vehicle Data (SF 82)
Exhibit M	AID Despatch Analysis for Motor Pools (AID 540-3)
Exhibit N	Correction of Motor Vehicle Record (AID 5-197A)
Exhibit O	Motor Vehicle Classification - Available Makes of Sedans and Station Wagons
Appendix 6A	(6 FAM 228) - Use and Control of Official Vehicles

EXHIBIT A

Additional Systems and Equipment for Vehicles

Heavy Duty Equipment

Cooling System
Electrical System battery--70 amp.hour, alternator--50 amp.
Electrical System battery--95 amp.hour, alternator--50 amp.
Suspension (Springs & shock absorbers)

Special Equipment

Air conditioner (w/engines of 145 or more GHP)
Bumper guards
Cap, gas tank, locking type
Compensating cooling system (Overflow tank)
Drain plugs, magnetic
Extra guages on dash panel (Temperature, ammeter, and oil)
Mirror , rearview, right, outside
Radio (Standard broadcast, not 2 way) (For Mission Directors and AID Representatives only)
Power plant heaters (In cold areas only)
Rear window deflector (Station wagons only)
Rustproofing
Towing devices (Hitch, wiring)
Undercoating

EXHIBIT B

Suggested Interim Vehicle Spare Parts List

The correct type and quantity of spare parts to be stocked should be based only on USAID mission usage records. New USAID missions, and others presently lacking usage records, may use the following list to establish interim stock levels. Proper stock levels based on actual usage should be established as soon as possible. Figures in columns A through C below are for every five vehicles at the USAID mission using this particular part.

Column A: For USAID missions with maintenance done at commercial shops but where cost of parts on local market warrants post stocking some major or expensive items.

Column B: For USAID missions doing own maintenance but lacking master mechanic.

Column C: For USAID missions doing own maintenance and having master mechanic on staff.

Column D: For USAID missions doing own maintenance, having master mechanic on staff and having more than ten vehicles of type to use this particular part.

Conditions for ordering special parts are individually noted.

Fuel-Carburation-Exhaust	A	B	C	D
Air cleaner (Assembly)				1
Filter, element, Fuel	2	2	2	5
Carburator, complete		1	1	1
Carburetor, repair kit		1	1	2
Fuel pump assembly	1	1	1	1
Gasket, fuel pump	1	1	1	1
Gas tank cap with lock	1	1	1	3
Muffler with clamps & brackets	1	1	1	2
Tail pipe with clamps & brackets	1	1	1	2
Air cleaner elements	5	5	5	15
Oil filters	8	8	8	10
Suspension				
Shock absorber, front (Heavy duty)	2	2	2	8
Shock absorber, rear (Heavy duty)	2	2	2	8
Spring, front coil (Heavy duty)				4
Spring, rear, complete (Heavy duty)				2

<u>Transmission</u>				
Speedometer cable				1
Speedometer gears (Set)				1
Transmission, Standard or automatic, complete (Less shift levers)				1
Transmission clutch linkage assembly				1
<u>Rear Axle</u>				
Axle ratio differential assembly (Complete)				1
Seal, rearaxle drive shaft, inner, oil				2
Universal joint repair kit	1	1	1	3
Rear axle, (Right)		1	1	2
Rear axle, (Left)		1	1	2
<u>Electrical System</u>				
Alternator (Or generator) assembly	1	1	1	2
Alternator (Or generator) brushes (Set)	1	1	1	2
Battery, acid resistant paint for (Pint)		1	1	2
Battery,	1	1	1	2
Battery fluid (Electrolyte charge) (Quart)		1	1	2
Battery ground cable		1	1	2
Battery starter cable		1	1	2
Bulb, dash board		1	1	2
Bulb, parking light		1	1	2
Bulb, tail light		1	1	2
Coil, 12 volt		1	1	2
Condenser w/clip (Except for electronic)		1	1	2
Directional signal flasher		1	1	2
Directional signal switch		1	1	2
Distributer assembly, complete	1	1	1	2
Distributor cap		1	1	2
Distributer points (Set) (Not for electronic)		1	1	2
Distributor rotor		1	1	2
Fuses each type (Box)		1	1	2
Headlamp dimmer switch,				1
Headlight switch (ON-off)				1
Headlight,sealed beam	2	2	2	6
Horn				1
Horn relay				1
Ignition switch	1	1	1	2
Ignition coil	1	1	1	2

Lens, tail light				2
Lens, side light (If applicable)				2
Regulator, voltage and current	1	1	1	2
Sealed beam (High)	1	1	1	2
Sealed beam (Low)	1	1	1	2
Spark plugs, (set)	2	2	2	6
Spark plug gasket, (Box)		1	1	3
Starter motor assembly	1	1	1	2
Starter motor drive		1	1	1
Starter motor brush (Set)		2	2	4
Starter motor switch		1	1	2
Stop light switch		1	1	2
<u>Brake System</u>				
Bearing, front wheel (Inner set)		1	1	3
Bearing, front wheel (Outer set)		1	1	3
Brake shoes, (Set)	1	1	1	2
Brake pads (Sets)	1	1	1	2
Brake master cylinder	1	1	1	2
Brake, master cylinder repair kit	1	1	1	2
Spare wheel	1	1	1	3
Wheel cylinder assembly (front)	1	1	1	2
Wheel cylinder assembly (Rear)	1	1	1	2
Wheel cylinder repair kit (Front)	1	1	1	2
Wheel cylinder repair kit (Rear)	1	1	1	2
<u>Tires</u>				
Tires (Type depending on environment)	6	6	6	18
Lug bolts, right hand thread, with nuts, (Set)	1	1	1	2
Lug bolts, left hand thread, with nuts, (Set)	1	1	1	2
Tubes, inner	6	6	6	18
<u>Cooling System</u>				
Belt, fan	1	1	1	2
Belt, steering	1	1	1	2
Belt, compressor drive (For air cond.)	1	1	1	2
Belt, other	1	1	1	2
Cap, radiator	1	1	1	2
Hose, radiator, upper	1	1	1	2
Hose, radiator, lower	1	1	1	2
Hose clamps, radiator	1	1	1	2
Radiator, standard (Heavy duty if air cond.)		1	1	1
Thermostat	1	1	1	1

Thermostat housing gasket	1	1	1	2
Water pump, complete	1	1	1	2
Water pump repair kit	1	1	1	2
Heater hose with clamps		1	1	2
Freon hose for air conditioner	1	1	1	2
Air conditioner compressor	1	1	1	2
Anti-freeze/coolant, anti-corrosion (Gallon)	5	5	5	15
<u>Glass</u>				
Side window				1
Rear window				1
Windshield		1	1	1
Mirrors, side		1	1	1
Mirror, rear view		1	1	2
<u>Body</u>				
Wiper arm, left		1	1	2
Wiper arm, right		1	1	2
Wiper blades		4	4	8
Wiper motor	1	1	1	2
Windshield washer detergent (Gallon)		3	3	6
<u>Engine</u>				
Cylinder head				1
Engine mounting unit (Front)		1	1	1
Engine mounting unit, rear		1	1	1
Gasket, cylinder head				1
Gasket set, engine overhaul				1
Gasket set, engine valve grind				1
Gasket, valve cover	1	1	1	2
Hose, positive crankcase ventilation (Set)	1	1	1	2
Oil filter element	10	10	10	25
Pump, oil	1	1	1	2
Retainer, valve spring, upper (Set)				1
Stud bolt, with nut, cylinder head				1
Valve, exhaust, (Set)				1
Valve, positive crank case ventilation				1
Valve spring (Set)				2
<u>Steering</u>				
Bushing (Lower control arm)				2
Bushing (Upper control arm)				2
Ends, steering tie rod (Set)				2
Pins, Steering knuckle kit				2

USAID missions with fifteen or more vehicles with the same engine and transmission and lacking availability of rebuild facilities, may stock one complete engine and transmission. Component parts may be removed from it when needed and if a major engine breakdown occurs, simply change the engine, rebuild the old one and keep it as a spare. In this way, the USAID mission will not have a vehicle deadlined for weeks awaiting reconstruction of the engine.

14. OPERATOR'S STATEMENT OF ACCIDENT AND USE OF SAFETY EQUIPMENT

Tell in your own way how the accident happened:

WAS VEHICLE EQUIPPED WITH SEAT BELTS? ☐ YES ☐ NO *If "Yes," were they in use at time of accident?* ☐ YES ☐ NO

● *Have you answered ALL the questions as completely as possible?*

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as it is the first step in the Government's investigation of a motor vehicle accident. The principal purposes for which the information is intended to be used are to provide necessary data for use by legal counsel in legal actions resulting from the accident and to provide accident information/statistics for use in analyzing accident causes and developing methods of reducing accidents. Routine use of the information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

OPERATOR SIGN HERE ▶ DATE SIGNED

OPERATOR'S REPORT OF MOTOR VEHICLE ACCIDENT

This form is to be completed by the Government operator at the time and the scene of the accident if possible. See the Privacy Act Statement on page 4.

DEPARTMENT OR AGENCY

NAME AND LOCATION OF ORGANIZATION TO WHICH YOU ARE ASSIGNED

1. OPERATOR DATA

Print clearly LAST NAME — FIRST NAME — MIDDLE INITIAL | AGE

RANK, RATING OR TITLE | SERVICE NUMBER OR SOCIAL SECURITY NO. | GOVT. MOTOR VEHICLE OPERATOR PERMIT NO.

HOME ADDRESS (*Number, street, city, State, ZIP code*) | HOME TELEPHONE NO.

2. ACCIDENT TIME AND LOCATION

ACCIDENT OCCURRED ▶ DATE / / | DAY OF WEEK | TIME a.m. p.m. | NUMBER OF HOURS ON DUTY PRIOR TO ACCIDENT

PLACE OF ACCIDENT (*If in city, give number, street, city and State, if outside city limits, indicate mileage to nearest city, or other landmark.*)

ORIGIN OF TRIP | DESTINATION

PURPOSE OF TRIP

3. FEDERAL VEHICLE (*Including privately owned Federally operated*)

MAKE | TYPE | REGISTRATION NUMBER OR OTHER IDENTIFICATION

PARTS OF VEHICLE DAMAGED (*Describe*) | OPERATOR'S ESTIMATED AMOUNT OF DAMAGE $

IF THIS WAS A BACKING ACCIDENT, WAS A GUIDE AVAILABLE? ☐ YES ☐ NO *If "Yes," was guide used?* ☐ YES ☐ NO

4. OTHER VEHICLE INVOLVED (*If more than one, show in item 12, page 3*)

MAKE | TYPE | YEAR

OPERATOR'S STATE PERMIT NUMBER | VEHICLE LICENSE NUMBER AND STATE

OPERATED BY: NAME

HOME ADDRESS (*Number, street, city, State, ZIP code*)

OWNED BY: NAME

ADDRESS (*Number, street, city, State, ZIP code*)

PARTS OF VEHICLE DAMAGED (*Describe*) | OPERATOR'S ESTIMATED AMOUNT OF DAMAGE $

5. OTHER PROPERTY DAMAGED (*Explain. If more space is needed, continue in item 12, page 3.*)

	NAMES	HOME ADDRESSES
6. PERSONS INJURED		
7. OCCUPANTS IN YOUR VEHICLE		
8. OCCUPANTS IN OTHER VEHICLE(S)		
9. WITNESSES AND POLICE		

9. (continued)		
POLICE OFFICER	BADGE NUMBER	PRECINCT OR HEADQUARTERS

10. ACCIDENT CONDITIONS

INDICATE:	FEDERAL VEHICLE *(Includes privately owned Federally operated)*	OTHER VEHICLE (2)
DIRECTION OF TRAVEL		
SIDE OF STREET OR HIGHWAY		
APPROXIMATE SPEED	MILES PER HOUR	MILES PER HOUR

CONDITION OF ROADWAY *(Wet or dry, icy, etc.)*	WEATHER *(Clear, foggy, rain, snow, etc.)*	TYPE OF ROADWAY *(concrete, macadam, etc.)*

OTHER INFORMATION *(Explain stop signs, traffic signals, obstructions, etc.)*

11. EVENTS AFTER ACCIDENT

STATE WHO GAVE MEDICAL AID, IF ANY WAS GIVEN	WHERE WAS INJURED TAKEN

CONDITION OF OTHER DRIVER

If other driver or persons injured made statements as to cause of accident and extent of personal or property damage, relate conversation, also, give names and addresses of others hearing such statements.

12. OTHER VEHICLE OR PROPERTY INVOLVED CONTINUATION—*If more than one vehicle involved*

MAKE	TYPE	YEAR
OPERATOR'S STATE PERMIT NUMBER	VEHICLE LICENSE NUMBER AND STATE	

OPERATED BY	NAME
	HOME ADDRESS *(Number, street, city, State, ZIP code)*
OWNED BY	NAME
	ADDRESS *(Number, street, city, State, ZIP code)*

PARTS OF VEHICLE DAMAGED *(Describe)*	OPERATOR'S ESTIMATED AMOUNT OF DAMAGE
	$

OTHER PROPERTY DAMAGED *(Explain)*

13. DIAGRAM WHAT HAPPENED BY USING THESE SYMBOLS, BELOW

1. Number Federal vehicle as 1-other vehicle as 2-additional vehicle as 3, and show direction of travel by arrow (Example. → 1 2 ←)
2. Use solid line to show path before accident ——— 2 Broken line after accident - - - - - 2
3. Show pedestrian by ——→ O
4. Show railroad by ++++++++++
5. Give names or numbers of streets or highways
6. Indicate north by arrow in this circle ◯

INVESTIGATION REPORT OF MOTOR VEHICLE ACCIDENT

Please read the Privacy Act Statement at the bottom.

1. DEPARTMENT OR AGENCY

2. REPORTING UNIT (Name and location)

3. GENERAL LOCATION OF ACCIDENT *(If accident was in the city, complete item 3a; if outside city limits, complete a, b, c and d.)*

a. CITY OR TOWN, COUNTY AND STATE	b. MILES	c. DIRECTION	d. FROM CITY/TOWN *(shown in a)* ☐ LIMITS ☐ CENTER

4. EXACT TIME OF ACCIDENT

a. DATE *(Day, Mo., Yr.)*	b. DAY OF THE WEEK	c. HOUR a.m. p.m.

5. EXACT LOCATION OF ACCIDENT

a. ACCIDENT OCCURRED ON *(Street name)* *(Highway)*

b. AT INTERSECTION *(Street name, alley or highway identification)* *(Highway)*

c. NOT AT INTERSECTION EXACT DISTANCE DIRECTION OF *(Street or other identity)* AND EXACT DISTANCE DIRECTION OF *(Street or other identity)*

Mark 5b or c and complete appropriate information. "Other identity" could be: nearest intersecting street, house number, power or telephone pole (give number), highway curve, bridge, railroad crossing, filling station, alley, driveway, culvert, guardrail, milepost, underpass, or other identifying landmark.

6. FEDERAL VEHICLE (Fed.) *(Includes privately owned, Federally operated)*

a. YEAR	b. MAKE	c. BODY TYPE	d. NO. OF PASSENGERS	e. KIND OF CARGO	f. EXTENT OF CARGO DAMAGE (If none, so state)

g. REGISTRATION NUMBER

h. PARTS OF VEHICLE DAMAGED AND NATURE OF DAMAGE

i. OPERATOR'S PERMIT *(State and Number)* *(Federal No.)*

j. LIMITATION OF PERMIT

k. TRAVELING DIRECTION

l. STREET/HIGHWAY ON WHICH VEHICLE WAS TRAVELING

m. TYPE PERMIT ☐ OPERATOR ☐ TRUCK DRIVER ☐ CHAUFFEUR

n. YEARS DRIVING EXPERIENCE: TOTAL; TYPE VEHICLE IN WHICH ACCIDENT OCCURRED

o. NUMBER OF HOURS ON DUTY BEFORE ACCIDENT OCCURRED

p. DISTANCE DANGER WAS NOTICED ft.

q. ESTIMATED SPEED THEN m.p.h.

r. ESTIMATED SPEED AT IMPACT m.p.h.

s. LAWFUL SPEED ft.

t. LAWFUL SPEED m.p.h.

u. MAXIMUM SAFE SPEED m.p.h.

v. DRIVER (Name) SEX AGE

w. DRIVER'S ADDRESS

Use page 4 for continuation of any item requiring additional space.

7. OTHER VEHICLE (2)

a. YEAR	b. MAKE	c. BODY TYPE	d. NO. OF PASSENGERS	e. KIND OF CARGO	f. EXTENT OF CARGO DAMAGE (If none, so state)

g. REGISTRATION NUMBER

h. PARTS OF VEHICLE DAMAGED AND NATURE OF DAMAGE

i. OPERATOR'S PERMIT *(State and number)* *(Federal No.)*

j. LIMITATION OF PERMIT

k. TRAVELING DIRECTION

l. STREET/HIGHWAY ON WHICH VEHICLE WAS TRAVELING

m. TYPE PERMIT ☐ OPERATOR ☐ TRUCK DRIVER ☐ CHAUFFEUR

n. YEARS DRIVING EXPERIENCE: TOTAL; TYPE VEHICLE IN WHICH ACCIDENT OCCURRED

o. NUMBER OF HOURS ON DUTY BEFORE ACCIDENT OCCURRED

p. DISTANCE DANGER WAS NOTICED ft.

q. ESTIMATED SPEED THEN m.p.h.

r. ESTIMATED SPEED AT IMPACT m.p.h.

s. LAWFUL SPEED ft.

t. LAWFUL SPEED m.p.h.

u. MAXIMUM SAFE SPEED m.p.h.

v. DRIVER (Name) SEX AGE

w. DRIVER'S ADDRESS

8. WITNESSES *(Name)*

	Name	Address	Telephone No.	Location at time of accident
A				
B				

In compliance with the Privacy Act of 1974, the following information is provided:
Solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as it is the first step in the Government's investigation of a motor vehicle accident. The principal purposes for which the information is intended to be used are to provide necessary data for use by legal counsel in legal actions resulting from the accident and to provide accident information/statistics for use in analyzing accident causes and developing methods of reducing accidents. Routine use of the information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

9. KILLED OR INJURED

A

a. NAME	SEX / AGE	b. ADDRESS

c. Mark "X" in two appropriate boxes	d. IN WHICH VEHICLE	e. LOCATION IN VEHICLE	f. FIRST AID GIVEN BY
☐ KILLED ☐ INJURED ☐ DRIVER ☐ HELPER ☐ PASSENGER ☐ PEDESTRIAN	☐ FED ☐ OTHER (2)		

g. TAKEN BY	h. TAKEN TO	i. REGISTRATION NUMBER

B

a. NAME	SEX / AGE	b. ADDRESS

c. Mark "X" in the two appropriate boxes	d. IN WHICH VEHICLE	e. LOCATION IN VEHICLE	f. FIRST AID GIVEN BY
☐ KILLED ☐ INJURED ☐ DRIVER ☐ HELPER ☐ PASSENGER ☐ PEDESTRIAN	☐ FED ☐ OTHER (2)		

g. TAKEN BY	h. TAKEN TO	i. REGISTRATION NUMBER

10. PEDESTRIAN

a. DIRECTION PEDESTRIAN WAS GOING	b. ☐ ON ☐ ACROSS *Street name or highway:*	c. WHERE WAS PEDESTRIAN GOING *(SW corner to NE corner, E side to W side, etc.)* FROM	TO

d. DESCRIBE WHAT PEDESTRIAN WAS DOING AT THE TIME OF THE ACCIDENT *(Crossing intersection with signal, against signal, diagonally; in roadway working, playing, waiting, hitching on vehicle; etc.)*

11. DAMAGE TO PROPERTY OTHER THAN MOTOR VEHICLES OR CARGO (Name objects, show ownership, state nature of damage)

12. KIND OF LOCALITY *(Mark one)*

- ☐ a. Manufacturing/industrial
- ☐ b. Shopping/business
- ☐ c. Residential
- ☐ d. School/playground
- ☐ e. Open country
- ☐ f. Industrial premises
- ☐ g. Home/domestic premises
- ☐ h. Other *(specify)*

13. LIGHT *(Mark one)*

☐	a. Daylight		d. Darkness with:
☐	b. Dusk	☐	(1) Artificial light
☐	c. Dawn	☐	(2) No artificial light

14. WEATHER *(Mark one)*

☐	a. Clear	☐	d. Fog
☐	b. Raining	☐	e. Other *(specify)*
☐	c. Showering		

15. CONDITION OF DRIVERS AND PEDESTRIAN

FED	2	PED	*Mark one for each person*
☐	☐	☐	a. Had not been drinking
☐	☐	☐	b. Had been drinking *("Mark (1), (2), or (3) below")*
☐	☐	☐	(1) Ability impaired
☐	☐	☐	(2) Ability not impaired
☐	☐	☐	(3) Not known whether impaired
			Mark one or more for each person
☐	☐	☐	c. Physical defect
☐	☐	☐	d. Other handicaps, carrying bundles, umbrella, etc.
☐	☐	☐	e. Sleepy, fatigued, etc.
☐	☐	☐	f. Apparently asleep
☐	☐	☐	g. Apparently normal

16. CONDITION OF VEHICLES

FED	2	*Mark one or more for each vehicle*
☐	☐	a. Defective brakes
☐	☐	b. Headlights out ☐ One ☐ Both
☐	☐	c. Taillight out or obscured
☐	☐	d. Dim, cowl or fender lights only
☐	☐	e. Signal lights defective
☐	☐	f. Other lights/reflectors defective
☐	☐	g. Tire blew out
☐	☐	h. Defective steering mechanism
☐	☐	i. No apparent defects
☐	☐	j. Other defects *(Specify)*

17. VISION OBSCURED BY

FED	2	*Mark where applicable*
☐	☐	a. Rain, snow, etc. on windshield
☐	☐	b. Cracked windshield
☐	☐	c. Dirty windshield/windows
☐	☐	d. Windows/windshield not glass
☐	☐	e. Trees, crops, etc.
☐	☐	f. Building
☐	☐	g. Embankment
☐	☐	h. Signboards
☐	☐	i. Parked vehicle
☐	☐	j. Moving vehicle
☐	☐	k. Other *(Specify)*

18. ROAD CONDITIONS *(Mark one)*

☐	a. Dry	☐	d. Snowy
☐	b. Wet	☐	e. Icy
☐	c. Muddy		*Continued next column*

ROAD CONDITIONS, *Cont'd — Mark one or more*

- ☐ f. Loose material on surface
- ☐ g. Holes, deep ruts
- ☐ h. Defective shoulders
- ☐ i. No defects
- ☐ j. Other defects *(Specify)*
- ☐ k. Road under construction or repair ☐ YES ☐ NO

19. TRAFFIC CONTROLS

FUNCTIONING	NOT FUNCTIONING	*Mark appropriate column for each control present*
☐	☐	a. Railroad crossing gates
☐	☐	b. Railroad automatic signal
☐	☐	c. Officer or watchman
☐	☐	d. Stop and go light
☐	☐	e. Stop sign
☐	☐	f. Warning sign or signal
☐	☐	g. Flags or flares

If none, mark here ☐ *h. No controls present*

20. ROAD DESCRIPTION

a. WIDTH OF ROAD OR PAVEMENT

b. NUMBER OF LANES

c. LANES MARKED ☐ YES ☐ NO

d. LANES SEPARATED ☐ NO ☐ YES *If "Yes," describe separation:*

21. DRIVER' ACTIONS		
FED	2	*Mark one for each driver*
		a. Making right turn
		b. Making left turn
		c. Making U turn
		d. Going straight ahead
		e. Slowing down/stopping
		f. Overtaking/passing
		g. Forward from parking space
		h. Backward from parking space
		i. Other backing
		j. Stopped in traffic lane
		k. Other *(Specify)*

DRIVER'S ACTIONS, *Continued*		
FED	2	*Mark if applicable*
		l. Skidding
		m. Avoiding vehicle, object or pedestrian
		n. Emerging from alley or driveway
		o. Disabled vehicle parked
		p. Gave warning *(horn, signal, indicator)*
22. VIOLATIONS		
FED	2	Mark one or more
		a. Exceeding lawful speed
		b. Following too closely
		c. Disregarded stop sign
		d. Disregarded stop/go signal
		e. Disregarded police officer

l. OTHER IMPROPER ACTION *(Specify)*	
FED	
2	
23. POLICE ACTION *(If any)*	
a. CHARGE	
b. NAME OF PERSON CHARGED	
c. POLICE OFFICER'S NAME	d. BADGE NO.
e. POLICE OFFICER'S DEPARTMENT	

24. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED

Use one of these outlines to sketch the scene. Write in street or highway names or numbers.

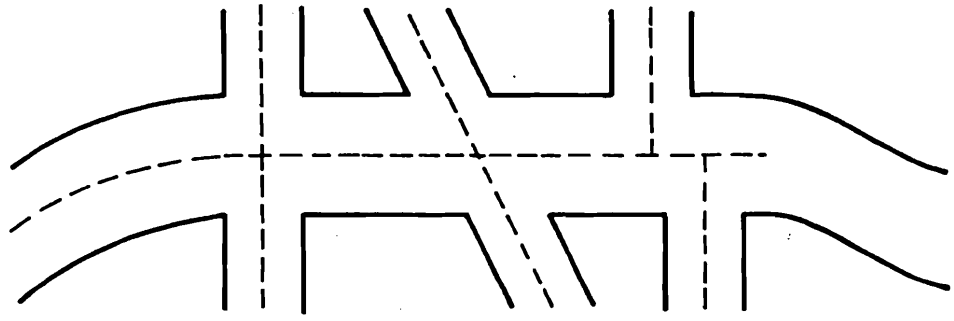
a. *Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3, and show direction of travel with arrow.* *Example.* 1 2

b. Use solid line to show path before accident 2
and broken line the accident 2

c. Show pedestrian by

d. Show railroad by

e. Place arrow in the circle to indicate *NORTH*



25. POINT OF IMPACT		
FED	2	*Mark one for each vehicle*
		a. Front
		b. Right front
		c. Left front
		d. Rear
		e. Right rear
		f. Left rear
		g. Right side
		h. Left side

26. DESCRIBE WHAT HAPPENED *(Refer to vehicles as "Fed" and "2")*

28. REVIEWING OFFICIAL'S STATEMENT *(The back of this form may be used for additional space to continue any item).*

a. SHOW CONSEQUENCES OF ACCIDENT AFFECTING AGENCY PERSONNEL SHOWN IN ITEM 9. BY COMPLETING ITEMS BELOW.

A	TYPE OF PERSONNEL ☐ MILITARY ☐ CIVILIAN	PROBABLE DISABILITY
	DATE STOPPED WORK	NATURE OF INJURY AND PART OF BODY
	DATE RESUMED WORK	
B	TYPE OF PERSONNEL	PROBABLE DISABILITY
	DATE STOPPED WORK	NATURE OF INJURY AND PART OF BODY
	DATE RESUMED WORK	

b. REMARKS *(If any)*

c. REVIEWING OFFICIAL	SIGNATURE	TITLE *(Military or civilian)*	DATE

STATEMENT OF WITNESS (*Attach additional sheets if necessary*)	1. DID YOU SEE THE ACCIDENT?	2. WHEN DID THE ACCIDENT HAPPEN? a. TIME a.m. p.m.	b. DATE	FORM APPROVED O.M.B. NUMBER 3090-0118

3. WHERE DID THE ACCIDENT HAPPEN? (*Give street location and city*)

4. TELL IN YOUR OWN WAY HOW THE ACCIDENT HAPPENED

5. WHERE WERE YOU WHEN THE ACCIDENT OCCURRED?

6. WAS ANYONE INJURED, AND IF SO, EXTENT OF INJURY IF KNOWN?

7. DESCRIBE THE APPARENT DAMAGE TO PRIVATE PROPERTY

8. DESCRIBE THE APPARENT DAMAGE TO GOVERNMENT PROPERTY

9. IF TRAFFIC CASE, GIVE APPROXIMATE SPEED OF:
a. GOVERNMENT VEHICLE *Miles per Hr.*
b. OTHER VEHICLE *Miles per hr.*

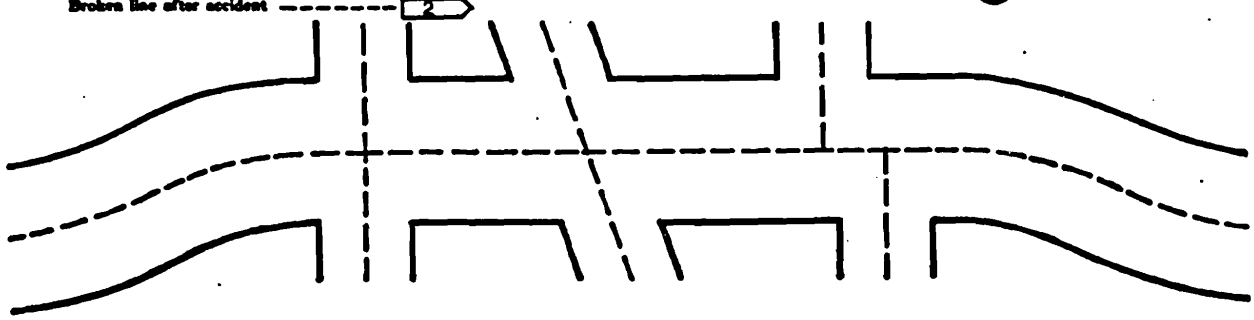
10. GIVE THE NAMES AND ADDRESSES OF ANY OTHER WITNESSES TO THE ACCIDENT (*If known*)

a. NAMES	b. ADDRESSES (*Include ZIP Code*)

WITNESS COMPLETING THIS FORM	11. HOME ADDRESS (*Include ZIP Code*)	12. WITNESS (Print Name)	a. HOME TELEPHONE NO.
		Sign here ►	b. TODAY'S DATE
	13. BUSINESS ADDRESS (*Include ZIP Code*)		TELEPHONE NO.

14. INDICATE ON THE DIAGRAM BELOW WHAT HAPPENED:

1. Number Federal vehicle as 1—other vehicle as 2—additional vehicle as 3, and show direction of travel by arrow (*Example:* → 1 2 ←)
2. Use solid line to show path before accident —— 2
   Broken line after accident - - - - - 2
3. Show pedestrian by ——→ ○
4. Show railroad by +++++++++++++++
5. Give names or numbers of streets or highways
6. Indicate north by arrow in this circle ○



FILE REFERENCE:

This office has been notified that you witnessed an accident which occurred

It will be helpful if you will answer, as fully as possible, the questions on the other side of this letter. Please read the Privacy Act Statement below.

Your courtesy in complying with this request will be appreciated. An addressed envelope, which requires no postage, is enclosed for your convenience in replying.

Sincerely

Enclosure

Use by the public is voluntary. In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as it is the first step in the Government's investigation of a motor vehicle accident. The principal purposes for which the information is intended to be used are to provide necessary data for use by legal counsel in legal actions resulting from the accident, and to provide accident information/statistics for use in analyzing accident causes and developing methods of reducing accidents. Routine use of the information may be by Federal, State or local governments or agencies, when relevant to civil, criminal, or regulatory investigations or prosecution.

* U.S. GPO: 1987-181-247/60112

MOTOR VEHICLE RECORD

Read all instructions on reverse carefully before completing form

ACQUISITION

1. COUNTRY CODE *(See HB 18)*
2. VEHICLE SERIES & NUMBER A | B
3. MISSION
4. TYPE OF VEHICLE
   - 1A ☐ Small
   - 1B ☐ Subcompact
   - 1C ☐ Compact (Class I Sedan)
   - 1D ☐ Mid-Size (Class II Sedan)
   - 1E ☐ Large (Class IV Sedan)
   - 2A ☐ Station Wagon (1/B Subcompact)
   - 2B ☐ Station Wagon (Class I Compact)
   - 2C ☐ Station Wagon (Class II Mid-Size)
   - 2D ☐ Station Wagon (Class IV Large)
   - 3 ☐ Ambulance
   - 4 ☐ Bus (Indicate no. of passengers in Item 11.E.)
   - 5 ☐ Truck, 8500 lbs. & under 4x4
   - 6 ☐ Truck, 8500 lbs & under 4x2
   - 7 ☐ Truck, 8501 — 23,999 lbs
   - 8 ☐ Truck, 24,000 lbs & over
5. ACQUISITION DATA
   - A. ☐ AID/W
   - B. ☐ GSA
   - C. ☐ Direct Procurement
   - D. ☐ Other (Enter details in Item 8 Remarks)
6. P.O. DATE *(Mo. & Yr.)*
7. P.O. NUMBER
8. REMARKS *(Limit to 18 char.)*
9. MODEL
10. TECHNICAL EQUIPMENT
11. SYSTEMS & EQUIPMENT
    - A. A/C
    - B. Engine
    - C. Trans.
    - D. Rt. Hand Drive
    - E. No. of Pass.
12. ACQUISITION COST *(F.O.B.)*
13. ADDITIONAL SYSTEMS COST
14. SHIPPING & OTHER COSTS
15. DATE REC'D *(Mo. & Yr.)*
16. YR. OF VEHICLE
17. MAKE OF VEHICLE
    - A. Make
    - B. Code
18. SERIAL NO.

DISPOSITION

19. DISPOSITION AUTHORITY: P.D.A. NO.
20. DATE OF DISPOSAL *(Mo. & Yr.)*
21. PROCEEDS FROM DISPOSAL $_____
22. MILEAGE AT DISPOSAL
23. REASON FOR DISPOSAL
    - 1. ☐ Age & Miles
    - 2. ☐ Miles
    - 3. ☐ Age
    - 4. ☐ Uneconomical to Repair
    - 5. ☐ Accident
    - 6. ☐ Excess
    - 7. ☐ Theft
    - 8. ☐ Civil Strife
    - 9. ☐ Force Majeure
24. METHOD OF DISPOSAL
    - S. ☐ Sale
    - G. ☐ Grant-in-Aid
    - D. ☐ Donation
    - T. ☐ Transfer
    - F. ☐ Transfer within Agency
    - A. ☐ Administrative
    - R. ☐ Scrapped

AID 5-197 (3-89) ORIGINAL — MISSION COPY (Retain as Property Inventory Record)

INSTRUCTIONS FOR COMPLETING FORM AID 5-197, MOTOR VEHICLE RECORD

A. SEE CHAPTER 6, AID HANDBOOK 23 — OVERSEAS SUPPORT
B. UPON RECEIPT OF A VEHICLE COMPLETE BLOCKS 1-18.
C. UPON DISPOSAL, COMPLETE BLOCKS 19-24

BLOCK

1. Enter Country Code.
2. Assigned by MS/OM
3. Enter Country Name
4. Check appropriate box
5. Check appropriate box to indicate how acquired.
6. 15, & 20. Enter two-digit numbers for month and year, i.e., 02-74 for February 1974
7. Enter entire Purchase Order Number, or transfer number if transferred
8. Limit remarks to 18 letters, i.e., Trfd Fm--
9. If 5, 6, 7 is checked in Block 4, enter VEHICLE CATEGORY CODE
10. Technical Equipment — 1=Armor; 2=Transceiver/Radio; 3=Both Items 1 & 2
11.A If air conditioned, enter 'X'
11.B Enter Engine Code
11.C Enter Transmission Code
11.D If Right-Hand Drive, enter 'X'
11.E If BUS, enter number of passengers.
12. Enter in U.S. $.
13. Enter cost of additional systems in U.S. $
14. Enter estimated shipping and other cost in U.S. $
15. Enter month and year received, i.e., 10-87 for October, 1987
16. Enter year vehicle manufactured, i.e., 74 for 1974
17. Enter popular name, i.e., NOVA and MAKE CODE

AUTOMOBILES Make	Code	TRUCKS Make	Code
Chevrolet	01	Chevrolet	20
Ford	02	Ford	21
Plymouth	03	Dodge	22
AMC	04	International	23
Falcon RH	05	GMC	24
Dodge	06	AMC	25
Pontiac	07	White	26
Oldsmobile	08	Mack	27
Mercury	09	Reo	28
Buick	10	Kenworth	29
Chrysler	11	Peterbilt	30
Holden	12	Studebaker	31
Other	13	Diamond-T	32
Toyota	14	Oshkosh	33
Peugeot	15	Autocar	34
Renault	16	Minibus	35
Nissan	17	Euclid	36
Honda	18	Other	37
		Land Rover RH	38
		Toyota	39
		Nissan	40
		Bedford	41

18. Enter last six digits of Serial Number ONLY
19. List P.D.A. No. assigned. DO NOT exceed 5 digits
21. Enter to nearest dollar, i.e., $2000
22. Enter in U.S. miles.
23. & 24. Check appropriate box

AID-5-238 (7-64)

US AID TO

PARTS SLIP AND WORK REQUIRED

INVOICE NO.

DATE AND TIME IN	DATE AND TIME OUT	JOB NUMBER		
TYPE	INITIAL INSPECTION *(Initials)*			1,000 MILE OR MON.
MODEL & MAKE	FINAL INSPECTION *(Initials)*			6,000 MILE/6 MON.
PLATE NUMBER	MILEAGE			OTHER

PARTS

Quantity Reqr.	Quantity Rec.	Stock Number	Description	Unit Cost	Cost

RECEIVED BY *(Signature)*

Total Parts Cost

MAINTENANCE

Mech #	Description of Work	Es. Time	Act. Time	Insp.	Labor Cost

SIGNATURE OF FOREMAN OR INSPECTOR

Total Labor Cost

Total Cost (Parts & Labor)

INSTRUCTIONS

1. Parts Slip and Work Required Form, consisting of (2) two copies, is used to record all maintenance services or repairs accomplished and as an authorization document to obtain and account for vehicle repair parts.
2. Specific work to be accomplished by maintenance personnel, estimated time and any known parts required will be entered in appropriate sections by inspecting personnel prior to a vehicle entering the maintenance shop. Both copies of the form are sent to the maintenance shop with the vehicle.
3. On completion of required maintenance service or repairs, completed original copy will be used to accumulate required statistical data and to post job costs on Vehicle Repair Data Record. Original copy will then be filed in vehicle jacket file. Duplicate copy of form which reflects any issue of repair parts will be filed in the parts supply to substantiate repair parts issue.
4. Heading will be completed by W/O clerk (Work Order Clerk).
   a. Inv. number - Enter the card number block 2, Motor Vehicle Record, Form AID-5-197.
   b. Date and Time in - Enter current date and time vehicle was released for maintenance service or repair by the dispatcher.
   c. Date and Time out - Enter current date and time vehicle was released by inspecting personnel on completion of final inspection to the dispatcher.
   d. Job number - Enter job order number from job order register. Job order numbers will be assigned to both scheduled and unscheduled services or repairs.
   e. Type - Enter correct nomenclature of vehicle as per Motor Vehicle Record Form AID-5-197.
   f. Initial Inspection (initials) - Enter the initials of personnel inspecting the vehicle prior to entering the maintenance shop.
   g. Type of work (x) one - Enter x mark by type of maintenance service required. Block entitled other will be checked when lubrication or unscheduled repairs are required.
   h. Model and Make - Enter the model of the vehicle, 1963 Chevrolet, 1961 Ford, etc.,
   i. Final inspection (initials) - Enter the initials of personnel accomplishing final inspection.
   j. Mileage - Enter current mileage of the vehicle.
5. Parts - When repair parts are required, both copies of the form will be presented to the repair parts supply clerk.
   a. When available, repair parts are issued, receipted for and the duplicate copy is retained in the repair parts supply to substantiate issue. The original copy reflecting repair parts issue is returned to the requester.
   b. When any or all of the repair parts are not available, the original copy, reflecting any issues made, will be returned to the repair parts requester. The original is then used as a basis to initiate local or off-shore procurement action for the repair parts not available. After procurement action for repair parts which were not available has been initiated, the following will be effected:
      (1) When the vehicle remains inoperative due to lack of repair parts, the original is held in suspense pending receipt of repair parts. The job order will remain open until repair parts are received and issued.
      (2) When the inspector determines that the vehicle can safely continue in operation without the required repair part, the duplicate copy reflecting issues will be finalized and the job order closed. When the required part is received, the supply clerk will take action to notify the Motor Transport Supervisor. A new job order will be issued and necessary work accomplished.
   c. Parts portion of form will be accomplished as follows:
      (1) Quantity required - Inspector or mechanic will enter quantity of item required.
      (2) Quantity received - Repair parts clerk will enter quantity of item issued from repair parts supply.
      (3) Stock number - Repair parts clerk will enter stock number of required item.
      (4) Description - Inspector or mechanic will enter description of required item.
      (5) Unit price - Repair parts clerk will enter unit price of item.
      (6) Cost - Repair parts clerk will enter total cost for item received.
      (7) Received by - Enter signature of individual receiving repair parts.
      (8) Total parts cost - Enter total cost for all parts received on job order.
6. Maintenance
   a. Only maintenance services or repairs indicated by inspecting personnel will be accomplished. Where additional work is required that was not entered on form during initial inspection, the inspector or shop foreman will be notified and a determination made as to whether work will be accomplished or deferred.
   b. Maintenance portion of form will be completed as follows:
      (1) Mechanic number - Enter the number assigned to inspector or maintenance personnel.
      (2) Description of work - Enter the description of specific work to be performed. Work performed by inspection personnel will also be shown
      (3) Estimated time - Inspecting personnel will enter estimated time required to accomplish each specific item of work shown on form. Estimated times will be obtained from flat rate manuals. Where not available in flat rate manuals, estimated time will be based on mission averages for similar items of work.
      (4) Actual time - Inspecting and maintenance personnel will enter the actual time required to accomplish each item of work shown on the form.
      (5) Initials - Enter the initials of personnel accomplishing each item of work shown on the form.
      (6) Labor cost - Enter the labor cost for accomplishing each item of work shown on the form. Labor rates will be based on individual salary of person accomplishing the work.
      (7) Signature - Enter the signature of person supervising accomplishment of required work.
      (8) Total labor cost - Enter total labor cost for all work accomplished.
      (9) Total cost (parts and labor) - Enter the total cost for parts and labor.

NOTE: All Liquid Measures and Costs to be U.S.

GPO 889954

AID 5-237 (3-80)

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY
AGENCY FOR INTERNATIONAL DEVELOPMENT

MONTHLY RECORD OF AUTOMOBILE OPERATING EXPENSES

POST

FISCAL YEAR 19

VOUCHER NO.	MONTH	OPERATING EXPENSE (SUB-OBJECT CLASS. 0803)								MAINTENANCE EXPENSE (SUB-OBJECT CLASS. 0703)				
		GASOLINE		OIL		TIRES TUBES		PARTS		REPAIR (LABOR)		MAINTENANCE		STORAGE COST
		GALS. LITRES	COST	QTS	COST	QUAN-TITY	COST	QUAN-TITY	COST	CODE (OVER)	COST	CODE (OVER)	COST	
Sub-total from previous:														
TOTALS														

YEAR	MAKE	Speedometer reading at end of period	
MODEL		Speedometer reading at beginning of period	
SERIAL NO	INVENTORY NO.	Total miles travelled during period	

INSTRUCTIONS

This form will be maintained on each U.S. titled US AID vehicle or special purpose equipment.

A. Information required to complete this form is as follows:

1. Post -US AID to
2. Fiscal Year -
3. Voucher No. - blank.
4. Month - Beginning with first month of fiscal year July 19 through June of fiscal year.
5. Columns headed Operating Expense - include costs for gasoline, lubrication, chassis lubrication, servicing of differentials and transmissions, packing front wheel bearings, motor oil, oil change and adding of oil between changes, washing and cleaning; oil, gasoline and air filters, sparkplugs, headlight seal beams and bulbs, fan belts, radiator hoses, gasoline lines, tires, tire repairs and dispatching. Enter costs for items as indicated on this form, gasoline, oil, tires/tubes, parts in U.S. $.
6. Columns headed Maintenance Expense - include costs for all repair parts, assemblies, sub-assemblies, accessories and supplies used in the repair of vehicles. The direct labor expended in repairing vehicles, assemblies, sub-assemblies, components, accessories, preventive maintenance inspections, inspection of repairs, the time of repair shop foreman, maintenance supervisors, the standby or idle time of mechanics and repairmen, cost of work performed by commercial repair shops. Enter costs in U.S. $.
7. Storage cost - Enter costs for servicing vehicle in storage.
8. Year - Date of manufacture of the vehicle.
9. Make - Name of manufacturer.
10. Model - Sedan, Station Wagon, etc.
11. Serial No. - The vehicle serial number as indicated in block 6 Form AID-5-197.
12. Inventory No. - The number in block 2, Form AID-5-197.
13. Speedometer reading at end of period - The speedometer reading of the vehicle at end of fiscal year - 1 July through 30 June.
14. Speedometer reading at beginning of period - The speedometer reading of the vehicle at beginning of fiscal year.
15. Total miles travelled during period - end of period mileage minus beginning of period mileage.
16. Each line will contain entries for one month indicating quantities consumed, cost, labor codes, cost, maintenance code and cost.

NOTE: All Liquid Measures and Costs to be U.S.

FUEL CONSUMPTION RECORD

VEHICLE STANDARD FUEL CONSUMPTION RATING

VEHICLE IDENTIFICATION NUMBER (VIN) _____

LOCATION _____ (DIVISION) MAKE _____ MODEL _____ YEAR _____

PAGE NUMBER _____ ☐ CONTINUATION TAG NUMBER _____

DATE WHEN ADDING FUEL	FUEL ADDED TO FILL TANK	TOTAL FUEL ADDED TO DATE	ODOMETER READING IN MILES X 1.609	DISTANCE TRAVELED SINCE LAST ADDING FUEL	TOTAL DISTANCE TRAVELED TO DATE	FUEL CONSUMPTION RATING SINCE LAST ADDING FUEL	AVERAGE FUEL CONSUMPTION RATING TO DATE
(DAY/MO./YR.)	(LITRES)	(LITRES)	(KM)	(KM)	(KM)	(KM÷LITRES)	(KM÷LITRES)

Per: Mr. Year N/A

OIL CONSUMPTION RECORD

VEHICLE IDENTIFICATION NUMBER (VIN) _____

LOCATION _____ (DIVISION) MAKE _____ MODEL _____ YEAR _____

PAGE NUMBER _____ ☐ CONTINUATION TAG NUMBER _____

DATE WHEN ADDING OIL	UNSCHEDULED OIL ADDED TO MAX LINE DIP STICK	TOTAL UNSCHEDULED OIL ADDED TO DATE	ODOMETER READING IN MILES X 1.609	DISTANCE TRAVELED SINCE LAST ADDING OIL	OIL CONSUMPTION RATING SINCE LAST ADDING OIL	SCHEDULED OIL ADDED FOR OIL AND FILTER CHANGE	TOTAL UNSCHEDULED AND SCHEDULED OIL ADDED TO DATE
(DAY/MO./YR.)	(LITRES)	(LITRES)	(KM)	(KM)	LTRS. X 1000 ÷ KM	(LITRES)	(LITRES)

AID-5-236 (7-64) UER	AGENCY FOR INTERNATIONAL DEVELOPMENT **UNSATISFACTORY EQUIPMENT REPORT**	DATE	
		REPORT	FAULT

INSTRUCTIONS – Prepare this report within five days after deficiency occurs, routing as indicated in "TO" box. Complete all boxes and describe completely the details of the deficiency and the action taken to date for correction. Prepare reports on deficiencies that have been satisfactorily corrected by manufacturer or his representative, especially when deficiency is a result of noncompliance with specification or other requirements. When deficiency occurs on several units of same make or model, prepare only one report with reference to all units involved. A recurrence of a deficiency, after repairs or replacement of parts have been effected, will be the subject of an additional report referencing the previous report.

TO:	FROM: (Give complete address)
General Services Division Agency for International Development Washington, D. C. 20523	

ACQUISITION DATA

PURCHASE ORDER NUMBER	FOB ☐ DESTINATION ☐ ORIGIN	DATE IN SERVICE

DESCRIPTION OF DEFECTIVE EQUIPMENT

NAME OF EQUIPMENT	MODEL	TAG NUMBER

MANUFACTURER	MILES OR HOURS	NUMBER OF IDENTICAL ITEMS ON HAND

DETAILS *(Give apparent cause, recommendations, and action taken)*

PREPARED BY *(Signature and title)*	CONTACT FOR INFORMATION	TELEPHONE	
		CODE	EXTENSION

INSTRUCTIONS

Prepare Unsatisfactory Equipment Report in five (5) copies for distribution as follows:

1. Original and one (1) copy to General Services Division, Agency for International Development, Washington, D. C. 20523.

2. One (1) copy to General Services Administration, Washington, D. C. 20405.

3. Two (2) copies for Motor Transport Office files, in the event corrective action and/or information has not been received within thirty (30) days from #1 above, forward one copy to GSD/AID/W with the following information "This is a follow-up for UER#_____ dated_____, request action/info be expedited."

4. Retain one copy in Motor Transport Office files for further follow-up action if necessary.

OMB NO. 3090-0081

AGENCY REPORT OF MOTOR VEHICLE DATA
(Read Instructions carefully on reverse before completing this form.)

FISCAL YEAR ENDING: Sept. 30, 19____

VEHICLES BASED *(Check one)*: ☐ DOMESTIC ☐ FOREIGN

DEPARTMENT OR AGENCY:

BUREAU, SERVICE, ETC.:

DATE PREPARED:

INTERAGENCY REPORT CONTROL NO.: 1102-GSA-AN

DESCRIPTION			LINE NO.	TOTAL *(All vehicles)* (a)	PASSENGER VEHICLES: AUTOMOBILES, SEDANS (b)	PASSENGER VEHICLES: STATION WAGONS (c)	PASSENGER VEHICLES: AMBULANCES (d)	PASSENGER VEHICLES: BUSES *(16 or more passengers)* (e)	TRUCKS AND TRUCK TRACTORS BY GROSS VEHICLE WEIGHT RATING (GVWR): 8,500 LBS. OR UNDER 4 X 2 (f)	8,500 LBS. OR UNDER 4 X 4 (g)	8,501 TO 23,999 LBS. (h)	24,000 LBS. OR OVER (i)	SPECIAL USE (j)
SECTION I VEHICLES AGENCY-OWNED AND LEASED	PART A AGENCY-OWNED VEHICLES INVENTORY DATA	VEHICLES ON HAND, OCT. 1, 19____	1										
		ACQUISITIONS	2										
		DISPOSALS	3										
		VEHICLES ON HAND, SEPT. 30, 19____	4										
	PART B COMMERCIAL LEASES	AVERAGE NUMBER ON HAND	5										
		TOTAL ANNUAL COST	6										
SECTION II AGENCY-OWNED VEHICLES *(Large fleets ONLY)*	PART A COST TO OPERATE AND MAINTAIN	DIRECT OPERATIONS COST	7										
		DIRECT MAINTENANCE COSTS — GOVERNMENT	8										
		DIRECT MAINTENANCE COSTS — COMMERCIAL	9										
		TOTAL DIRECT COSTS	10										
		TOTAL INDIRECT COSTS	11										
		TOTAL COST	12										
	PART B UTILIZATION INFORMATION	AVERAGE IN-USE VEHICLE INVENTORY	13										
		MILES OPERATED	14										
		GALLONS OF FUEL CONSUMED	15										

SECTION III SEDAN/STATION WAGON INVENTORY DATA *(As of Sept. 30, 19 ____)*

VEHICLE CLASS		SEDANS OWNED	SEDANS LEASED	STATION WAGONS OWNED	STATION WAGONS LEASED
SMALL	I/A				
SUBCOMPACT	I/B				
COMPACT	II				
MIDSIZE	III				
LARGE	IV				
LIMOUSINE	V				
TOTAL ▶					

REMARKS

NAME AND TITLE OF CONTACT FOR ADDITIONAL INFORMATION

TELEPHONE NO.

SIGNATURE AND TITLE OF RESPONSIBLE OFFICIAL

TELEPHONE NO.

ADDRESS

ADDRESS

PAGE _____ OF _____ PAGES.

AID Dispatch Analysis for _____ Post On _____ Date

4

Explanation for Use of Form is on Reverse of Pad Cover

1 VEHICLE	2 TYPE	3 DRIVER	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	5 HOURS USED	6 HOURS WAITING	7 MILEAGE	8 REMARKS OR FOOTNOTES (Use Back of Page)
9 TOTAL VEHICLES USED																														
10 TOTAL DRIVERS USED																														
11																														
11																														

		FOOTNOTE	
12	DISPATCH DELAYED		
13	FIELD TRIPS POSTPONED		

14	TOTAL VEH.	SED/SW	PU	TRUCK	CA	OTHER VEH.	DRIVER
MAX AVAILABLE							
MAX USED							

PREPARED BY _____ ON _____
(NAME & POSITION) (DATE)

AID 540-3 (10-76)

INSTRUCTIONS FOR COMPLETING FORM AID 540-3, VEHICLE DISPATCH ANALYSIS FORM

I. PURPOSES

1. To show utilization versus availability of vehicles and drivers.
2. To indicate if number and type of vehicles are proper for Mission's needs.

II. HOW TO FILL OUT AND USE FORM AID 540-3

Block

1. *Vehicle:* List license or other identifying vehicle number.
2. *Type:* Enter the vehicle type by using the codes shown below. For those vehicles with Four-Wheel Drive enter the number "4" after the code; i.e.: MT4.

S = Sedan	A = Ambulance
W = Station Wagon	MT = Medium Truck (one to four tons)
PU = Pick-up Truck	HT = Heavy Truck (over four tons)
CA = Carryall (include Brancos and Blazers)	SC = Scooter
B = Bus	M = Motorcycle

3. *Driver:* If the vehicle is driven by a *full-time driver*, enter a check. DO NOT enter a check for vehicles driven by clerks and part-time drivers.
4. *Time Indicators:* The columns represent a twenty-four-hour (24) time period. Each hour is subdivided into ten-minute (10) intervals. From the arrival and departure tickets for each vehicle draw a *RED* line between the nearest ten-minute indicators to show when the vehicle was in actual motion. To emphasize how long vehicles waited for passengers while on dispatch, connect the *RED* lines with *BLUE* lines. This *should not be* done for vehicles waiting in the motor pool. For Deadline Vehicles, draw a long *BLACK* line during the time the vehicle was not available and write "DL" on the line. For vehicles on Field Trips enter a *RED* line for the entire time such assignment was in effect and write "FT" on the line.
5. *Hours Used:* For each line item enter the total actual hours vehicle was in use during the twenty-four-hour period. Use decimals for approximate fraction of hours.
6. *Hours Waiting:* Enter the total hours each vehicle waited for passengers *while on dispatch. DO NOT* include waiting time in motor pool.
7. *Mileage:* Enter total mileage each vehicle traveled during the *twenty-four-hour period.* This block may be left blank until completed trip tickets are submitted from Field Trips.
8. *Remarks or Footnotes:* Use this block for posting other data on case-by-case basis. For example, if a post wishes to find how much mileage or hours of use is applicable to other agencies, the usage lines could be drawn with different colors (orange instead of red), for each other agency as shown by user's signature on trip ticket. Then enter the agency name in the "Remarks" block. For footnotes, put a number in parentheses on each line to be footnoted and a matching number on the reverse under "Remarks and Footnotes" followed by the appropriate explanation. Put the letters "FA" in this colunm for vehicles on permanent field assignment.
9. *Total Drivers Used:* Enter the number of vehicles on dispatch under each column.
10. *Total Drivers Used:* Enter the total number of full-time drivers on dispatch under each time column.
11. *Additional* blocks for inserting titles of special data; i.e., how many field trips, pick-up trucks, other agencies using vehicles, etc., during this time.
12. *Dispatch Delayed:* Keep a record (log) each time a Transportation Request took fifteen (15) minutes or longer to fill. Show requestor, time of request, destination, and how long the requestor had to wait for transportation. Enter total delays in space provided. Under "Remarks or Footnotes" on the reverse, explain if delays were due to lack of vehicles, drivers, or both.
13. *Field Trips Postponed:* Enter total number of postponements due to unavailability of vehicles or drivers. Explain under "Remarks or Footnotes" whether trips were postponed due to lack of vehicles, drivers, or both.
14. *Max. Available, Max. Used:* Enter types of vehicles and drivers used for the twenty-four hour period.

III. WHAT CHART CAN SHOW

The volume of dispatches for each hour of the day shows the number of drivers needed and what their working hours should be. If need exceeds availability of transportation, this would be shown in Blocks 12 or 13. Reference to the log book of delayed transportation requests and requests for field trips will show the nature of vehicles and times requested. Footnotes would be numbered and written under the "Footnotes and Remarks" block on the reverse of the analysis as explained for block 12 above.

CORRECTION OF MOTOR VEHICLE RECORD

Read all instructions on reverse carefully before completing form

ACQUISITION

1. COUNTRY CODE *(See HB 18)*
2. VEHICLE SERIES & NUMBER A B
3. MISSION
4. TYPE OF VEHICLE
   - 1A ☐ Small
   - 1B ☐ Subcompact
   - 1C ☐ Compact (Class II Sedan)
   - 1D ☐ Mid-Size (Class III Sedan)
   - 1E ☐ Large (Class IV Sedan)
   - 2A ☐ Station Wagon (I/B Subcompact)
   - 2B ☐ Station Wagon (Class II Compact)
   - 2C ☐ Station Wagon (Class III Mid-Size)
   - 2D ☐ Station Wagon (Class IV Large)
   - 3 ☐ Ambulance
   - 4 ☐ Bus (Indicate no. of passengers in Item II.E.)
   - 5 ☐ Truck, 8500 lbs. & under 4x4
   - 6 ☐ Truck, 8500 lbs & under 4x2
   - 7 ☐ Truck, 8501 — 23,999 lbs.
   - 8 ☐ Truck, 24,000 lbs & over
5. ACQUISITION DATA
   - A. ☐ AID/W
   - B. ☐ GSA
   - C. ☐ Direct Procurement
   - D. ☐ Other (Enter details in Item 8 Remarks)
6. P.O. DATE *(Mo. & Yr.)*
7. P.O. NUMBER
8. REMARKS *(Limit to 18 char.)*
9. MODEL
10. TECHNICAL EQUIPMENT
11. SYSTEMS & EQUIPMENT
    - A. A/C
    - B. Engine
    - C. Trans.
    - D. Rt. Hand Drive
    - E. No. of Pass.
12. ACQUISITION COST *(F.O.B.)*
13. ADDITIONAL SYSTEMS COST
14. SHIPPING & OTHER COSTS
15. DATE REC'D *(Mo. & Yr.)*
16. YR. OF VEHICLE
17. MAKE OF VEHICLE
    - A. Make
    - B. Code
18. SERIAL NO.

DISPOSITION

19. DISPOSITION AUTHORITY: P.D.A. NO.
20. DATE OF DISPOSAL *(Mo. & Yr.)*
21. PROCEEDS FROM DISPOSAL $_____
22. MILEAGE AT DISPOSAL
23. REASON FOR DISPOSAL
    - 1. ☐ Age & Miles
    - 2. ☐ Miles
    - 3. ☐ Age
    - 4. ☐ Uneconomical to Repair
    - 5. ☐ Accident
    - 6. ☐ Excess
    - 7. ☐ Theft
    - 8. ☐ Civil Strife
    - 9. ☐ Force Majeure
24. METHOD OF DISPOSAL
    - S. ☐ Sale
    - G. ☐ Grant-In-Aid
    - D. ☐ Donation
    - T. ☐ Transfer
    - F. ☐ Transfer within Agency
    - A. ☐ Administrative
    - R. ☐ Scrapped

AID 5-197A (3-89)

INSTRUCTIONS FOR COMPLETING CORRECTION OF MOTOR VEHICLE RECORD, AID 5-197A (SEE CHAPTER 6, HANDBOOK 23 — OVERSEAS SUPPORT)

AID 5-197A is used when (1) making any corrections or revisions to form AID 5-197 or (2) when a OF-132 has been prepared on a planned disposal

Automated processing of data from this revision requires codes rather than words in many instances.

When making a revision, always complete Blocks 1 and 3 and ONLY those blocks which require revision.

If Block 5. 'D' is revised, enter country and/or details in Block 8 REMARKS.

If either Blocks 6, 15, or 20 are revised - enter two-digit numbers for month and last two digits of year.

Prepare form in duplicate and forward one copy to SER/MS/OM, AID/W.

When making corrections to either the original AID 5-197 or the ADP Motor Vehicle Report from AID/W, retain the duplicate until the correct data is reported by AID/W. Make sure the date on the ADP report reflects accurately, the information contained your inventory file of the original AID 5-197, Motor Vehicle Record.

When a OF-132, Property Disposal Authorization and Survey Report is prepared on a vehicle disposal, complete Blocks 1, 3, 19, 23 and 24 on this form and forward to SER/MS/OM.

AID 5-197A (3-89) Back

Block 17.A and 17.B - enter popular name, i.e., NOVA and MAKE CODE

AUTOMOBILES Make	Code	TRUCKS Make	Code
Chevrolet	01	Chevrolet	20
Ford	02	Ford	21
Plymouth	03	Dodge	22
AMC	04	International	23
Falcon RH	05	GMC	24
Dodge	06	AMC	25
Pontiac	07	White	26
Oldsmobile	08	Mack	27
Mercury	09	Reo	28
Buick	10	Kenworth	29
Chrysler	11	Peterbilt	30
Holden	12	Studebaker	31
Other	13	Diamond T	32
Toyota	14	Oshkosh	33
Peugeot	15	Autocar	34
Renault	16	Minibus	35
Nissan	17	Euclid	36
Honda	18	Other	37
		Land Rover RH	38
		Toyota	39
		Nissan	40
		Bedford	41

MOTOR VEHICLE CLASSIFICATION
AVAILABLE MAKES OF SEDANS AND STATION WAGONS

	SEDANS			STATION WAGONS	
MANUFACTURER	SUBCOMPACTS IB	COMPACT CLASS II	MID-SIZE CLASS III	COMPACT CLASS II	MID-SIZE CLASS III
FORD (02)	ESCORT	TEMPO	TAURUS	ESCORT XL	TAURUS
MERCURY (09)		TOPAZ	SABLE		SABLE
GENERAL MOTORS					
CHEVROLET (01)			CELEBRITY		CELEBRITY
BUICK (10)			CENTURY		
PONTIAC (07)			PONTIAC 6000		PONTIAC 6000
OLDSMOBILE (08)			CUTLASS CIERA		CUTLASS CIERA
CHRYSLER MOTORS			LeBARON		LeBARON
PLYMOUTH (03)		RELIANT	GRAND FURY	RELIANT	
DODGE (06)		ARIES	DODGE 600	ARIES	

228 USE AND CONTROL OF OFFICIAL VEHICLES

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

This section prescribes policies and procedures governing the use and control of official vehicles at Foreign Service posts. "Official vehicle" means a U.S. Government-owned or leased motor vehicle that is fueled by petroleum, has a minimum of four wheels, and is designed primarily for use on highways, such as sedans, station wagons, buses, carryalls and trucks.

228.1 General

228.1-1 Authority

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Authorities for this regulation are 31 USC 1344; sections 3(a) and 28 of the State Basic Authorities Act of 1956, as amended, 22 USC 2670a and 2700, as amended; section 636 a (5) and (9) of the Foreign Assistance Act, as amended, 22 USC 2396 (a) (5) and (9); and USAID annual appropriation acts.

228.1-2 Responsibilities

(A) Chief of Mission

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Chiefs of mission and principal officers of posts without an immediate supervisory mission have jurisdiction over official vehicles and shall establish policy for the use of official vehicles for business purposes and other authorized uses in accordance with this regulation.

(B) Responsible Officer or Employee

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The Head of each agency at the post shall assign to a specific officer or employee responsibility for proper maintenance and control of that agency's vehicles. The responsibilities of the designated officer include:

(1) Management and operation of the motor pool, (where applicable);

(2) Maintenance of vehicle records (see sections 228.6-1 and 228.7);

(3) Preparation and submission of required reports;

(4) Control of vehicle use (including host government owned vehicles under AID custody);

(5) Recommendation of vehicle replacement and fleet adjustments;

(6) Coordination of vehicle disposal (see section 228.8);

(7) Reviews of trip records (OF-108) to monitor vehicle use;

(8) Establishment of a schedule of inspections (to meet warranty requirements);

(9) Vehicle maintenance and repair; and

(10) Shop safety (see section 228.12)

(C) Motor Vehicle Branch, A/OPR/ST/S/MV (State Only)
(TL:GS-21; 6-4-93)
(State Only)

The Motor Vehicle Branch is responsible for the management and control of the world-wide motor vehicle fleet for Department of State owned vehicles including:

(1) Accountability and inventory management;
(2) Funding and replacement of vehicles;
(3) Determination of fleet size; and
(4) Authorization of vehicle acquisition and disposal.

(D) Country Fleet Manager (State Only)
(TL:GS-21; 6-4-93)
(State Only)

At a supervisory post, the chief of mission shall designate in writing a country fleet manager responsible for the assignment of vehicles to constituent posts. Vehicles shall be assigned to fill justified requirements with consideration for the type of vehicle best suited to meet the transportation need, the availability of spare parts and repair facilities, and aspects of terrain or climate which bear on transportation. Within-country vehicle exchange which does not affect the number of vehicles at any post may be made without prior Department approval, but must be reported so that records may be adjusted. The fleet manager must obtain approval from the Motor Vehicle Branch before a vehicle transfer if it will change the number of vehicles at the posts.

228.1-3 Policy

(A) General
(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

Official vehicles shall be provided for the transportation of personnel and property in the conduct of U.S. Government business. "Other authorized use" shall not interfere with the availability of vehicles for "business use;" neither shall any additional vehicles be acquired for these purposes.

(B) Fleet Size and Composition (State and AID Only)
(TL:GS-21; 6-4-93)
(Uniform State/AID)

a. The size and composition of post fleets is based on the following criteria:

(1) Staffing: For State, a four-to-one ratio of State-American positions per vehicle is used. For AID, a ratio of three-to-one American positions in backstops 06, 10, 12, 14, 20, 21, 25, 30, 50, 60, 70, 72, 75 and 94 per vehicle shall be used. A ratio of six-to-one American positions per vehicle shall be used for Americans in other backstops;

(2) Utilization: How vehicles are used in support of agency administrative transportation requirements;

(3) FAAS Maintenance and Housekeeping Requirements: Evaluated on the basis of supported positions and residences and taking into consideration the number of vehicles contributed for this purpose by other agencies; and

(4) Mileage: ' 12,000 miles per vehicle per year.

b. After these factors are weighed, and a tentative fleet size established, other information about local use conditions may be considered.

(C) Fair and Equitable Use
(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

Official vehicles shall be made available and dispatched on a fair and equitable basis, taking into account the official responsibilities of employees as well as other priorities and requirements. Locally prevailing conditions, such as roads, parking, and the availability of safe public transportation, should also be considered.

(D) Use of Taxicabs
(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

Taxicabs may be authorized for business purposes if the cost is less than the use of official vehicles or when official vehicles are not available. (See section 228.2-4d for use of taxicabs between residence and office.)

(E) Use of Chauffeurs/Drivers
(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

Each post may determine whether to use FSN chauffeurs, or to permit U.S. citizen or FSN employees to "self-drive" official vehicles, but the use of professional chauffeurs/drivers for local travel is preferred. Operators of official vehicles must possess valid driver's documents.

(F) Country-wide Policies
(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The widely varying situations and circumstances overseas make it impracticable to prescribe specific regulations to govern detailed aspects of the use of official vehicles. However, the chief of mission, in consultation with ranking officers of other agency elements at a post, shall prescribe country-wide policies for business and other authorized use of vehicles. These policies shall provide for uniform, fair, and equitable treatment among post personnel. They shall be documented in a "vehicle policy memorandum" which includes written guidelines setting forth criteria governing approval for the use of U.S. Government vehicles for "other authorized use" and the method of charging for such use (see sections 228.2-2, 3, and 4). The vehicle policy memorandum shall be posted and available for examination by authorized personnel. It shall be reviewed at least annually.

228.1-4 Other Guidance (US&FCS only)

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

US&FCS Operations Manual Section 521 - Official Vehicles for Use Abroad, provides specialized guidance on the request, use, purchase, disposal, and inventory of vehicles.

228.2 Use of Official Vehicles

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Use of official vehicles either for business purposes or "other authorized use" in accordance with this section is for an "official purpose."

228.2-1 Business Purposes

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. "Business purpose" or "business use" means transportation directly related to or for the direct benefit of the transactions of official affairs of the U.S. Government. Official vehicles may be used for the following business purposes:

(1) Any transportation at post of chiefs of mission and principal officers at consulates and consulate generals;

(2) Transportation of U.S. Government employees (including those employed under personal services contracts), and property directly related to the conduct of U.S. Government business;

(3) Transportation of employees under U.S. Government contracts when considered necessary to further the purposes of the contract, unless the terms of the contract require the contractor to provide such transportation;

(4) Transportation of dependents in furtherance of an official U.S. Government activity where the presence of a family member will further U. S. Government interests, such as official functions by or for representatives of foreign nations;

(5) Certain agencies may have authorization to provide transportation between the residence of an officer or employee and various locations that are required for the performance of fieldwork, or are essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties when authorized by the head of the agency. Such authority must be documented and must be exercised with the concurrence of the chief of mission; and

(6) USIS Only: Transportation of correspondents of the Voice of America and transportation of Voice of America relay station managers. When a relay station is outside of the vicinity of a post, official vehicles may be used to transport Voice of America relay station personnel while in a formal duty or on-call status, as confirmed by their listing as such on the written periodic transportation plan and shift schedule prepared by the Voice of America relay stations. Approval of such transportation by the chief of mission must be documented in the post vehicle policy memorandum.

228.2-2 Other Authorized Use of Official Vehicles

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. "Other authorized use" means transportation of U.S. Government employees, including those under personal services contracts, and their dependents, for other than business purposes when authorized because public transportation is unsafe or not available, or because such use is advantageous to the Government.

b. The Government's liability is limited to acts of employees "within the scope of employment." This means that the Government will not assume responsibility for a driver using a government vehicle for other authorized use except when driving is a part of his or

her official duties as a Government employee, e.g., a chauffeur. Other authorized use is basically use of an official vehicle for personal use, not directly related to business, for which the employee or dependent driver is personally liable. Other authorized use of an official vehicle not driven by a post driver or chauffeur on duty is contingent upon the post's acquisition of liability insurance for that purpose. Posts must inform other authorized drivers of their personal liability and the extent of liability insurance the post has for such other authorized use drivers. (See section 228.4.)

228.2-3 Approval for Other Authorized Use

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Transportation for other than business purposes is normally an employee responsibility. Privately owned vehicles are shipped to posts at government expense in consideration of such responsibility. However, the chief of mission may approve other authorized use of official vehicles when public transportation is unsafe or not available, or when such use is advantageous to the Government. The exercise of this authority requires a written finding of the circumstances which justify the use of official vehicles, and, in accordance with regulations in section 228.4, adequate liability insurance coverage.

(A) Public Transportation is Unsafe

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

If the chief of mission finds a specific security threat makes transportation by privately owned vehicles or public transportation unsafe, or that available public transportation is inherently dangerous, official vehicles may be used for the transportation of Government employees and dependent family members. If the safety concern is about transportation facilities, as opposed to a specific security threat, then privately owned vehicles should be used to the extent possible for non-business transportation.

(B) Public Transportation is Unavailable

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

When public transportation is locally unavailable, (not merely inconvenient), use of official vehicles may be authorized. Post policy should encourage the use of employees' privately owned vehicle to the extent possible. However, consideration may be taken of the transportation needs of dependent family members.

(C) Use of Official Vehicles is Advantageous to the Government

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Unless otherwise authorized under sections (A) or (B) above, authorization to use Government vehicles under this provision is restricted to the following:

(1) Transportation of dependent school children to and from a U.S. sponsored overseas school when other transportation is unavailable or inappropriate;

(2) Local transportation of Marine Security Guards for group recreational purposes, (this use is authorized in a memorandum of agreement between the Department of State and the United States Marine Corps and does not require a local finding);

(3) Residence-to-office transportation for employees at post on temporary duty assignment, and for employees either arriving on assignment for whom a privately owned vehicle, shipped at U.S. Government expense, is in transit, or for employees departing upon completing an assignment, whose private vehicle has been shipped. In such cases, residence-to-office transportation is authorized for a limited time as provided in the administrative policy memorandum (see section 228.1-3(F));

(4) Where some U.S. citizen employees or members of their families are not permitted to drive by local law or custom, or some are not permitted to import a privately owned vehicle by the local government, or are effectively prevented from doing so by reason of import duties in excess of the purchase value of the privately owned vehicle;

(5) Transportation of on-call duty personnel, including security and communications officers outside normal duty hours. Approval for such transportation must be made in writing by the chief of mission, and must include a finding that unique and unusual circumstances require a security officer or communications officer to use an official vehicle for transportation to a residence or other location after normal business hours for the purpose of rapid recall to duty. The written finding must justify such use, specify the duration of approval, and either be included in or filed with the vehicle policy memorandum; or

(6) Residence-to-office transportation for the DCM where the Chief of Mission determines in writing that such use is required by diplomatic necessity, with

the prior approval of the assistant secretary of the appropriate regional bureau or the Bureau of International Organizations. Residence-to-office transportation of the USAID Director and USIA Public Affairs Officer may be approved under this paragraph on the basis of unusual and compelling circumstances with the approval of the Associate Administrator for Management of their agency, and the concurrence of the Ambassador.

228.2-4 Charges for Other Authorized Use of Official Vehicles

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Posts will collect a charge for all "other authorized use" approved under section 228.2-3 except the following:

(1) Local transportation of dependent children to and from U.S. sponsored overseas schools;

(2) Transportation between residence and office which is authorized in accordance with regulations in section 228.2-3 when the post is designated for a danger pay allowance;

(3) Transportation provided to Marine Security Guards;

(4) Transportation of security or communications officers outside normal duty hours; and

(5) Transportation provided to employees at post on temporary duty assignment.

b. Establishing Charges:

(1) Transportation Between Residence and Office: The chief of mission shall determine the amount of the charge for transportation between residence and office. Cost recovery should be the guide. Cost recovery is based on the rate established by the General Services Administration in the Federal Travel Regulations for use of a privately owned vehicle (see 6 FAM 145.1), plus chauffeur salary, divided by the average number of passengers. This policy shall apply to contractors if not inconsistent with the terms of the contract. In the rare instances when Foreign Service Nationals are provided with transportation between residence and office, the fee will be charged to FSN employees unless inconsistent with local custom, or if there are other overriding factors present that the chief of mission determines justify a reduced charge or no charge.

(2) For Other Transportation: There shall be a standard charge per mile for the use of each vehicle. The Daily Vehicle Usage Record (Form OF-108) (see section 228.6-1) shall be used to determine transportation for other authorized uses and the charges to be collected. All funds collected from this standard charge must be deposited to the General Fund Receipt Account and will not be available for reuse. The applicable account number for Department of State activities only is 19F3845-9905. AID controllers deposit funds collected to the "Miscellaneous Recoveries Not Classified Elsewhere Account, 72-3220." Assignment of vehicles in accordance with regulations in section 228.3-2 does not relieve any individual from payment of charges for transportation for other authorized uses.

(3) The rate established by the General Services Administration in the Federal Travel Regulations for use of a privately owned vehicle (see 6 FAM section 145.1) is used as the mileage charge for use of U.S.G. transportation. Notwithstanding permitted use of this rate, posts are encouraged to use actual expense figures whenever possible, especially where operating costs vary greatly from the GSA standard rate (either upward or downward). However, if the post uses actual expense calculations for arriving at a rate other than the GSA standard rate, then the rate should be based on operating expenses, excluding capital costs such as vehicle purchase price (including transportation), taxes, licenses, and registration. The rate should be greater if a carryall or other more costly vehicle is used. Additionally, a higher rate should be established if a driver is used during normal duty hours. It shall be the responsibility of the user to compensate a driver for services performed outside of the normal work schedule.

c. Collection of Charges: The policy for collecting transportation charges shall be fair, equitable, and clearly stated in the post administrative memorandum governing the use of official vehicles. If tickets are used for residence-to-office transportation, the policy should name the person(s) authorized to approve ticket purchases and sell tickets responsible for keeping records and depositing proceeds with a Class B cashier, and also accountable for ticket sales. Fees may be collected in local currency to simplify deposit. Collections shall be deposited by the post to the General Fund Receipt Account and reported through the accounting system of the responsible agency. The account number for Department of State activities is 19F3845-9905. AID controllers shall deposit proceeds to the "Miscellaneous Recoveries not Classified Elsewhere" account, 72-3220. Funds collected may not be applied to expenses of the servicing post or agency.

d. Authorization to Use Taxicabs: Use of taxicabs is authorized when transportation between residence and office has been authorized, official vehicles are not

available, and when not inconsistent with the determination that use of official vehicles for transportation between residence and office is authorized under section 228.2-2. The taxi fare is paid by the employee who is then reimbursed for the actual cost less the imposed charge.

228.3 Control of Official Vehicles

228.3-1 Motor Pools

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

All posts or agencies having two or more vehicles available for general use shall operate such vehicles as a motor pool; that is,make them available for the use of all officers or employees having need of vehicles for official purposes. Pooled motor vehicles from more than one agency may be used with the agreement of the chief of mission or principal officer and the ranking officer of another agency at the post. Vehicles available for general use normally exclude those authorized for exclusive assignment in section 228.3-2.

228.3-2 Vehicle Assignments

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Except for vehicles assigned to the chief of mission or the principal officer at a consulate or consulate general, vehicles assigned for exclusive use may, nevertheless, not be used for other authorized transportation except in accordance with regulations in section 228.2. Only the following vehicles may be assigned for the exclusive use of one individual:

(1) The principal officer's vehicle;

(2) A vehicle assigned, at the discretion of the chief of mission, to the ranking subordinate officer at a diplomatic mission;

(3) The Marine Security Guard detachment reaction vehicle;

(4) Vehicles purchased by other Government agencies and assigned to the agency representative at post; and

(5) Vehicles funded and controlled by the Bureau of Diplomatic Security for security purposes, including:

(a) Vehicles driven by security personnel on personal protection assignments;

(b) Local Guard Program vehicles;

(c) Residential Security vehicles; and

(d) Transit Security vehicles.

228.3-3 Review of Assigned Vehicles and Usage

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Each agency must review fleet use and composition annually to ensure the right mix of passenger and cargo carrying vehicles,and to ensure that vehicles are assigned and used properly. If any vehicles are found to be in excess of agency fleet requirements, posts must notify the owning agency, providing description of the vehicle, inventory number, condition, age, and mileage so that the appropriate disposition can be made.

228.4 Insurance for Official Vehicles

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. It is generally Government policy that the United States is self-insured for its own property and for tort liability to third parties. State (2 FAM 281), AID (Handbook 23, Chapter 15), and USIA (VII-90) have administrative authority to settle and pay tort claims with respect to such liability.

b. In addition, principal officers and ranking officers of overseas establishments are authorized to purchase insurance against liability of the U.S. Government and its employees, and the employees' dependents, to third parties for property damage, bodily injury and death resulting from the operation of official vehicles. It may be prudent or necessary under certain local situations to purchase additional liability insurance. In cases involving use for "business purposes", liability insurance for official vehicles may be purchased for the amount required.

c. The principle of the Government as a self-insurer may not apply to the liability of employees or dependents driving an official vehicle for other than business purposes, and the administrative authority to settle tort claims is available only when a driver is using a vehicle as a part of his or her official duties. In all cases involving "other authorized use" posts are required to purchase adequate liability insurance coverage, if available. Posts must inform employees and their dependents of their potential personal liability, and the extent of the liability insurance the post has purchased with respect to these users.

228.5 Loss or Extensive Damage to Official Vehicles

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. The repair of official vehicles is a post responsibility and does not require prior approval from Washington. Accidents involving official vehicles must be reported in accordance with section 617.3-5. If a vehicle is lost, stolen, or damaged beyond repair, the post must forward Form OF-132, Property Disposal Authorization and Survey Report, after survey action has been completed. USIS must request vehicle disposition authority and a replacement vehicle from Washington. AID mission directors under the authority contained Handbook 23 Chapter 6, Section 6M, may dispose of and replace vehicles without specific authority from Washington.

b State Only: If a replacement vehicle is required, the post should first request disposition authority, then follow the procedures described in section 228.9-1 to request replacement.

228.6 Operation of Motor Vehicles

228.6-1 Daily Usage Record (OF-108)

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Form OF-108, Daily Vehicle Usage Record, shall be maintained for all vehicles assigned to a post. The form shall be completed by the employee operating or servicing the vehicle, except for passenger signatures. The OF-108 may be translated into a local language providing the format is not altered.

228.6-2 Fuel for Official Vehicles

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The manufacturer's recommendation for octane requirements and minimum lead content shall be followed to the extent possible.

228.6-3 Dispatching and Scheduling Vehicles

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Motor pool vehicles shall be maintained at a central point during office hours, and shall be dispatched for each trip. If possible, one vehicle should be reserved for emergencies.

b. Vehicles may be scheduled in advance for business purposes and a priority list established based on relative needs of individuals or offices. Recurring requirements should always be scheduled in advance.

228.7 Records and Reports

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Accountability, use and maintenance records, including records of fuels and lubricants used, must be established and kept on file for all official vehicles. This data must be monitored for effective fleet management and internal controls and be available for required reports, such as the Annual Motor Vehicle Data questionnaire.

228.7-1 Motor Vehicle Inventories

(A) State Only

(TL:GS-21; 6-4-93)
(State Only)

The Department of State's overseas vehicle program is centrally managed and inventoried. Annually, "The Motor Vehicle Inventory Reconciliation Report" is sent to country fleet managers and posts without an immediate supervising mission. The inventory printout appended to the report lists the vehicles currently authorized and on-hand at a post. The post must annotate any corrections directly on the printout, sign the certification statement stamped on the inventory, and return the signed inventory printout to A/OPR/ST/S/MV by the date indicated.

(B) AID Only

(TL:GS-21; 6-4-93)
(AID Only)

The basic record for motor vehicles is Form AID-5-197, Motor Vehicle Record Card. Instructions on the use of this form are covered in AID's Motor Vehicle Guidelines and on the back of the form.

(C) USIA Only
(TL:GS-21; 6-4-93)
(USIA Only)

See MOA IV 960.

228.8 Disposal of Official Vehicles

228.8-1 Methods of Disposal

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. State Only:

(1) The Department authorizes disposal of official vehicles on a case-by-case basis. Form DS-1559, Authorization for and Report of Sale or Disposal of Vehicle, is issued when a replacement vehicle is received. Advance approval must be obtained from A/OPR/ST/S/MV when a vehicle is to be disposed of before the replacement vehicle is received. If the vehicle is not being replaced, and the vehicle is no longer serviceable or economical to maintain, the post should request a DS-1559.

(2) Normally, vehicles are to be sold on a competitive basis as replacement property. While disposal authorization must be obtained from the owning agency, the property disposal officer is responsible for determining the proper disposal method (see section 227.3).

(3) Disposal of vehicles should be accomplished within six weeks after receipt of authorization. If disposal action cannot be completed within two months, the owning agency should be advised by memorandum, stating the reason for delay and what action is being taken, if any. If disposal is delayed because of host country requirements, the Office of Foreign Missions, at the Department of State, should be advised by memorandum, with copies of pertinent correspondence.

(4) When a vehicle is lost or destroyed by accident, natural causes, or civil strife, a non-U.S. Government entity may provide replacement. In these circumstances, acceptance of the vehicle must be approved by A/OPR/ST/S/MV. Complete details relating to the incident should be provided, including a full description of the vehicle proposed as a replacement, and a copy of the relevant Property Survey Board Report (Form OF-132).

b. USIS Only: Any method of disposal other than competitive sale, such as negotiated sale, donation, or abandonment must be approved by Washington.

228.8-2 Proceeds of Sale

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Funds obtained from the sale of official vehicles shall be deposited in accordance with instructions provided by the owning agency, normally included with the disposal authorization.

228.9 Acquisition of Official Vehicles

228.9-1 Authority to Acquire Official Vehicles

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Vehicle replacement and fleet size and composition are determined by the appropriate headquarters office in Washington: A/OPR/ST/S/MV for State; the Overseas Procurement Branch, Overseas Support Division (M/AOP) of USIS; and FA/OMS for USAID. Acquisitions (including leases) by overseas posts for other agencies are governed by the policies and regulations of the requesting agency. For State Only: Overseas posts must obtain prior approval from A/OPR/ST/S/MV before acquiring any vehicle by purchase, lease, transfer, or other means, except as provided in section 228.9-3(B).

228.9-2 Replacement Criteria and Fleet Increases (State Only)

(TL:GS-21; 6-4-93)
(State Only)

A/OPR/ST/S/MV funds and controls the replacement of motor vehicles overseas. The size and composition of post fleets are evaluated when replacement requests are reviewed. Annually, along with the Vehicle Replacement Program Report, posts must provide A/OPR/ST/S/MV with condition and maintenance data for vehicles due for replacement, and those for which early replacement is sought. Approval of vehicle replacement is based on the mileage and condition reported by the post in the vehicle condition report (provided as an enclosure to the Replacement Report). A vehicle due for replacement may not be replaced if the post has been reduced in size or if other vehicles in the fleet are under-used. Requests for a fleet increase must be supported by a fleet survey as described in the Replacement Program Report.

228.9-3 Methods of Acquisition

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Funds for the purchase of vehicles are obtained through Congressional appropriations and proceeds from the sale of vehicles. Vehicles are acquired through purchase, lease or transfer.

(A) AID Only

(TL:GS-21; 6-4-93)
(AID Only)

Refer to AID HB 23, Chapter 6, section 6G. for policy on acquisition of vehicles.

(B) State Only Purchase

(TL:GS-21; 6-4-93)
(State Only)

a. General Services Administration (GSA) is the mandatory procurement source for the purchase of U.S. manufactured vehicles purchased in the United States. Purchase requests are submitted by A/OPR/ST/S/MV to GSA.

b. Foreign made vehicles are funded by A/OPR/ST/S/MV but are purchased overseas by the post, either through a regional procurement office, third country procurement, or locally. All overseas purchases must be authorized by A/OPR/ST/S/MV.

c. Due to the principles of the Balance of Payments Program, U.S. manufactured vehicles are preferred to meet official vehicle requirements. If requirements cannot be met by a U.S. manufactured vehicle, priority is given to vehicles manufactured by U.S. subsidiaries, such as Ford and GM subsidiaries operating in Australia, United Kingdom, and Germany, over foreign manufacturers whenever possible. Requests to purchase non-U.S. manufactured vehicles may be justified in the following conditions:

(1) Special requirements exist which cannot be met with a vehicle manufactured in the U.S., e.g., right-hand drive vehicles;

(2) The total cost of acquisition and life cycle expenses of non-U.S. made vehicles is at least one third less than that of U.S. made vehicles due to the availability of parts and service, suitability to local conditions, and more efficient fleet operations. A cost-benefit analysis must be submitted to A/OPR/ST/MV for review to determine whether acquisition of a non-U.S. made vehicle is justified; and

(3) Due to local conditions, a non-U.S. made vehicle is required for security or other special operational needs. Justification to procure a vehicle under this provision must be submitted to A/OPR/ST/S/MV. If the security is a consideration,the justification must be routed through DS/PSP/PEL for approval.

(C) State Only Lease

(TL:GS-21; 6-4-93)
(State Only)

Posts may lease or rent a vehicle to meet temporary requirements for periods not to exceed sixty days. Leases in excess of sixty days must be approved in advance by A/OPR/ST/S/MV based on the following considerations:

(1) For reasons of economy, long-term vehicle requirements are normally met by purchase rather than lease. However, if a post believes that unusual circumstances favor leasing motor pool vehicles, a proposal must be submitted to A/OPR/ST/S/MV with a comparison of purchase price, maintenance and repair costs, operating costs, and proceeds from sale in comparison with annual lease costs, length of agreement, and contract maintenance and repair costs, if applicable. To the extent possible, the comparison should be made for similar makes and models of vehicles. The provision in section 228.9-3(B)c concerning vehicles of foreign manufacture apply to lease, as well as purchase; and

(2) Approval of a vehicle lease extends for the life of the lease but not for renewals. Renewal justification must be submitted in the same manner as for a new lease.

(D) State Only Transfer

(TL:GS-21; 6-4-93)
(State Only)

a. The transfer of a vehicle from one agency to another is appropriate under certain circumstances and conditions. However, prior A/OPR/ST/S/MV approval is required. A request for approval must provide complete description, including standard and optional equipment, accumulated mileage and condition. The request must state what vehicle the transferred vehicle is intended to replace, and must provide a Vehicle Condition Report for that vehicle. If the vehicle is to be acquired as a net fleet increase, justification and a fleet survey must be submitted.

b. A/OPR/ST/S/MV approval is not required when vehicles are transferred from another agency for disposal purposes only. These vehicles must be disposed of and the funds deposited as instructed by the owning agency, and they may not be retained for use prior to disposal.

228.9-4 Standardization Policy

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Department policy requires full and open competition in all procurements. Therefore, vehicles are provided to posts based on vehicle type rather than specific make and model. A negotiated procurement is possible when there is a vehicle standardization program in effect. A/OPE Procurement Policy Directive No. 6 (for State) and Handbook 23, Chapter 6, Section 6G.2 (for AID) provide specific guidance for posts wishing to standardize on a particular make of vehicle. However, a standardization agreement does not exempt a post from applicable statutory price limitations.

228.9-5 Messenger Delivery and Utility Vehicles

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Two- and three-wheeled motor scooter or cycle-type vehicles used for messenger delivery and other utility vehicles that are not driven on roads such as forklifts or tractors may be acquired without agency approval.

228.10 Use of Privately-Owned Vehicles (POVs)

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Authority is granted in 4 FAM 475.1 and 6 FAM 111.2 to authorize or approve the use of POVs for business purposes when this use is determined to be advantageous to the U.S. Government, or when official transportation is not available. Reimbursement will be made on a mileage basis in accordance with the rate established by the General Services Administration in the Federal Travel Regulations for use of a privately owned vehicle (see 6 FAM 145.1).

228.11 Mission Support and Administrative Support Vehicles

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Motor vehicles acquired by each agency to provide for its specific transportation needs are considered mission support vehicles. Although such vehicles may be operated from a joint motor pool, they remain the property and responsibility of the owning agency.

b. Under a Foreign Affairs Administrative Support (FAAS) agreement, vehicles may be provided for general administrative support functions such as residential or office maintenance, the delivery of supplies and equipment, pouch, mail, and messenger services for which the owning agency is reimbursed through the FAAS. These administrative support or FAAS vehicles are established as pooled vehicles under the FAAS agreement and are usually non-passenger, truck types, including carryalls and vans. As an alternative to reimbursement under FAAS, vehicles owned by participating agencies may be pooled for such purposes.

c. State Only: Because the transportation of personnel for business and other authorized uses is a program responsibility of the parent agency, these requirements are not considered for purposes of allocating support vehicles, funded by FAAS reimbursements.

228.12 Maintenance of Vehicles and Shop Safety

228.12-1 Maintenance of Vehicles

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Posts may arrange for vehicle maintenance by using Government-owned or -leased equipment and shops, or by contracting for these services. The use of Government facilities is appropriate when:

(1) There are no suitable commercial or other Government facilities and trained personnel available;

(2) The costs of available commercial facilities are prohibitive;

(3) Security needs require the use of Government facilities; and

(4) Vehicle spare parts are not adequately available in-country and parts, supplies and equipment must be

stocked.

b. When contracting for vehicle maintenance and service:

(1) Contracts which provide for parts and labor at fixed rates are preferred; and

(2) Approved work orders should be issued for all work performed. Work performed should be well documented for both payment and record purposes.

c. Preventive maintenance must be scheduled and performed on all vehicles in accordance with manufacturer service or owner manuals. Care should be taken to decrease service intervals if the vehicle is subject to adverse driving conditions, or if it has been modified for security reasons. Schedules for the use of vehicles must not interfere with service requirements. Posts must keep maintenance records on file showing costs of parts, materials, and labor separately.

228.12-2 Shop Safety

(TL:GS-21; 6-4-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

a. Government maintenance facilities must be inspected for fire and safety hazards at least once a year. If the location of the shop or the nature of the work performed changes, it must be re-inspected.

b. There must be at least three serviceable, ten-pound, dry chemical fire extinguishers conspicuously mounted and easily accessible in the shop area;

c. A usable first-aid kit, including an eye cup and eye wash must be kept near the shop area;

d. "NO SMOKING" signs (multi-lingual if appropriate) must be prominently displayed in areas where flammable materials are stored or used;

e. Flammable materials and supplies such as gasoline, oils, solvents, wiper rags, flammable trash, etc., must be stored in covered containers;

f. Gasoline must never be used as a solvent or cleaner;

g. Grease, oil, or gasoline spills in shop areas should be cleaned at the end of each workday or more often if accumulation is significant. Shop floors should be swept regularly and debris stored in closed containers away from the shop area. If necessary, surfaces should be scrubbed with an appropriate commercial detergent;

h. No person may go beneath a raised vehicle unless the vehicle is on a hydraulic vehicle hoist with functioning safety lock, raised securely on blocks, or, if raised on jacks, with redundant solid supports under the frame and steel blocks in place;

i. All persons in the shop must wear appropriate safety glasses when power tools such as drills, grinders, welding equipment, and cutting torches are being used; and

j. For general guidance, see also section 600 Safety/Health and Environmental Management Program, and the Safety, Occupational Health and Environmental Management Resource Guide, published by the Safety Office, A/OPR/SHEM.

CHAPTER 7

SAFETY PROGRAM

This chapter consists solely of the Uniform State/AID/USIA/Commerce/Agriculture, 6 FAM 610, Safety/Health and Environmental Management Program. The Uniform Regulations (Appendix 7A) are the governing directives for USAID establishment and management of a safety/health and environmental management program abroad.

610
SAFETY/HEALTH AND ENVIRONMENTAL MANAGEMENT PROGRAM

611 GENERAL

611.1 Purpose

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Establish a Safety/Health and Environmental Management Program (SHEM) which assures a safe and healthful work environment for all Department of State (DOS) employees, FSNs, and personnel incident to an activity of or on the premises under the control of the Department and the Agencies; and set forth policy for issuance, implementation, and administration of an effective and comprehensive program as prescribed by Executive Order (E.O.) 12196, and 29 CFR Part 1960.

611.2 Applicability

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

These regulations apply to all of the Department's activities and facilities of overseas diplomatic and consular posts and domestic organizations including the activities and facilities of other agencies assigned to or working within these posts, hereinafter referred to as the Agencies, which do not administer a separate equivalent program for their overseas facilities.

611.3 Scope

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

This section delineates policy, responsibilities, and requirements of the Safety/Health and Environmental Management Program. The program is directed to the protection and conservation of Department of State resources and protection of operational continuity; this is accomplished through the elimination or proper management and control of hazardous conditions which can result in physical harm, illness, death, property loss, or environmental damage. This includes:

(1) Injuries or illnesses to personnel, including FSNs and contract employees, incident to an activity of or on the premises under the control of the Department and the Agencies;

(2) Damage to or loss of equipment, material, and property owned or leased by the Department and the Agencies;

(3) Damage to or loss of non-Department or non-Agency property where incident to the use, or activity of, or on the premises under the control of the Department or Agencies, or when they may result in claims against the Government or in unfavorable public relations;

(4) Fires, explosions, hazardous materials contaminations, and other similar incidents that may threaten people, property, and equipment; and

(5) Emissions, discharges, and/or disposal of hazardous materials which may adversely impact the environment. (External environmental conditions which could impact the health of employees and their dependents are the responsibility of the Office of Medical Services.)

611.4 Authorities

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Occupational Safety and Health Act of 1970 (P.L. 91-596) (the Act).

b. Executive Order 12196, Occupational Safety and Health Programs for Federal Employees.

c. Basic Program Elements for Federal Employee Occupational Safety and Health Programs (29 CFR 1960).

d. Occupational Safety and Health Standards (29 CFR Parts 1910 and 1926).

e. Resource Conservation and Recovery Act (RCRA) and Amendments (40 CFR).

f. Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) (40 CFR).

g. Toxic Substances Control Act (TSCA)(15 CFR).

h. Clean Air Acts Amendments (40 CFR).

i. Standards for Tracking and Management of Medical Waste (40 CFR)

j. Lead Based Paint Poisoning Prevention (24 CFR).

612 POLICY

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

It is the policy of the Secretary of State to:

(1) Ensure safe and healthful working conditions for all employees of the Department, the Agencies and contractors, including visitors on DOS controlled premises as they may be affected by DOS activities;

(2) Administer an effective comprehensive loss control program;

(3) Protect Departmental equipment and property from loss due to accident, fire, and disaster; and

(4) Conserve and protect the environment through responsible management and control of operational activities which could result in emissions, discharges, and/ or disposal of hazardous materials adversely impacting the environment.

613 PROGRAM ADMINISTRATION AND RESPONSIBILITIES

613.1 Designated Agency Safety and Health Official (DASHO)

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

In accordance with requirements of Executive Order 12196, the Department Designated Agency Safety and Health Official (DASHO) is the Assistant Secretary for Administration. The incumbent assists the Secretary in establishing the Department's Safety and Occupational Health Program to meet requirements of the E.O., Section 19 of the Occupational Safety and Health Act and 29 CFR Part 1960. The DASHO assures that adequate program direction, budget, and staff are provided by the Department to implement the mandated program at all operational levels.

613.2 Office of the Safety/Health and Environmental Management Director

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The Safety Director administers and manages the Department's worldwide Safety/Health and Environmental Management Program for the DASHO. The Safety Director:

(1) Establishes and issues policies, programs a standards to carry out the provisions of Section 1 the OSHA Act, 29 CFR 1960, E.O. 12196 and vario environmental laws and regulations published under 4 CFR and 15 CFR. These policies and programs will a sist the Department, its organizations, and posts in e tablishing and operating a comprehensive safety an occupational health program which is integrated int the organizational framework;

(2) Prescribes accident, illness, injury record kee ing, environmental mishap, and reporting requiremen which will enable the Department to meet record kee ing requirements established by E.O. 12196, Secti 19 of the OSHA Act, 29 CFR 1960, and requirem published under 40 CFR and 15 CFR. These pro dures shall assure that accurate data are compiled an maintained for required periods;

(3) Serves as the official Departmental focal poi for all safety and occupational health matters and lia son with the Office of Federal Agency Safety Program OSHA, U.S. Department of Labor, the Environment Protection Agency, National Institute for Occupation Safety and Health, and other Federal agencies;

(4) Serves as the Departmental authority to resol employee reports of alleged unsafe or unhealthf working conditions;

(5) Provides for periodic audits/evaluations of organizations and posts to assure that an acceptat level of SHEM and environmental activity is being a complished. Conducts special studies necessary to i vestigate, evaluate, and resolve safety, health, and e vironmental issues/problems;

(6) Reviews and coordinates all Departmental m ters related to safety, occupational health, and enviro ment (as they relate to emissions, discharges, and d posal of hazardous materials) for the DASHO;

(7) Coordinates and/or provides technical supp required to enable DOS posts and domestic org tions to meet safety, occupational health, and en mental requirements;

(8) Establishes Departmental goals and objecti for reducing and eliminating occupational acciden illnesses, injuries, and environmental mishaps;

(9) Prepares the Department's annual SHEM I port for submittal by the DASHO to the Secretary Labor, and coordinates the annual A-106 Envir mental Pollution Report for submittal to EPA a OMB;

(10) Establishes appropriate regulations and st dards such as those issued by DOL, EPA, NIOS other recognized standard-setting bodies when sary to address specific safety, occupational health,

environment problems in the Department, its organizations, and posts;

(11) Investigates and resolves all employee(s) reports of alleged discrimination because of participation in occupational safety and health activities;

(12) Serves as the Executive Director of the Department's DASHO Advisory Committee on Occupational Safety and Health (DACOSH) (see section 613.3);

(13) Provides for the review and safety/occupational health and environmental analysis of all new Departmental projects, operations, initiatives, procedures, etc. during the planning process. Provides responsible managers with information and requirements for addressing safety/occupational health and environmental issues; monitors projects to ensure effective implementation of safety/occupational health and environmental controls; and

(14) Appoints Class A Mishap Boards, for the DASHO, to investigate and analyze major accidents, occupational illness, occupational injuries, etc. (see section 617.3).

613.3 DASHO Advisory Committee on Occupational Safety and Health (DACOSH)

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/Commerce/Agriculture)

The function of this committee is to monitor and coordinate overall Department safety, occupational health, and environmental activities, plans, programs, and policies consistent with objectives of Section 19 of the Occupational Safety and Health Act and Executive Order 12196. This is accomplished by an ongoing review of major programs and policies in safety/health and environmental management including identification of issues and procedures which cut across lines of responsibility of Department offices. The objective is to establish a systematic integrated planning process to facilitate the implementation of various Department safety and occupational health goals and objectives. The Designated Agency Safety and Health Official chairs the Committee and the Safety Director serves as the Executive Director. Ex-officio members of DACOSH are:

(1) A/OPR – Deputy Assistant Secretary for Operations;

(2) A/FBO – Deputy Assistant Secretary for Foreign Buildings; and

(3) M/MED – Medical Director.

613.4 Offices of Assistant Secretaries

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/Commerce/Agriculture)

a. In coordination with the Department of State Designated Safety and Health Official, the assistant secretaries of the following offices will ensure that safety/health and environmental management program requirements are implemented at their overseas posts/domestic operations:

(1) European and Canadian Affairs;
(2) African Affairs;
(3) East Asian and Pacific Affairs;
(4) Inter-American Affairs;
(5) Near Eastern and South Asian Affairs;
(6) International Organization Affairs; and
(7) All others.

b. The offices listed above provide the assistance and support necessary to obtain resources to assist and enable posts to meet requirements in section 610.

c. The offices listed in paragraph a of this section shall coordinate with the Safety Director to integrate the Department's safety, occupational health, and environmental requirements into IO and regional bureau activities as appropriate.

613.5 Office of Medical Services

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/Commerce/Agriculture)

The Medical Director, in support of the Safety/Health and Environmental Management Program, shall provide for:

(1) Consultation to the Safety Director on medical aspects of the Department's Safety/Health and Environmental Management Program;

(2) Appropriate preplacement physical examinations for employees assigned to known hazardous workplaces;

(3) Medical assessment and required treatment of on-the-job emergency injury and illness due to occupational accidents/exposures within the capacity of the health facility;

(4) Referral of employees for job-related injuries and illnesses to private physicians and/or medical facilities; and

(5) Medical surveillance of known hazardous occupational exposures.

613.6 Office of the Deputy Assistant Secretary for Foreign Buildings

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The Deputy Assistant Secretary for Foreign Buildings:

(1) Manages and directs the overseas fire prevention aspects of DOS overseas buildings by insuring that:

(a) New designs meet applicable fire, life safety, and electrical safety code requirements including the most recent National Fire Protection Association (NFPA) and National Electric Code (NEC) standards;

(b) Fire safety features are installed correctly, adequately tested, and functioning properly prior to occupying a new building;

(c) Post employees are provided with periodic fire safety training by qualified professionals;

(d) Overseas buildings are routinely inspected by competent professionals for fire hazards;

(e) Fire protection measures on FBO managed construction sites are adequate; and

(f) Fires are investigated to determine origin and cause by qualified professionals in a responsive manner, and that assistance is provided to other bureaus/agencies in on-going arson investigations.

(2) Ensures that appropriate Departmental fire, safety, and environmental policies and standards are applied as part of the following FBO administered activities:

(a) Planning and engineering design of new facilities;

(b) During planning and engineering design for renovations of existing facilities;

(c) Maintenance/repair of existing facilities and major equipment; and

(d) During construction of new facilities or renovation of existing facilities.

(3) To the extent that is practical, ensures that facilities being considered for acquisition are examined for the presence of hazardous conditions or materials and that hazards are abated or controlled prior to allowing access to either construction/renovation teams or normal building occupants;

(4) Provides engineering expertise and support as necessary to abate major buildings related hazardous conditions identified by qualified safety and occupational health professionals as part of the Department's hazard identification and assessment program described herein; including PCBs (in transformers), Radon, and leaking underground storage tanks;

(5) Manages and directs the overseas building asbestos abatement activities; and

(6) Ensures that each FBO administered contract for construction of new facilities and modification/renovation of existing facilities includes the appropriate requirement for construction site safety.

613.7 Office of Acquisitions

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. The Director, Office of Acquisitions, in coordination with the Safety Director, ensures that appropriate Department of State SHEM standards and policies are adequately addressed as an integral part of the contracting and procurement processes. Specifications developed for contract projects shall be reviewed by the program office to ensure that they are not in conflict with Department of State SHEM standards and that requirements are included, as necessary, to meet the intent of this section. The Office of Safety/Health and Environmental Management will assist in identifying those types of procurements where a SHEM analysis/statement is required.

b. Contracting officers shall ensure, by requiring certification or other mechanism, that the review required in paragraph a of this section has been made prior to taking solicitation action. As part of this determination, the contracting officer shall review the contractor's written safety and occupational health plan to ensure its adequacy, if such a plan is required.

613.8 Office of the Inspector General

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The Inspector General evaluates posts' compliance with safety and occupational health requirements of 6 FAM as part of its scheduled inspections. Significant problems noted in the inspection report are brought to the attention of the Safety Director, including the status of post progress in implementing safety and occupational health requirements and the identification of imminently hazardous or otherwise significant safety/occupational health issues which might have Department-wide impact.

613.9 Office of Facilities Management and Support Services

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The Director of the Office of Facilities Management and Support Services, in coordination with the Safety Director, ensures that appropriate Departmental and/or General Services Administration fire, safety, health, and environmental policies and standards are applied as part of the organization's activities. These activities should include:

(1) Planning for replacement of building systems, repairs, and minor alterations in existing facilities;

(2) Providing domestic facilities maintained in a manner free from safety and health hazards;

(3) Serving as the Facility Asbestos Control Manager, and reviewing all contracts and/or reimbursable work before the start of a project to determine if asbestos containing material (ACM) is present in the proposed work area;

(4) Serving as the Facility Hazardous Waste Coordinator who is responsible for ensuring facilities' compliance with hazardous waste and other environmental standards; and

(5) Ensuring appropriate standards are applied during the maintenance/repair of existing facilities and major equipment.

613.10 Office of Real Property Management

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The Director of the Office of Real Property Management (RPM) in coordination with the Safety Director ensures that appropriate Department and/or General Services Administration fire, safety, health, and environmental policies and standards are applied as part of the following RPM administered activities:

(1) Planning and engineering design of new facilities;

(2) Planning and engineering design for renovations of existing facilities;

(3) Constructing new facilities or renovating existing facilities; and

(4) Acquiring new facilities. RPM shall ensure that a safety, health, and environmental assessment is conducted during the planning stage of any acquisition.

614 POST SAFETY AND OCCUPATIONAL HEALTH PROGRAM ADMINISTRATION AND RESPONSIBILITIES

614.1 The Chief of Mission

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The Chief of Mission has overall responsibility for the safety and health of post employees. The Deputy Principal Officer is the Designated Post Safety and Occupational Health Administrator (The Administrator), and has equivalent responsibilities to the Department DASHO. The Administrator assures that an effective SHEM Program is implemented to protect Department of State resources in accordance with Department policies and procedures contained in section 610 and in other documents. The Administrator:

(1) Appoints a Post Occupational Safety and Health Officer (POSHO) to carry out the day-to-day safety and occupational health program management and implementation. This person will be a full-time American employee, usually assigned to the Administrative area;

(2) Actively promotes and supports the SHEM Program to facilitate implementation by the POSHO;

(3) Provides adequate funding to establish and administer the program, including the abatement of safety, occupational health, and environmental hazards identified; and

(4) Ensures that safety and occupational health is a critical job element of supervisors and other individuals having responsibilities in this area.

614.2 Post Occupational Safety and Health Officer (POSHO)

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The POSHO coordinates, administers, and implements the Post Safety and Health Program for the Designated Post Safety and Occupational Health Administrator. Duties and responsibilities are reflected in the individual's job performance standards. The Post Safety and Health Program shall meet the requirements of section 617, as well as other related Departmental requirements which may exist. The POSHO develops the Post's SHEM Program administration budget requirements that may be necessary to meet program goals and

objectives for the fiscal year. Funding requirements are included in the post's annual budget submission.

614.3 Post Occupational Safety and Health Standing Committee

614.3-1 General

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The Occupational Safety and Health Committee is organized and maintained to enable the Administrator to coordinate and oversee the safety and occupational health program. The Committee serves to emphasize and facilitate a coordinated and integrated team approach for dealing with safety, occupational health, and environmental issues. The Committee serves as a mechanism for establishing and accomplishing program goals and objectives. It also facilitates safety and occupational health communications between management and employees.

614.3-2 Committee Organization and Membership

(TL:GS-5; 1-6-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. A Safety and Occupational Health Committee is to be established at each post having more than 25 employees (including FSN's and personal services contractors). The Designated Post Safety and Occupational Health Administrator is the Committee Chairman and the POSHO serves as the Executive Director. The committee shall meet at least semiannually or more frequently, as required. Written minutes of each meeting will be maintained by the POSHO and a copy will be distributed to each member.

b. Ex-officio members of the Committee are as follows:

(1) Deputy Principal Officer - Chairman;
(2) POSHO - Executive Director;
(3) Administrative Officer;
(4) Personnel Officer;
(5) Regional Medical Officer (or Head Nurse); and
(6) Regional Security Officer.

c. Consideration should be given to including other members such as:

(1) Employee representative; or
(2) Other Agencies' representatives.

614.3-3 Committee Objectives and Functions

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Plan and execute Department policies and requirements related to loss control, including safety, occupational health, and the environment. Review and update the plan annually.

b. Integrate safety and occupational health into the post's management system, including the delegation of activities and functions as appropriate.

c. Monitor the progress of various organizational elements in meeting established goals and objectives.

d. Review annual mishap statistics and utilize this data to establish/modify program goals and objectives.

614.4 Supervisors

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Employees who exercise supervisory functions will, to the extent of their authority, furnish employees a place of employment free from recognized hazards that can cause death or serious harm. They must comply with safety and occupational standards of the Department and ensure that timely action is taken to correct unsafe or unhealthful working conditions or practices. Supervisors are responsible for assuring that:

(1) Employees are provided the correct tools and equipment to conduct the job safely;

(2) The employees are properly instructed in the use of these items; and

(3) Applicable safety and health procedures are observed in the workplace.

614.5 Contractors

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Each contractor, grantee, or other entity conducting projects or programs which are funded or supported in whole or in part by the Department of State is responsible for providing its employees safe and healthful conditions of employment in accordance with Department of Labor (DOL) regulations (29 CFR), as a minimum; except that contractors involved in FBO sponsored construction and renovation activities shall abide by standards contained in the Corp of Engineers Safety and Health Requirements Manual as in section 616.5.

When contractor operations occur in or around Department of State facilities, there is an increased potential for adversely affecting Department of State employees and operations, as well as the general public. Therefore, contract requirements must be clearly defined during contracting and project planning activities.

b. In all cases, contractor operations and activities, whether sponsored by the post or another Department of State organization, shall be closely coordinated with the POSHO during both planning and implementation phases.

615 EMPLOYEE RIGHTS, RESPONSIBILITIES, AND PROTECTION FROM REPRISAL

615.1 Employee Rights

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Employees have the following rights:

(1) To have access to copies of the Department's safety and occupational health policy, program, standards, and injury/illness statistics;

(2) To comment on occupational safety and health standards and injury and illness statistics;

(3) To report and request inspections of workplaces which the employee believes to be unsafe or unhealthful, without fear of coercion or reprisal; and

(4) To appeal to the State Department Office of Safety/Health and Environmental Management if the employee disagrees with the final disposition by the post concerning working conditions reported as unsafe or unhealthful.

615.2 Employee Responsibilities

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Each employee must comply with the regulations set forth in this chapter, follow prescribed personal safety and health practices, and advise supervisors of any unsafe or unhealthful working conditions. If satisfactory action is not obtained after reporting a hazard to a supervisor, the employee should report the hazard in writing to the POSHO who will investigate and ensure that appropriate actions are taken. The POSHO will forward a copy of the hazard report to the Department's Safety Director.

615.3 Employee Protection From Reprisal

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. No employee is subject to restraint, interference, coercion, discrimination, or reprisal for filing a report of an unsafe or unhealthful working condition, or for other participation in Department occupational safety and health program activities. Employees have the right to decline to perform their assigned task because of a reasonable belief that, under the circumstances, the task poses an imminent risk of death or serious bodily harm, coupled with a reasonable belief that there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures.

b. Allegations of reprisal should be processed under the Department's grievance procedures, or an applicable negotiated grievance procedure.

c. Executive directors, administrative officers, office directors, and supervisors must ensure that employees are informed of these rights, and that employees know how and where to file an allegation of reprisal.

616 STANDARDS

616.1 General Standards

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The Department safety and health standards are those promulgated by the Secretary of Labor under 29 CFR (OSHA). Department of State standards include, by reference, a number of consensus standards produced by the American National Standards Institute (ANSI), the National Fire Protection Association (NFPA), etc., in addition to the A/FBO Fire Protection Design Standards. Additional environmental standards are contained in regulations listed in sections 611.4e through g. The Department will also adopt applicable emergency temporary occupational safety and health standards that may be established by the Secretary of Labor or recommended by the National Institute for Occupational Safety and Health (NIOSH). Posts may be required to implement host country *SHEM* and environmental standards when they are more restrictive than Department of State standards.

616.2 Exposure Standards

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Permissible exposure limits (PELs) for exposure to toxic and hazardous materials and hazardous physical energies are those published by the Department of Labor under 29 CFR Part 1910 except, when the Recommended Exposure Limit (REL), established by NIOSH, or the Threshold Limit Value (TLV), established by the American Conference of Governmental Industrial Hygienists (ACGIH), is lower than the OSHA PEL, the more stringent TLV becomes the exposure standard for the Department of State.

616.3 Hazard Control Ventilation Standards

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The Industrial Ventilation Manual, published by the American Conference of Governmental Industrial Hygienists (ACGIH), is the Department of State design standard for ventilation systems used to control hazardous materials for protection of personnel in the workplace. This is in addition to the more limited requirements set forth in OSHA, 29 CFR Part 1910. Air flow and air capacity specifications are those contained in the Industrial Ventilation Manual.

616.4 Design Standards

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

For the design of new construction or the design of major renovations and alterations of existing structures, the Department will conform with the OSHA Standards at overseas posts and with the host country standards as required. Their application, as a modification of local design criteria, will be at the discretion of the architect or engineer who will follow U.S. Standards to the fullest extent practical. In order to ensure acceptable indoor air quality in Department of State office buildings, ASHRAE Standard 62-1989, Ventilation for Acceptable Indoor Air Quality, shall be followed when designing new buildings, or when designing renovations or modifications to the ventilation systems in existing buildings.

616.5 Construction Standards

(TL:GS-12; 1-13-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

For new construction or major renovations and alterations of existing structures at overseas posts, the Department will conform with the U.S. Corps of Engineers Safety and Health Requirements Manual, and with host country standards as necessary.

616.6 Additional Standards

(TL:GS-12; 1-13-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The Office of Safety/Health and Environmental Management will develop and/or issue additional standards as necessary to address specific safety and occupational health and environmental issues or problems not covered by the standards listed above, or by the regulations listed under section 611.4. *These standards are contained in the Resource Guide (section 616.7).* Periodically, the Office of Safety/Health and Environmental Management may issue revised versions of certain OSHA and other standards (i.e., Hazard Communication Program) when the revised versions may be beneficial to posts in understanding and implementing requirements. Agencies or bureaus with occupational responsibilities involving unusual or special hazards not covered above should submit proposed draft standards to the Safety Director for review and approval.

616.7 Departmental Safety, Occupational Health, and Environmental Management Resource Guide

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The Resource Guide, which is to be issued to all posts and domestic organizations, contains all safety and occupational health policies, programs, standards, and other requirements issued by the Department. The Resource Guide is a Department of State standard which will be updated periodically by the Office of Safety/Health and Environmental Management. Copies of this standard are to be maintained by all posts indefinitely.

617 SAFETY AND OCCUPATIONAL HEALTH PROGRAM REQUIREMENTS

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Each post and domestic organization shall implement a comprehensive safety and occupational health loss control program, as described herein, to protect its personnel and capital assets, and to meet environmental requirements associated with their operations. In accordance with section 614.2, the Post Occupational Safety and Health Officer (POSHO) shall ensure that the following requirements are met.

617.1 Workplace Hazard Identification and Assessment

(TL:GS-5; 1-6-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. All "increased risk" (non-office) work operations and areas will be inspected by qualified safety and occupational health professional(s) at least once a year.

b. A qualified safety and occupational health professional is an individual meeting Office of Personnel Management (OPM) qualifications for Safety and Occupational Health Manager/Specialist (GS-018), Industrial Hygienist (GS-690), or Safety Engineer (GS-803). Fire Prevention Engineers (GS-804) and Fire Protection Specialists/Marshalls (GS-081) are qualified to inspect workplaces having fire risk potential. In areas where more specialized expertise is required, a person possessing that expertise may be requested to accompany the safety and health professional on such inspections.

c. In addition to requirements in paragraph a of this section, the POSHO will inspect all work areas annually and "increased risk" work areas/operations twice a year. Unit supervisors are responsible for regular hazard inspections of their workplaces on a daily or weekly basis, depending on the nature of their work.

d. In addition to inspections conducted by personnel in paragraph b of this section, construction engineers licensed in the Civil, Mechanical, and Electrical disciplines and assigned to the FBO Technical Support Branch shall make inspections to construction site activities on FBO administered contracts. Unit supervisors are responsible for regular hazard inspections of their workplaces on a daily or weekly basis, depending on the nature of the work.

e. An increased risk or high risk activity is a workplace or environment with a high potential for mishaps or occupational illnesses. Included are activities involving, but not limited to, machines, electrical/electronic functions including transmitting antennas, chemicals or chemical applications, materials storage and handling, construction, maintenance, and repair. High risk activities include all public works facilities, activities, and shops.

f. Inspections shall include a comprehensive hazard assessment addressing the potential for losses and exposures to fire, safety, and health hazards. A complete risk analysis of each work operation shall be done and shall include environmental factors, training needs, materials used, hazardous/toxic chemicals used, control systems, protective equipment used, etc. Quantification of potentially harmful exposures to hazardous/toxic chemicals, materials, noise, asbestos, radiation, biological materials, etc. shall be accomplished by or under the supervision of industrial hygienists certified in comprehensive aspects of industrial hygiene.

g. Occupational safety and health personnel are authorized to enter without delay and unannounced for the purpose of inspecting any building, installation, facility, construction site, or other workplace or area where work is being performed by employees of the Department or agencies. Inspecting personnel are authorized to question privately any employee, supervisor, or official in charge of the establishment concerning pertinent safety and occupational health conditions and concerns.

h. Inspection personnel on FBO construction projects are to provide written reports of findings and recommendations to the FBO project director for action. Inspection personnel are not authorized to direct FBO contractors to take action that may result in changes in contract requirements or increased costs to FBO. In cases where immediate danger exists, inspection personnel will inform the FBO project director in charge, verbally and then in writing, of the potential danger and the actions required to correct the problem.

i. The safety and occupational health personnel conducting inspections will give officials in charge of the facility and employee representatives an opportunity to accompany them during the physical inspection of the workplace. The inspector must obtain the appropriate security clearances to inspect areas or workplaces where classified operations or information requires such security clearances.

617.2 Reporting of Hazardous Conditions

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. All inspection findings, except those involving conditions which are corrected at the time of the inspection, shall be documented in an inspection report which is officially conveyed to the manager responsible for the inspected work area(s). The report shall specify time frames for compliance. A copy of the report shall be forwarded to members of the safety committee and employee representative, if any. Also, a copy will be maintained by the POSHO for a period of five years after the inspection.

b. As soon as it is concluded on the basis of an inspection that a risk exists that could reasonably be expected to cause immediate serious physical harm or illness, immediate action must be taken to eliminate the hazard. The inspector is to inform the official in charge of the workplace and the Designated Post Safety and Occupational Health Administrator, verbally and then in writing, of the potential danger and the actions required to correct the problem.

c. When an imminent danger is identified as per paragraph b of this section, a Notice of Alleged Safety or Health Hazards Form (DS-1853) must be completed and immediately posted in the work area until the hazard is permanently abated. It must be written in English, as well as the host country language if non-English speaking FSNs or PCSs work in the area affected. The Form shall describe in detail the nature and degree of seriousness of the hazard, remedial measures to be taken until the hazard is abated, and a reasonable time for abatement or correction.

d. Department of State employees (including FSNs), employee representatives, and contractors may request the POSHO to investigate and assess a condition/environment/operation which they believe possess a hazard to safety or health. The request can be made verbally, but must be followed by a written request. Upon receipt of such a request, the POSHO shall direct an investigation and respond to the requester within 24 hours for reports of imminent danger conditions; within 3 working days for potentially serious conditions, and within 14 working days for other than serious conditions.

e. If, after reporting a hazardous condition, the employee is not satisfied with the final action, a request for higher level review can be made in writing to Department of State, Office of Safety/Health and Environmental Management (A/OPR/SHEM), Washington, DC 20520. Upon receipt of a request, the Office of Safety/Health and Environmental Management will initiate an investigation of the alleged condition by qualified safety and occupational health professionals. If the condition constitutes violation of Department of State standards, the post will be so advised and will be responsible for initiating appropriate corrective (abatement) action. The employee will be advised by the Office of Safety/Health and Environmental Management in writing of the the actions taken to resolve the issue.

617.3 "Mishap" Investigation and Reporting

617.3-1 General

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. The purpose of this section is to issue requirements and procedures for investigating, analyzing, and reporting Department of State "mishaps". A "mishap" is defined as any unplanned, unexpected, or undesirable event causing injury, occupational illness, death, material loss/damage, or incident causing environmental contamination. The term mishap is used in lieu of accident or occupational illness and includes motor vehicle accidents.

b. All mishaps which occur on Department of State owned or controlled premises, or during the conduct of Government business, shall be investigated and reported. Any injury or occupational illness reported on Form CA-1 or CA-2 to the Office of Workers Compensation (OWCP), Department of Labor, or the equivalent host country report, is a reportable mishap.

c. A Mishap Analysis Board (MAB) is appointed to conduct an analysis and investigation for the sole purpose of preventing future mishaps. The Board may be composed of several members or of a single individual, depending on the circumstances of the mishap.

617.3-2 Classification of Mishaps

(TL:GS-12; 1-13-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The classification of mishaps, based on personnel and fiscal losses involved, will determine the level of mishap investigation required. Mishaps shall be classified as soon as reasonable estimate of total cost is made. All mishaps will be classified into one of the following categories:

(1) Class A:

(a) The cost of property/real estate/environmental damage is $100,000 or greater; Department of State operations are curtailed/shut down for more than 8 hours;

(b) An injury or occupational illness results in a fatality or permanent total disability; or

(c) An injury or occupational illness (with lost workdays) involves three or more individuals.

(2) Class B:

(a) The cost of property/real estate/environmental damage is between $50,000 and $100,000; or

(b) Any mishaps resulting in injuries/illnesses require inpatient hospitalization.

(3) Class C:

(a) The cost of property/real estate/environmental damage is between *$1000* and $50,000;

(b) All occupational illnesses;

(c) Any occupational illness or injury, other than first aid, resulting in loss of consciousness, lost time from the job, restricted duty, or temporary transfer to a different job; and

(d) Any other release of hazardous/toxic materials which results in contamination of the outside environment.

617.3-3 Appointment of Mishap Investigation Analysis Boards

(TL:GS-12; 1-13-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. A Mishap Investigation Analysis Board shall be appointed as soon as practicable to analyze mishaps. Class A and B Board memberships will vary according to the gravity and type of mishap under investigation. Whenever possible, the convening authority will assign Board members having the experience and technical background appropriate for the mishap. Boards convened to investigate mishaps involving death shall always include a physician as shall those involving any occupational illness or injury/illness likely to result in disability. Mishaps involving fire shall include a trained fire investigator.

b. Class A Mishap Investigation Analysis Boards are appointed by the Department of State Safety Director or the Department's Designated Agency Safety and Health Official (DASHO). Under unusual circumstances, the Safety Director may delegate this responsibility to the post and/*or* send a representative to participate.

c. Class B Mishap Investigation Analysis Boards are appointed by the Designated Post Safety and Occupational Health Administrator, *except that environmental mishap assessments will be coordinated by A/OPR/ SHEM.*

d. Class C Mishap Investigation Analysis Boards consist of the Post Occupational Safety and Health Officer (POSHO). However, the POSHO shall draw on other individuals having the specialized expertise needed to investigate and analyze the mishap. *Environmental mishap assessments will be coordinated by A/OPR/ SHEM*

617.3-4 Mishap Reporting

(TL:GS-12; 1-13-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Posts shall immediately (within 12 hours) report all Class A and Class B mishaps or any environmental contamination incident by phone or telegram to the Department's Safety Director (A/OPR/SHEM).

b. Class A and B Boards shall submit a detailed Mishap Report to the Safety Director within 30 days after the Board has convened. A copy will be provided to the Designated Post Safety and Occupational Health Administrator.

c. Class A and B Mishap Reports are signed by all Board members and include these three main sections:

(1) Factual information: Includes only factual data that relate to the mishap and the personnel involved. Contains a chronological history of events leading to the mishap, information on specific injuries and property damage, and other appropriate facts;

(2) Analysis and conclusions: Examines all possible alternative causes, leading to the conclusion of what is the actual cause; and

(3) Recommendations: Includes actions deemed necessary to prevent future mishaps at post and throughout the Department.

d. The POSHO shall ensure that a completed DS-1663, Supervisor's Report of Accident, is forwarded to the Office of Safety/Health and Environmental Management (A/OPR/SHEM) for all duty-related mishaps resulting in personal injury (excluding a minor injury involving first-aid only) or property damage in excess of *$1000*. Normally, a supervisor will complete and submit this form to the POSHO within 2 days of the mishap. A copy of all DS-1663 forms will be maintained on file for 3 years.

e. Reports of accidents involving injuries, deaths, or occupational illnesses, etc. must also be reported to the Office of Workers Compensation (OWCP), Depart-

ment of Labor, through PER/ER. Chapter 10 of the Employees Benefits Handbook details these procedures and guidelines. Requests for workers compensation shall be carefully coordinated with the POSHO to ensure that an accident report has been filed and that the claim is valid. A copy of any OWCP report must also be sent to the Office of Safety/Health and Environmental Management (A/OPR/SHEM). Refer also to 3 FAM 685 for claims for medical care under the terms of the Foreign Service Act of 1980.

617.3-5 Motor Vehicle Mishap Reports

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

SF-91, Operator's Report of Motor Accident, Appendix E, is to be completed promptly by the operator at the scene of the accident, if possible. (If the operator is incapacitated, the immediate supervisor will complete the form from available information.) This report must be prepared by the employee operating a U.S. Government-owned, -rented, or -leased motor vehicle, or a private vehicle used for official business that is involved in an accident. The completed SF-91 will be submitted through the employee's immediate supervisor and POSHO for review and forwarding to the Office of Safety/Health and Environmental Management (A/OPR/SHEM). A/OPR/SHEM will forward to the Office of Supply and Transportation (A/OPR/ST) a copy of each overseas vehicle accident report involving a U.S. Government-owned vehicle. When damage to the vehicle exceeds $1000 or the mishap is Class A or Class B, the accident must be investigated and reported on a SF-91A (investigation Report of a Motor Vehicle Accident) and forwarded with the SF-91. When appropriate, form SF-94, Statement of Witness, must accompany the SF-91. If this form is unavailable, the statement of witness may be handwritten or typed.

617.4 Training

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. The POSHO shall ensure that top management officials are provided with orientation and other learning experiences which enable them to meet their respective safety and occupational health responsibilities. Such orientation should include coverage of section 19 of the Act, E.O. 12196, the requirements of 29 CFR 1960, the provisions of 6 FAM, and the pertinent elements of the Department/post's safety and occupational health program.

b. The POSHO shall ensure that supervisory personnel are provided with occupational safety and health training for supervisory employees including supervisory responsibility for providing and maintaining safe and healthful working conditions for employees, the administration of an occupational health program under section 19 of the Act, E.O. 12196, 29 CFR 1960, and the provisions of 6 FAM. Supervisors should also receive training in recognizing and abating hazards specific to their workplaces.

c. Each post shall provide training for POSHOs in appropriate standards and in the use of equipment and procedures which will enable them to conduct competent safety and health inspections. They should also be trained to propose methods of hazard abatement to post officials and to properly document inspection findings. Assistance to posts is available from the Office of Safety/Health and Environmental Management (A/OPR/SHEM).

d. All employees shall be provided with information necessary to conduct their jobs in a safe and healthful manner. The POSHO shall ensure that safety and occupational health orientation is provided for all new employees, and that specialized SHEM training, related to the work performed by particular employees (for example: clerical, printing, welding, crane operation, chemical and material handling, computer operation, etc.), is provided. Refresher training shall be conducted at least annually. In addition, fire safety training, including fire drills, shall be provided.

e. POSHOs shall maintain training records documenting names of people trained, job title, position, and type of training provided, including specific subjects and dates of training.

617.5 Record Keeping

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The POSHO is responsible for maintaining the following safety and occupational health records for the periods indicated. Medical records are to be maintained in the individual's health record.

(1) Inspection findings and reports related to safety hazards, health hazards, fire hazards, environmental hazards, asbestos conditions, indoor air quality, etc.: 5 years;

(2) Employee exposure records including environmental (workplace) monitoring or measuring of a toxic

or otherwise hazardous substance or harmful physical agent and Material Safety Data Sheets (MSDS) for any chemical/product measured or monitored (also applies to asbestos monitoring results): 30 years;

(3) Employee occupational medical records related to or required by the hazardous nature of the individual's job. These include medical and employment questionnaires or histories; results of medical examinations, including lab and other tests; medical opinion notes, diagnoses and recommendations; first aid records and employee medical complaints; and descriptions of treatments and prescriptions: 30 years;

(4) Reports of Mishap Investigation Analysis Boards, Mishap Forms (DS-1663), Operations Report of Motor Vehicle Accident (SF-91): 3 years:

(5) Hazard Condition Notifications and employee requests to investigate hazardous conditions: 5 years;

(6) Annual Hazardous Materials Inventory: 30 years;

(7) Material Safety Data Sheets (MSDS): As long as product is used;

(8) Training Records: 3 years;

(9) Safety and health planning analyses: 3 years;

(10) All policies, procedures, cables, and other safety and health information promulgated by the Department Office of Safety/Health and Environmental Management, including the SHEM Resource Manual: Indefinitely; and

(11) All policies, procedures, and other safety and health directives promulgated by post: Indefinitely.

617.6 Systems Safety and Health Planning Analysis

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Frequently, there are potential safety and occupational health problems associated with new initiatives or projects conducted by the post. This includes anything from new building construction, building renovation, new or changes to operational procedures, change in materials used in an operation (i.e., new chemical or piece of equipment), new use of existing materials, etc.

b. Emphasis on safety and occupational health analysis, early in the planning stages of any project, reduces the possibility that new or additional hazards to Department of State personnel and material resources will be introduced. Early identification of such potential hazards makes it possible to eliminate or control them with nominal costs. Once uncontrolled hazards have been introduced, costs for retrofit and abatement are incurred and are generally much greater than those for eliminating or controlling the hazard in the planning/ development stage.

c. Therefore, the POSHO shall participate in all post planning activities for new projects and initiatives, whether they are internally or externally sponsored. The POSHO shall analyze projects to determine the potential for safety and occupational health risks. If necessary, the POSHO shall provide the responsible manager with specific written documentation of the potential hazards involved and actions required to eliminate/ control those hazards. If there are no known hazards, this shall also be documented and provided to the manager. A copy of all SOH analyses shall be maintained by the POSHO for 3 years after the project is completed.

d. The POSHO shall monitor implementation of all new projects having SHEM risks to ensure that planned hazard control requirements are in place and working effectively. This includes the construction and/or renovation of Department of State facilities done by FBO, post contractors, or post in-house staff.

e. Assistance to post is available from the Office of Safety/Health and Environmental Management (A/ OPR/SHEM).

617.7 SHEM Program Administration

(TL:GS-8; 10-27-92)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Posts shall develop and publish in an Administrative Notice specific procedures, requirements, and responsibilities for implementing requirements of 6 FAM. This document shall be issued periodically, or whenever there is a change in personnel, by the Chief of Mission or by the Designated Post SHEM Administrator.

b. The Administrator shall issue appropriate SHEM information, procedures, requirements, etc. which may, from time to time, be issued by the Office of Safety/Health and Environmental Management. This includes posting of the most current Departmental SHEM Program Policy issued by the Secretary.

c. The POSHO shall provide an annual written assessment of the status of the post's efforts in meeting FAM requirements to the Administrator. This assessment is to be submitted by December 31 of each year, along with SHEM Program goals and objectives for the coming year.

618 AND 619 UNASSIGNED

CHAPTER 8

EMPLOYEE OPERATED SERVICES AND FACILITIES

This chapter consists solely of the Uniform State/AID/USIA/Commerce/Agriculture, 6 FAM 500, "Commissary, Food Service, Mess, and Recreation Facilities." The Uniform Regulations (Appendix 8A) are the governing directives for USAID involvement in commissary, food service, mess, and recreation facilities.

510
LEGISLATIVE AUTHORITY AND APPLICABILITY

511 LEGISLATION

(TL:GS-389; 7-8-88)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Section 31(a) of the State Department Basic Authorities Act as amended by Public Law 96-465 (the Foreign Service Act of 1980), invests in the Secretary of State the authority to "authorize and assist in the establishment, maintenance and operation by civilian officers and employees of the Government of non-Government-operated services and facilities at posts abroad, including the furnishing of space, utilities, and properties owned or leased by the Government for use by its diplomatic, consular, and other missions and posts abroad. The provisions of the Foreign Service Buildings Act, 1926 (22 U.S.C. 292-300) and Section 2684 of this title may be utilized by the Secretary in providing such assistance.".

512 APPLICABILITY OF REGULATIONS

(TL:GS-389; 7-8-88)
(Uniform State/AID/USIA/ Commerce/Agriculture)

These regulations are applicable to the operation of non-Government-operated post employee services and facilities abroad. They do not apply to emergency commissary and mess services authorized under Section 31(b) of the State Department Basic Authorities Act, as amended.

513 DELEGATION OF AUTHORITY

513.1 Department of State

(TL:GS-389; 7-8-88)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. The authority vested in the Secretary of State under Section 31(a) of the State Department Basic Authorities Act, as amended, is hereby delegated to the principal officer at each post, or designee thereof (who must be a U.S. Government employee), to be exercised within Departmental directives and these regulations.

b. The Deputy Assistant Secretary for Operations will provide overall policy, operational guidance, and oversight to non-governmental employee-operated services and facilities at posts abroad. The board of directors of the central commissary and recreation fund shall act as an advisory body to the Deputy Assistant Secretary for Operations in discharging these responsibilities.

513.2 AID and USIA

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

When the Department of State principal officer has authorized the establishment of an employee association, the AID mission director or the AID representative and the USIA public affairs officer are authorized to provide assistance in establishing such facilities, and, as appropriate, supporting such facilities including the furnishing of space and utilities, and, on a loan basis, vehicles and other personal property (other than cash) not required for official purposes. The principal officer will make the determination as to whether the U.S. Government must be reimbursed by the employee association. Provisions of financial assistance, other than personal property and personnel, or the establishment of separate or additional facilities, must have prior AID/W or MS/MS approval as applicable.

514 CENTRAL FUND

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Pursuant to the provisions of Section 31(a) of the State Department Basic Authorities Act, as amended, a Central Commissary and Recreation Fund has been established in the Department to assist in the establishment, maintenance, and operation of non-Government-operated post employee support services or facilities abroad. The Central Fund is capitalized by direct assessments against employee organizations under such conditions and procedures as may be determined by the Board of Directors of the Central Commissary and Recreation Fund, by voluntary contributions from employee associations, and by other gifts or donations. The purpose of the Fund is to provide financial assistance, primarily in the form of loans, to employee organizations abroad. In addition, the fund supports the operations of the Office of Commissary and Recreation

Affairs (A/OPR/ST/CR), including monitoring of associations' activities to ensure that they are in compliance with the charters approved by the Department, the development of standardized support systems (i.e.,accounting systems, reporting formats, operating procedures, and internal controls), the provision of TDY on-site technical consultants, the organization of regional conferences, *recruitment of qualified association personnel, the location of insurance and bonding firms,* and the preparation of annual revisions to employee association manuals.

b. The Central Fund is administered by a Board of Directors consisting of the Deputy Assistant Secretary of State for Operations (Chairperson), the executive directors of the five regional bureaus in the Department of State, and one representative each from AID, USIA, Commerce (FCS), Agriculture (FAS), and DOD.

c. The Central Fund shall receive a professional audit at least once a year.

d. Requests for financial assistance or for policy guidance may be made to the Central Fund, addressed to the Office of Commissary and Recreation Affairs (A/OPR/ST/CR).

515 EMPLOYEE ASSOCIATIONS

515.1 Employee Associations' Charters

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

a. Beginning October 1, 1987, all employee associations must operate under a charter approved by its board of directors and the Assistant Secretary for Administration. The charter shall clearly describe all services to be provided by the association. Any proposed changes in the services provided under an approved charter must also be submitted to the Assistant Secretary for Administration for approval. The charter shall also stipulate that the association will participate in the funding of the *Central Commissary and Recreation Fund* through such annual assessments as are levied by the *Central Commissary and Recreation Fund Board, and comply with 6 FAM 500 regulations.*

b. In the absence of an approved charter, no association will be authorized to operate on U.S. Government-owned or -leased property and/or under U.S. Government auspices. Without a charter, associations may not import duty-free products under the name of the ambassador, operate as a U.S.G. instrumentality *under federal tax provisions,* receive loans or grants from the Central Fund, receive assistance from the Office of Commissary and Recreation Affairs, or receive support (space, utilities, properties, etc.) from the post.

c. An employee association which continues to violate the Department's regulations and policies will have its charter revoked, and will therefore no longer be authorized to operate on U.S.G.-held properties or under the auspices of the principal officer.

515.2 Employee Association Management

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

Conditions and needs for non-Government-operated employee associations vary so greatly from one post to another that it is not practicable to establish detailed uniform rules of management for all situations. Consequently, the organization, operation, and supervision of such activities are left to the discretion of the participating employees at individual posts, subject to the provisions of these regulations. *However, associations are encouraged to have Boards of Directors that represent a broad cross-section of agencies at post.*

516 through 519 Unassigned

520
PRINCIPAL OFFICER RESPONSIBILITIES

521 DUTIES OF PRINCIPAL OFFICER

521.1 Determining Need

(TL:GS-315; 7-29-83)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The principal officer at each post, after appropriate consultation with heads of other agencies at the post, shall determine the need for and the economic feasibility of each type of service or facility existing or proposed. The continuing need for existing facilities shall be periodically reviewed by the principal officer.

521.2 Monitoring Association Activities

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The principal officer, or designee thereof, is responsible for monitoring the activities of employee associations to assure that their operations are managed prudently and in accordance with these regulations.

521.2-1 Annual Certification

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. An annual certification statement signed by the principal officer, or the principal officer's designee, must be sent to *A/OPR/ST/CR* no later than April 15 *each* year. Also, a statement describing the association's system of internal controls for assets should be included with the certification. A sample format for this certification will be provided with the annual questionnaire sent to associations each year (see section 528). The certification statement must:

(1) Certify that the operations of the association are managed prudently and in accordance with 6 FAM 500 regulations and the laws of the host government, to the extent that they do not contravene U.S. federal law; or

(2) Alternatively, identify, in detail, where the operations are not in conformance with regulations or local laws and provide a plan and schedule for remedying the non-conformance.

b. Repeated or serious instances of noncompliance, failure to take remedial action, or false certifications shall be referred to the Director General (M/DGP) by the Assistant Secretary for Administration for appropriate disciplinary action.

521.3 Relations with Host Government and Local Community

(TL:GS-348; 6-2-86)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Principal officers shall assure that employee association activities and facilities do not adversely affect our public relations with the citizens and officials of the host country, that they do not cause financial embarrassment in the local business community, and that local customs and labor laws are not violated.

521.4 Logistical Support

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. The principal officer may provide to the employee association supplies, equipment, utilities, properties; space for its sales stores, mess, or recreational facilities; customs clearance, local transportation, and other services on a reimbursable or non-reimbursable basis. (See section 513.2 for support authorized from AID and USIA.)

b. In determining whether any charges or fees for U.S.G. facilities and services made available to the association should be assessed, the principal officer should take into consideration the cost incurred by the U.S.G. in providing such facilities and services, and the profits derived by the association activity from such U.S.G. facilities or services. (See section 525.1 regarding Department policy that employee associations shall assure that charges are reasonable and commensurate with the cost of such operations.) The U.S.G. should not unduly subsidize employee associations. For example, U.S.G.-owned facilities may be provided to an association rent free but some percentage of the cost of leased facilities made available to the association generally should be reimbursed by the association. In general, the principal officer should not lease facilities using

appropriated funds where the facilities are for the exclusive use of the association unless otherwise provided by law (e.g., day care facilities). The principal officer must obtain permission from their regional bureau, as well as A/FBO/PPS/RE, prior to the disbursement of funds for this purpose. The cost of utilities such as electric, water, telephone, and heating/cooling service should be reimbursed to the post. Guard services and other services, if any, that are exclusively provided for an association facility should be reimbursed. Direct costs of equipment such as typewriters, office furnishings, air conditioners, refrigerators, and freezers should be reimbursed if reasonable and possible under local conditions. The employee association should contribute to the cost of modification and repair of Government-provided facilities that are for the exclusive use of association-sponsored activities, as reasonable under the circumstances. A record of disposal of surplus or excess material to an association on a non-reimbursable basis should be maintained by the principal officer.

522 DEPARTMENT OF STATE ASSISTANCE

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The Department will provide assistance in locating qualified management personnel and bonding and insurance companies. Assistance may also be provided in establishing military and civilian procurement channels; facilitating transportation services; providing management, *financial, and automation advice; providing* training; and making periodic inspections of the associations' activities.

523 OPERATING FUNDS

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Normally, operating funds for the establishment of employee association services or facilities are obtained from employees in the form of *refundable* deposits, *or non-refundable fees*. These deposits *or fees* should be limited to the amount required to maintain employee interest and participation and to assure the financial integrity of the association. When justified, the employee association may apply for a loan from the Central Fund (see section 514).

524 ESTABLISHMENT

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Overseas employee associations shall be established under criteria and operated under standards set by the Department, except that emergency commissaries, *food service*, and mess facilities established pursuant to Section 31(b) of the State Department Basic Authorities Act, as amended, may be organized and operated as the Secretary of State may direct.

524.1 Competing U.S. Government Facilities

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Commissary, *food service, and* mess services and recreation facilities shall not be established in localities where another U.S. agency operates similar services or facilities unless the principal officer of the post determines they are necessary.

524.2 Constitution and Bylaws

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

On the establishment of an overseas employee association, copies of its constitution and bylaws must be sent to the Department (A/OPR/ST/CR). In addition, current copies of the constitution and bylaws of existing employee associations, with amendments, if any, must be provided to the Department so that an *up-to-date* file may be maintained on employee associations.

524.3 Voting Rights and Control of Employee Associations

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Voting rights in employee organizations shall be limited to U.S. Government employees (including AID, and State INM and A/FBO personal services contractors) who are U.S. citizens resident at post and their *dependents over the age of 16*, but a majority of the voting membership must be U.S. Government employees. The board of directors of any employee organization must be limited to this same group with the further proviso that a majority of the board of directors

must be direct-hire, U.S. citizen, U.S. Government employees.

524.4 Use of Facilities *and Access to Packaged Duty-Free Goods*

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The issue of "access" refers to the purchase of packaged duty-free goods at the commissaries and their equivalent for off-site personal consumption. This refers to all goods, whether consumable or not, imported under the principal officer's name, for which import tariffs are waived by the host government in accordance with the terms of the Vienna Convention. Restrictions on access do not refer to opened duty-free goods consumed on site.

524.4-1 U.S. Citizen *and U.S. Resident Alien* Government Employees

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. *All employee association* services and facilities provided at a post, encompassing access to the purchase of *packaged duty-free* goods, are available to the U.S. citizen employees of all civilian and military agencies of the U.S. Government, including *U.S. resident alien U.S.G. employees recruited from outside the host country,* U.S. citizen personal services contractors, and U.S.G. employees detailed or on transfer to international organizations, and their dependents, who are assigned to the locality abroad, *as well as TDY personnel on official business.*

b. U.S. citizen *and U.S. resident alien* employees of contractors funded by U.S. agencies or instrumentalities, or U.S. citizens *and U.S.resident aliens* whose presence abroad is for the purpose of implementing U.S. federally funded programs under the jurisdiction of the principal officer, and their dependents, may also be extended these privileges (including access *to the purchase of packaged duty-free goods*) provided:

(1) The use of government facilities is stipulated in writing by the contracting officer or other designated official, and such privilege has been approved by the principal officer;

(2) The contract or program is funded at fifty-one (51) percent or more by the U.S. Government;

(3) The individuals have been accorded duty-free import privileges by the host country; and

(4) The practice is not otherwise inconsistent with the laws of the host country.

NOTE: The principal officer must request that the contractor certify annually that 51 percent of their direct project/contract is funded by the U.S.G. If their funding falls below this level, their access privileges must be terminated.

c. U.S. citizen teachers hired outside the host country for employment at overseas schools may have, on a limited basis, access to the purchase of packaged duty-free goods, excluding liquor, spirits, and tobacco products. Access is not accorded to locally-hired U.S. citizen teachers.

NOTE: The procedures and guidelines for obtaining the required departmental approval for allowing access to the purchase of packaged duty-free goods by U.S. citizen teachers is available from A/OPR/OS.

d. No personnel except those listed above will have access to *the purchase of packaged* duty-free goods. Unless the 51 percent U.S.G. funding test is met, U.S. citizens *and U.S. resident aliens* such *as* private voluntary organization employees and representatives of private sector American firms shall not have access to *the purchase of packaged* duty-free goods, even if the host government has granted these individuals or their organization some degree of duty-free import status.

524.4-2 Foreign Service National Employees

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

With the exception of access to the purchase of *packaged* duty-free goods, *utilization of all other association facilities* may be extended to U.S.Government employees of local nationality, and their dependents, on the approval of the principal officer when not inconsistent with the laws and customs of the host country.

524.4-3 Third-Country National Employees

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Third-country national direct-hire or contractor personnel, and their dependents, recruited from outside the host country and relocated to the host country

for employment by the U.S.G. may be extended full employee association privileges, *encompassing access to the purchase of packaged duty-free goods*, if:

(1) The principal officer approves;

(2) They have been accorded duty-free import privileges by the host country;

(3) The contractors receive at least 51% U.S.G. funding; and

(4) This practice is not otherwise inconsistent with the laws and customs of the host country.

b. See 3 FAM 927.1 for a further definition of third country national (TCN) employees as applied above.

c. With the exception of access to the purchase of *packaged* duty-free goods, third-country national direct-hire or contractor personnel, and their dependents, recruited in-country for employment by the U.S.G., may be extended *utilization of all other association facilities* if the principal officer approves and this practice is not inconsistent with the laws and customs of the host country.

524.4-4 Third-Country Diplomats

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. In exceptional circumstances and with prior approval of the Department (A/OPR/*ST/CR*), the principal officer may approve third-country diplomats' utilization of all association facilities, except *access to the purchase of packaged duty-free goods*. Requests should state the compelling reasons for seeking approval as well as verification that granting access will not be inconsistent with the laws and customs of the host country.

b. However, third-country diplomats may have access to the purchase of packaged duty-free goods by participating in the Commissary Support Program in accordance with the terms set forth in section 525.3-1.

524.4-5 Guest Use of Recreational Facilities

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. The principal officer, on a selective basis and in accordance with local laws and customs of the host government, may grant access to recreational facilities to invited guests subject to such fees as may be appropriate for utilization of facilities. *The principal officer must provide the regional security officer with a list of "guests" on a regular basis for review. Guests may be U.S. citizen residents in-country, local nationals, third-country nationals, third-country diplomats, or other non-U.S. Government personnel approved by the principal officer, cleared by the regional security officer, and not inconsistent with host government laws and customs.*

b. Each guest should be "sponsored" by a full association member (i.e., full-time, direct-hire U.S. Government, U.S. citizen) who is responsible for the guest's conduct while using the association's facilities. The sponsoring full member need not personally accompany the guest while he or she uses the recreation facilities. However, another full member or association representative must then be present to monitor the guest's use of the facilities. Guests cannot bring their own guests to the recreation facilities.

c. The use of the snack bar, restaurant, American club, and recreational facilities does not allow a guest access to *the* purchase *of packaged* duty-free *goods, including* liquors, cartons of cigarettes, food products, and/or sundries, for off-site personal consumption. Access to the *the purchase of packaged* duty-free goods is limited to U.S.G. employees as defined in section 524.4-1.

525 POLICY

525.1 Types of Services and Facilities

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. There are many services that can appropriately be provided by employee associations. These may include services or facilities which are primarily intended to provide support to all U.S. citizen employees of U.S. Government military and civilian agencies, contract employees, and their dependents at posts abroad, including but not limited to commissary, exchange, club, restaurant, and recreational facilities. This partial listing is not intended to prohibit other beneficial services which the association may wish to provide if these activities are not duplicated by other U.S. Government agencies, do not contravene local or U.S. laws or regulations, are in the public interest, and have the approval of the principal officer. All such services must be included in the association charter and no new services may be undertaken by an association unless previously submitted to the Department as an amendment to the charter and approved in writing by the Assistant Secretary for Administration. (See section 515.1.)

b. In providing facilities and services to the U.S. Government or its employees, employee organizations shall assure that charges are reasonable and commensurate with the cost of such operations. In general, rates should be based on total costs and should, where appropriate, take into consideration depreciation, insurance, overhead (maintenance, repairs, salaries, etc.), plus a reasonable profit. (See section 525.7.)

c. In operation, each activity and service should strive to be financially self-sustaining. Each association should set its operating margin to recover all costs of the association, to ensure solvency, and to allow for improvements in services or facilities if desired by the membership.

525.2 Restricting Access to Facilities and Services by Unauthorized Persons

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

In the interest of preserving good relations with the host government, a conscientious effort must be maintained to bar access (direct and otherwise) to all persons not authorized under section 524.4 to utilize such facilities and services. In addition, opportunities for the illegal purchase and resale of duty-free imported goods to local and *unauthorized* third-country nationals must be *eliminated*.

525.3 Procurement *Assistance*

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

A/OPR/ST/CR, pursuant to authority contained in 22 U.S.C. 2703 to assist employee post facilities at the request of the association, can serve as the central point of contact for the placement of orders, assist in the procurement of U.S. merchandise at the best possible price from wholesalers, DOD, brokers, and manufacturers, and will ensure that merchandise is expeditiously shipped by the most cost-effective routing system.

525.3-1 Commissary Support Program

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Other embassies and international organizations which have duty-free import privileges may participate in the Commissary Support Program, provided that the host government has no objection to the association placing orders on behalf of other duty-free personnel and/or organizations. Joint orders provide a means to reduce transportation and insurance costs. For its services in acting as the coordinator, the association may charge a fee for placing the joint order(s). However, note that the association should ensure that all organizations placing joint orders are listed on all orders and bills of lading, and that their respective portions of the order are reported to the customs officials. Once received, the order should be divided amongst its purchasers. Also, should any illegal or improper activities evolve and this joint procurement be questioned as a potential source, the association must immediately cease this joint ordering practice.

b. Participation in the program by an employee association is not mandatory.

525.4 Sources of Merchandise

525.4-1 Procurement Methods

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

It is the obligation of an association's board of trustees to provide members with the best quality products at the lowest possible cost. Procurement methods should be reviewed annually to *ensure that these objectives are being met.*

525.4-2 American-Made Goods

(TL:GS-389; 7-8-88)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The employee association should exert every effort to make available American goods and services to enable employees to exemplify the American way of life. The commissary and other facilities are encouraged to stock those items which will enhance this image, such as American foodstuffs, wines, and spirits.

525.5 Location on U.S. Government Property

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Employee association facilities, whenever feasible, must be located on U.S. Government-held property (see section 521.4). *A Memorandum of Understanding (MOU) should be written between the post and association which identifies the U.S. Government facilities made available to the association and the types and*

amounts of support provided by the post to the association. Association-installed physical structures on Government premises shall become the property of the Government at the expiration of the term specified in written permission issued by the principal officer, or sooner, in the event of liquidation of the association or discontinuance of its use for the purpose approved. If it is necessary for the facilities to be located elsewhere, an inconspicuous place should be selected. Posts shall refrain from advertising the existence of the facilities through media available to the general public, whether in the form of signs, brochures, or other methods.

525.6 Equitable Price

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Section 31(d) of the State Department Basic Authorities Act of 1956, as amended and codified at 22 U.S.C. 2703 (d), precludes surcharges, by providing:

> "(d) Charges at any post abroad for a service or facility provided, authorized, or assisted under this section shall be at the same rate for all civilian personnel of the government serviced thereby..."

b. Therefore, charges will be at the same rates for all U.S. personnel (including TDY employees at post) and their dependents serviced by the association's facilities. *In the case of TDY employees,* instead of surcharges, a flat fee may be imposed for temporary membership or commissary enrollment. This would substitute more directly for the regular members' dues. *Any such fee should be reasonable in amount and applied uniformly to all TDY employees.*

525.7 Use of Profits

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Profits from employee associations *are not limited but should not be excessive. Profits* will be used to provide or expand welfare and recreational facilities *for the membership,* to reduce the cost of services to members, or to make voluntary contributions to the Central Commissary and Recreation Fund. A large accumulation or retention of profits without a specific objective may indicate improper management at the expense of the members.

b. In the interim, funds can be held in interest bearing accounts or instruments such as time deposits, U.S. Government bonds or Treasury bills, or commercial bank certificates of deposits. Trustees responsible for the investment and safeguarding of these assets must follow prudent business practice in selecting a financial institution or plan for the investment program. Associations should avoid speculative investments such as stock market transactions and real estate investments (aside from actual physical plant), and they should not engage in currency transactions for profit.

525.8 Video Clubs and Use of Copyrighted Materials

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Video clubs, operated as a service to members of the employee association, may make videotaped movies, which the club has purchased through an authorized distributor, available on a rental or gratuitous basis for private home viewing only. This practice is permitted under the "first sale doctrine" codified in the U.S. copyright laws (17 U.S.C. 109). The "first sale doctrine" does not, however, permit the video club of the association or members to conduct "public performances" of copyrighted material without prior permission of the copyright owner.

b. Video clubs or association members should also refrain from copying or duplicating any copyrighted material for the purpose of resale, rental, or providing public performances to association members, or to other personnel at a constituent post or other mission in a different country.

c. Television programs in the United States, whether aired on commercial, public, or cable television, are generally copyrighted. Association video clubs should not rent, resell, or authorize public performances of, *or provide on a gratuitous basis,* any videotapes of such programs unless obtained through authorized, licensed sources.

d. Cablecasting or closed circuit presentation of videotaped movies that have been purchased from an authorized distributor may, depending upon the particular movie title, constitute a violation of U.S. copyright laws. Associations which have established closed circuit cable broadcasting facilities or capabilities for the official U.S. Government community (i.e., services to apartments, residences, community centers, transient quarters, American club, etc.) and which own the copy of the videotaped movies to be broadcast, do not normally have the right to engage in public performances of copyrighted material. To lawfully cablecast videotaped movies, associations must usually obtain a license

to commence or continue this service. For assistance in obtaining appropriate licenses, contact A/OPR/ST/CR.

e. Other copyrighted material (e.g., computer software, programs, and games) may not be duplicated without authorization from the copyright owner or licensee.

525.9 Concessionaire to the Association

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. The association should have written contracts between itself and those concessionaires who are providing services to the association or its membership. The contracts should clearly describe responsibilities, obligations, and duties of the parties, *including the right of the association to review the concessionnaire's financial statement.*

b. The contracts should be specific regarding the financial arrangements between the association and the concessionaire. The fee payable to the association should be based on a reasonable percentage of the concessionaire's annual/monthly gross sales. This fee should be used in part by the association to pay *to the U.S. Government* a reasonable share of the U.S.G.'s costs in providing utilities and space to the association. The concessionaire fees *received as service revenue by the association* must be included in all financial statements submitted to A/OPR/ST/CR (see sections 527.2 and 527.4).

526 OPERATIONAL REQUIREMENTS

526.1 Bonding

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Sufficient blanket or individual bond coverage must be provided to cover all potential losses resulting from actions by association employees who handle cash or readily convertible assets of the association, or who have authority to bind the association contractually. If the association has determined that the cost of bond coverage is prohibitively expensive for the activities and services provided to its members, the association may address a request for an exception to A/OPR/*ST/CR*. The association and its members are accountable for all losses that would have been covered by a blanket or individual bond coverage.

526.2 Insurance

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Insurance must be adequate to cover the association's assets and include public liability, fire, wind, water, and theft. *The U.S. Government will not indemnify associations, their boards, or officers in cases where law suits are filed. Also, an association's insurance policies should be reviewed on an annual basis by the association board to ensure their adequacy in protecting the association.*

526.3 Personnel Benefits

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Association employees, while not U.S. Government employees, should be extended comparable personnel benefits when possible, and consistent with local laws and practices. As a fringe benefit, the principal officer may extend to the general manager of the employee association access to *the purchase of packaged* duty-free goods, if this is consistent with laws and regulations of the host country.

526.4 Suitability Investigations

(TL:GS-389; 7-8-88)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Association employees are subject to pre-employment suitability investigations. The extent of the pre-employment investigation of U.S. citizens will be determined by the post's administrative officer after consultation with the regional security officer. U.S. citizen dependents of security cleared U.S. citizen employees will not normally require any type of suitability or security investigation. Host or third-country applicants for these positions are subject to the same pre-employment inquiries as those required for Foreign Service national employees who are directly employed by a diplomatic or consular post.

526.5 Internal Controls

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Employee associations should ensure adequate procedures are in place to safeguard association assets

(cash, inventory, furniture, and equipment) from potential theft or further, to safeguard these items from being sold/exchanged in the black market.

527 FINANCIAL MANAGEMENT REQUIREMENTS

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Great care and discretion shall be exercised in the financial management and operation of association activities to prevent embarrassment to the U.S. Government and the employee association. The U.S. Government assumes no liability for the obligations of commissary, *food service*, mess, and recreation activities to third parties or local governments.

b. When U.S. Government personnel act as authorized representatives of an employee association, they may not use their official title or position. They should act within their authority as association representatives and should not personally assume responsibility for the obligations of the association or imply that they are acting on behalf of the U.S. Government.

c. Associations are required to maintain financial records in accordance with generally accepted accounting principals (GAAP).

527.1 Post Budget and Fiscal Assistance

(TL:GS-315; 7-29-83)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Budget and fiscal officers, upon authorization of the principal officer, may receive and hold funds of employee associations and make payment in connection with their operations in accordance with 4 FAM 300.

527.2 Balance Sheet and Profit/Loss Statement

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. A monthly statement of assets, liabilities, and capital (balance sheet); a monthly statement of operations (profit/loss statement); as well as projections for the following month must be submitted to officers and *directors* of the association and to the designee of the principal officer. One copy each of the employee association consolidated balance sheet and the profit/loss statement are to be forwarded to the Department(A/OPR/ST/CR) by February 15 (for the period July 1 through December 31) and by August 15 (For the period January 1 through June 30). The semi-annual balance sheets and profit/loss statements submitted to the Department must be certified as correct by the association Treasurer. These financial reports must show all activities of the association, *any any income reported must be disclosed in gross, not net of expenses.*

b. *Associations must complete the standardized financial report forms and supplemental questions provided by A/OPR/ST/CR, and submit them to the Department, accompanying the association-prepared financial statements.* A/OPR/ST/CR will review the semiannual submissions of the association's balance sheets and the profit/loss statements, and inform posts of the results of the analyses with comments.

c. Submissions of balance sheets and profit/loss statements must be in U.S. dollars. Accounts should be converted to dollars, with the balance sheets and profit/loss statements specifying the rate of exchange and date of conversion.

d. The principal officer, or his or her designee, is required to review the association's financial position semi-annually to ensure the financial health and well-being of the association.

527.3 Banking and Investment Accounts

(TL:GS-389; 7-8-88)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Funds should be maintained in U.S. financial institutions that are federally insured. See section 525.7, Use of Profits. Local currency bank accounts should be maintained for current expenditures only, and excess money should be placed in U.S. financial institutions that are insured by the U.S. Government. Under no circumstances should excess money be invested in speculative enterprises or institutions, offshore banks, or currency speculation.

527.4 Audit

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. An audit, including a physical inventory of stock and equipment, must be conducted at least annually by a firm of chartered, certified, or otherwise qualified accountants, or by two disinterested U.S. Government employees if there is no qualified firm *or individual* available. If U.S. Government employees are used to

perform the audit, they must have sufficient accounting or related experience to enable a thorough review of association accounting practices and financial status. The report must be submitted to the officers and trustees of the association, to the designee of the principal officer, and to the Department (A/OPR/ST/CR) by April 15 of each year and should include a review of internal procedures and suggestions and recommendations to improve the association's operations.

b. *If adjusting or correcting entries are prepared as a result of the audit, revised association-prepared financial statements must be submitted to A/OPR/ST/CR along with the audit report.*

c. In audit reports, data must include accounting in U.S. dollars as well as local currency. Local currency accounts should be converted to dollars and should state rate of exchange and date of conversion.

527.5 Contingent Liabilities *and Estimated Liabilities*

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

a. In a fund clearly identified as such, each employee association.or subsidiary organization (commissary, club, etc.), shall provide for contingent liabilities such as employee severance pay, retirement, etc., for foreign national employees, *if required by local law, by designating cash or liquid assets (i.e., assets that can be converted to cash quickly) for payment of the liability. This fund should match this liability 100 percent.* In lieu of establishing such funds, the employee association may purchase endowment policies, subscribe to a host government provident fund, or provide some other practical and safe means to provide for these liabilities.

b. Associations shall establish a similar fund for capital asset replacement, and fund it to at least 50% of the anticipated liability.

527.6 Private Clubs

(TL:GS-1; 8-22-92)
(Uniform State/AID/USIA/Commerce/Agriculture)

Support given to private American clubs or other private clubs by posts and/or associations is not authorized by statute or regulation and is therefore improper. Support of such private clubs may result in claims and other liabilities asserted against the post and/or association for the debts or other obligations of such private clubs, and accordingly such support is prohibited.

528 ANNUAL QUESTIONNAIRE

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

a. The Office of Commissary and Recreation Affairs (A/OPR/ST/CR) maintains a Management Information System with a comprehensive profile of each employee association. Data for this system is requested annually in a questionnaire on association operations and is due to the Department (A/OPR/ST/CR) by April 15 of each year. The questionnaire must be completed in full in the standard format provided.

b. This questionnaire will contain an annual certification statement for the principal officer's approval and a remittance statement pertaining to the annual assessment (see section 514).

529 REORGANIZATION OR *TERMINATION OF OPERATIONS*

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

The association must prepare a final, certified financial disclosure statement which will indicate that all financial liabilities of the association have been met, will adequately reflect the sales of association inventories and assets, and the close-out of all association banking and investment accounts. This statement should be submitted to the Central Commissary and Recreation Fund Board, along with a check representing any residual association funds remaining. The Central Commissary and Recreation Fund Board will then, as instructed by the association, hold in trust or on deposit these funds. Association board officers or post personnel responsible for the formal termination of operations, who fail to adequately document the financial management of the close-out, may be held personally liable for lost/unaccountable funds.

529.1 *Termination of Operations*

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/Commerce/Agriculture)

Within ninety (90) days following the *termination* of an employee association's *operations*, any surpluses which are over and above any outstanding indebtedness *(i.e., employee salaries, severance/retirement, IRS, or vendor invoices)* and the deposits of the employees must be transferred to the Central Commissary

and Recreation Fund. The transfer may be in the form of a contribution or as a temporary deposit which may be used by the Central Fund, but which will be returned to the employee association, or successor thereof, in accordance with the terms of transfer, or otherwise upon request with the approval of the Central *Commissary and Recreation* Fund Board.

529.2 *Trustee*

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

In order to assure orderly management of assets and obligations in the event of dissolution or temporary closing of an employee association due to reduction or closing of post operations, or if for other reasons personnel are not available at the post to act on behalf of the members as authorized pursuant to association charters or bylaws, the principal officer is hereby delegated authority to act as trustee on behalf of the post employee association subject to these regulations. In the event the principal officer cannot act at the post as otherwise authorized by this paragraph, the executive director of the regional bureau is hereby authorized to act as trustee on behalf of the post employee association, in coordination with A/OPR/ST/CR.

529.3 *Trusteeship*

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

If an association is determined to have been mismanaged, upon the recommendation of the Central Commissary and Recreation Fund Board Chair, A/OPR/ST/CR shall place the association in trusteeship status. The Board may be disbanded, if necessary, and the association monitored and guided by the principal officer (trustee) or his or her designee (trustee's representative). A management plan will be developed by the association trustee and A/OPR/ST/CR to resolve management deficiencies.

529.4 *Charter Revocation*

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

If an association is determined to have been mismanaged, and not in compliance with the charter and these regulations, or creates a significant embarrassment to the mission or U.S. Government, upon the recommendation of the Central Commissary and Recreation Fund Board, the Assistant Secretary for Administration has the authority to revoke the charter and close down the association.

530
EMPLOYEE ORGANIZATIONS AND CONTRACTING PROCEDURES

531 WITH THE UNITED STATES GOVERNMENT

531.1 Service Contracts

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Contracting for services by the post with employee organizations is restricted to those instances where there are no viable alternatives and each instance will be treated on a case-by-case basis. If such circumstances arise, post must submit justification for exception to IO or the appropriate regional bureau, A/OPR/ ST/CR and M/MP. If the request is approved, a specific delegation of authority will be issued to post by the Procurement Executive, A/OPE, with appropriate instructions.

531.2 Other Contracts

(TL:GS-358; 5-1-87)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Contracting for supplies, products, leased equipment, or other items available in the course of employee organization business is permissible when obtained by open competition in response to a Government solicitation, or under other authorities when justified and properly documented.

b. Contracts with employee organizations shall be awarded in accordance with the Federal Acquisition Regulation (FAR) as implemented by the Department of State Acquisition Regulation (DOSAR), and AID Acquisition Regulation (AIDAR), HB 14, and shall be conducted on a competitive basis to the maximum extent possible.

531.3 Contract Administration

(TL:GS-358; 5-1-87)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Contracts with employee organizations shall be administered under the same condition as with any commercial firm with respect to all contract terms including, but not limited to:

(1) Timeliness of performance;

(2) Quality of performance;

(3) U.S. Government acceptance of contractor efforts;

(4) Certification and correctness of contractor billings; and

(5) Monitoring of contractor activities in the execution of the terms and conditions of the contract.

531.4 Contract Types and Costs

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Contracting officers must ensure that contracts with employee organizations are fully funded for the cost of contract performance, including indirect and overhead costs, as applicable. Such contracts shall not allow costs or fees that are not directly related to performance under the contract.

b. Contract types such as:

(1) Firm fixed-price contracts are the preferred contract types to be used by the contracting officers in dealing with employee associations. Variations of fixed-price type contracts, such as definite quantity/delivery, indefinite quantity/delivery, or requirements contracts, are authorized as circumstances dictate.

(2) Labor-hour or time-and-materials contract types are not permitted unless specifically approved, in advance, by the Office of the Procurement Executive after concurrence by A/OPR/*ST/CR*, M/MP, and IO or the appropriate regional bureau. (See section 531.1 of this subchapter.)

(3) Cost-type contracts are not permitted unless specifically approved, in advance, by the Office of the Procurement Executive, A/OPE.

c. Overhead expenses or contract administrative costs must be clearly identified and justified. In no event will the overhead expenses or contract administrative costs be set forth separately in contracts as a percentage of costs. Cost plus a percentage of cost contracts are illegal and shall not be used (41 U.S.C. 254(b)). Overhead expenses or contract administrative costs shall be included in the contractor's labor-hour

rates in the case of a labor-hour or time-and-materials contract. In the case of a firm fixed-price contract, the overhead or contract administrative costs will be included as part of the overall fixed price. The contract file must document the negotiation of these costs.

d. No profits or fees shall be allowed when contracting with an employee organization.

531.5 Contract Review Process

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Contracting by the post with employee organizations on a sole source basis must be justified and documented and must stand the test of review by the Office of the Procurement Executive, A/OPE, or, for AID, M/PPE.

b. All U.S. Government agencies are required to submit to A/OPE copies of all contracts entered into with an employee organization. Written comments and/ or recommendations regarding the contracts will be returned to post following a compliance review by the Office of the Procurement Executive, which is responsible for further followup as required.

c. To facilitate the contract review process without impeding the necessary service, all contracts with employee organizations shall be submitted to A/OPE at least 30 days prior to award. A purchase order, not to exceed $25,000, may be utilized by post to provide interim coverage pending approval of the contract document by the Department.

d. As part of the contract file to be submitted for review, the post must provide the names and official positions of post administrative personnel having responsibility for purchasing, contracting, leasing, or any type of acquisition. In addition, the contract file must include the documentation of negotiations (negotiation memorandum).

532 MANAGEMENT POSITIONS

532.1 U.S. Government Officials

(TL:GS-358; 5-1-87)
(Uniform State/AID/USIA/ Commerce/Agriculture)

A U.S. Government officer or employee assigned duties in the post procurement process, either policy or operations (e.g., chief of mission, administrative officer, general services officer, or any officer having direct supervisory or policy making authority), is not permitted to hold a management position in the employee organization which has a contractual relationship with the U.S. Government (i.e., including other U.S. agencies that may operate units outside a JAO or the FAAS agreement). However, the prohibition does not extend to a U.S. Government officer serving as a non-voting board member in representation of the principal officer, nor does it preclude regular voting membership in the employee organization.

533 through 539 Unassigned

540
TAX LIABILITIES

541 FEDERAL TAXES

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Employee associations are United States Government instrumentalities for federal tax purposes. *These requirements apply only to U.S. citizen employees of the Association and to U.S. resident alien employees temporarily located outside the U.S.* Therefore, the employee association is subject to FICA employer taxes under 26 U.S.C. 3121, and to withholding requirements under 26 U.S.C. 3404. These requirements do not apply to non-resident alien employees because such personnel are not within United States' taxing jurisdiction for income tax, withholding, or FICA purposes. As long as the association *is chartered by and operates under the regulations of the U.S. Department of State*, the association is not subject to direct taxes on its own income, nor is it required to pay federal unemployment taxes (26 U.S.C. 3306). Associations should contact regional IRS representatives to apply for employer identification numbers and appropriate forms for withholding.

542 through 549 Unassigned

550
USE OF APO/FPO FACILITIES

551 DEPARTMENT OF DEFENSE POSTAL FACILITIES

(TL:GS-389; 7-8-88)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Associations which are operating at posts that have access to DOD postal facilities (APO or FPO) must follow the rules, regulations, and operating procedures of Department of Defense postal directives.

552 through 559 Unassigned

560
EMPLOYEE ASSOCIATION OWNED OR LEASED FACILITIES AND PROPERTIES

561 TRANSIT OR TEMPORARY HOUSING

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Posts may authorize associations, by license or Memorandum of Understanding (MOU), to operate *U.S.G.-held* designated temporary housing units, subject to the prior approval of such licenses/MOUs *by A/FBO. An informational copy of the MOU should be forwarded to A/OPR/ST/CR for their files. Also, a revised Charter which lists the temporary housing units must be submitted to A/OPR/ST/CR for review.*

561.1 Use By U.S.G. Employees and Others

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

a. Government-owned or leased housing units operated by an employee association shall be made available in the following order of priority:

(1) U.S.G. employees and contractors who have official status with per diem entitlement (TDY, Medevac), or who are eligible for quarters' allowance;

(2) U.S.G. employees, contractors, and post visitors who have official status without per diem entitlement (R&R, etc.);

(3) Employees without official status (leave, etc.); and

(4) Non-official visitors and outside guests.

b. All personnel utilizing these facilities must meet the requirements of section 524.4.

561.2 Rate Schedules

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Rate schedules must be filed with the post housing officer and approved by the administrative counselor or officer. In general, the rates charged should be reasonable and commensurate with the cost of such operations, such costs to include basic maintenance expenses as well as on-going administrative and operating expenses as defined below. The initial rate shall be approved by A/FBO *with an informational copy sent to A/OPR/ST/CR. The rate may be subsequently adjusted by the post administrative counselor or officer.* All rate changes are to be reported to A/FBO/PPS/RE and A/OPR/ST/CR.

561.3 Management Fees

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The employee association shall be permitted to deduct, from the revenues received for temporary occupancy, a management fee which shall cover its administrative expenses and overhead incurred in managing the units. The association may also deduct from revenues the direct costs of servicing the units with utensils, linens, etc., and cleaning costs.

561.4 Not Required to Use Association Facilities

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

Official visitors and temporary duty personnel shall not be required to use association owned or leased facilities.

561.5 Reserve Accounts

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA/ Commerce/Agriculture)

The association shall create a reserve account for the maintenance and replacement of equipment, furniture, appliances, etc., for such units. Such accounts shall be reviewed annually by post management to ensure that account funds are used only for maintenance and replacement purposes. Proceeds in excess of operational expenses and funds reserved under this section are to be credited to A/FBO's appropriation.

561.6 Records

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA Commerce/Agriculture)

The association shall maintain records which include:

(1) The total fiscal year revenue from transient housing;

(2) The costs (e.g., utilities, rent, etc.) provided by the post and the costs reimbursed to the post by the association;

(3) The profit derived by the association for these activities;

(4) The amount of funds in the reserve account; and

(5) The rates for the various transient housing units.

561.7 Non-U.S.G. Facilities

(TL:GS-11; 1-11-93)
(Uniform State/AID/USIA/ Commerce/Agriculture)

In the event that an employee association operates housing units which it directly owns or leases, the post shall have no involvement in operating or maintaining such units, nor shall any requirement be placed on Government employees to occupy them.

570 through 590
UNASSIGNED

APPENDIX A
EXHIBITS

Title	6 FAM Section

There are no exhibits as of this date.

APPENDIX B
FORMS

Form	6 FAM Section

There are no forms as of this date.

APPENDIX C
LEGAL AUTHORITIES

Legal Authorities	6 FAM Section
A. Acts	(No entries)
B. Code of Federal Regulations	(No entries)
C. Comptroller General's Decisions	(No entries)
D. Court Decisions	(No entries)
E. Delegations of Authority	(No entries)
F. Department of Defense Regulations	(No entries)
G. Executive Orders	(No entries)
H. Public Laws	(No entries)
I. Publications	(No entries)
J. Treaties and Conventions	(No entries)
K. United States Codes	(No entries)

APPENDIX D
ADDRESSES

Purpose	Addresses	6 FAM Section

There are no entries as of this date.

INDEX

Subject Section

A

Addresses (None) ..... App. D

B
(No Entries)

C
(No Entries)

D

E

Exhibits (None) ..... App. A

F

Forms (None) ..... App. B

G
(No Entries)

H
(No Entries)

I
(No Entries)

J
(No Entries)

K
(No Entries)

L

Legal Authorities (None) ..... App. C

M
(No Entries)

N
(No Entries)

O
(No Entries)

P
(No Entries)

Q
(No Entries)

R
(No Entries)

S
(No Entries)

T
(No Entries)

U
(No Entries)

V
(No Entries)

W
(No Entries)

X
(No Entries)

Y
(No Entries)

Z
(No Entries)

CHAPTER 9

OVERSEAS SCHOOLS PROGRAM

This chapter consists solely of the uniform State/AID/USIA Regulations, 2 FAM 600, "Overseas Schools Program." The Uniform Regulations (Appendix 9A) are the governing directives for AID participation in dependent schools abroad.

CHAPTER 600
OVERSEAS SCHOOLS PROGRAM

TABLE OF CONTENTS

(See Index for subject reference.)

610 ELEMENTARY AND SECONDARY EDUCATION OVERSEAS

611 Authorities

612 Program Objectives

613 General Responsibilities of the Overseas Schools Policy Committee
- 613.1 Objectives
- 613.2 Membership
- 613.3 Responsibilities and Functions

614 Assistance to Overseas Schools
- 614.1 Basic Policies Regarding Assistance to Overseas Schools
- 614.2 Purposes of Assistance
- 614.3 Criteria for Granting Assistance
- 614.4 Procedures for Obtaining Assistance
- 614.5 Funding of Assistance to Overseas Schools

615 Responsibility of Post
- 615.1 Administrative Officer
- 615.2 Public Affairs and Cultural Affairs Officers
- 615.3 AID Mission Director

616 Overseas Schools Funding Purposes and Eligibility
- 616.1 Educational and Cultural Exchange Purposes
- 616.2 Dependent Education Purposes
- 616.3 Transfer of Funds to State (A) By AID/PFM/FM
- 616.4 Transfer of Funds to State (A) By USIA/ECA

617 Types of Assistance
- 617.1 Grants to Overseas Schools
- 617.2 Assistance In Kind to Overseas Schools
- 617.3 Grants to U.S. Educational Institutions
- 617.4 Excess Property to Overseas Schools

618 Special Educational Programs
- 618.1 Approval of Activities Under Special Educational Programs
- 618.2 Planning of Activities Under Special Educational Programs
- 618.3 School-to-School and University-to-School Projects

619 Overseas Schools Advisory Council
- 619.1. Purpose
- 619.2 Membership
- 619.3 Functions

620 EDUCATIONAL FACILITY REPORTING REQUIREMENTS

621 Purpose

622 Overseas Schools Questionnaire

623 Request for Assistance Under Consolidated Overseas Schools Program

624 Financial and Program Reports

624.1 Quarterly (and Final) Financial Report

624.2 Overseas Schools Progress and Evaluation Report

625 through 629 Unassigned

630 through 690 Unassigned

Appendix A, Exhibits

Appendix B, Forms

Appendix C, Legal Authorities (No entries)

Appendix D, Addresses (No entries)

INDEX (No entries)

APPENDIX 9A

610

ELEMENTARY AND SECONDARY EDUCATION OVERSEAS

611 AUTHORITIES

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

Authorities for assistance to elementary and secondary overseas schools are as follows:

(1) The Foreign Service Act of 1980 (Section 29);

(2) The Mutual Educational and Cultural Exchange Act of 1961, as amended (section 102); and

(3) The Foreign Assistance Act of 1961, as amended (sections 636(c) and 636(d)).

612 PROGRAM OBJECTIVES

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

a. *To provide assistance to* elementary and secondary schools abroad to assure the best possible educational programs for dependents of American citizens carrying out programs of the U.S. Government abroad.

b. To increase mutual understanding between the peoples of the United States and of other countries by:

(1) Financing studies, instruction, and other educational activities of nationals of foreign countries in American schools abroad; and

(2) Assisting in the establishment, expansion, maintenance, and operation of American schools abroad in order to demonstrate educational methods and practices employed in the United States.

c. To *assist* foreign service posts in assessing the quality of educational opportunities for dependent children and in developing educational programs for dependent children when there are no such facilities available.

d. *To provide assistance* to foreign service parents and dependent children in the selection of educational facilities at post or away from post, including assistance with college entrance procedures.

613 GENERAL RESPONSIBILITIES OF THE OVERSEAS SCHOOLS POLICY COMMITTEE

613.1 Objectives

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

The Overseas Schools Policy Committee is responsible for achieving the mutual objectives of:

(1) Providing adequately for the educational needs of dependents of American citizens carrying out programs of the U.S. Government abroad; and

(2) Increasing mutual understanding between the peoples of the United States and of other countries by:

(a) Financing studies, instruction, and other educational activities of nationals of foreign countries in American schools abroad; and

(b) Assisting in the establishment, expansion, maintenance, and operation of American schools abroad in order to demonstrate educational methods and practices employed in the United States.

613.2 Membership

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

The Committee is composed of three members: the Assistant Secretary of State for Administration (Chairperson), the Associate Director for Educational and Cultural Affairs of the United States Information Agency (USIA/ECA), Director of the Office of Personnel Management,Agency for International Development (AID/PFM/PM).

613.3 Responsibilities and Functions

613.3-1 Policy Committee

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

a. Is subject to applicable legislative authorizations, prescribes general policy for overseas elementary and secondary school activities administered by the De-

partment, and coordinates such activities including educational allowances, as appropriate.

b. Renders policy guidance and direction to the development of a comprehensive overseas school program that:

(1) Will meet current and long-range educational needs of the dependents of U.S. Government employees abroad, as well as those of non-Government personnel carrying out activities under the AID Act; and

(2) Serves to increase mutual understanding between the people of the United States and the people of other countries.

c. Coordinates and approves long-range and annual financial plans for overseas schools activities to be carried out by State (A), USIA, and AID.

d. Approves annual programs and the modifications of such programs, to be carried out by State (A), USIA, and AID, which will ensure a coordinated approach to meeting the most urgent needs of the school and *promoting the best* interests of the United States.

613.3-2 Committee Executive Secretary

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

The Committee will be assisted by an Executive Secretary who will report to the Chairperson of the Committee. In collaboration with designated liaison officers of State (A), USIA, and AID, the Executive Secretary:

(1) Schedules meetings of the Committee once a year or more often if required by developments;

(2) Prepares the agenda for committee meetings, including preparing policy papers on issues brought before the Committee for resolution; and

(3) Prepares minutes reporting committee meetings for distribution to committee members and designated liaison officers in State (A), USIA, and AID.

613.3-3 Office of Overseas Schools (A/OS)

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

As executive agency for the Overseas Schools Policy Committee, the Office of Overseas Schools plans and implements the overseas schools assistance activities of the Department of State (Office of the Assistant Secretary for Administration), the United States Information Agency (the Associate Directorate for Educational and Cultural Affairs - USIA/ECA), and the dependent education program of the Agency for International Development *(AID/PFM/PM)*. In consultation and coordination with interested offices in the Department, USIA, and AID and its missions abroad, the Office of Overseas Schools performs the following functions:

(1) Plans and implements the overseas schools assistance activities of the Department of State (A), USIA/ECA, and *AID/PFM* to assure coordination of policies and programs in the schools;

(2) Develops and recommends to the Overseas Schools Policy Committee the policies, criteria, and objectives, subject to applicable legislation and regulations, for assisting in the establishment and operations of American schools abroad;

(3) Develops annual and long-range plans for overseas schools assistance,including the recommendations for regional and functional priorities, for presentation to the Overseas Schools Policy Committee;

(4) Prepares an annual consolidated overseas schools assistance program,subject to the availability of funds and the approval of the Overseas Schools Policy Committee;

(5) Assures effective implementation of schools assistance programs by working closely with overseas schools, posts, and professional educational organizations, etc., in the United States;

(6) Plans, coordinates, and conducts field surveys and studies on all aspects of the overseas schools program;

(7) Consults and obtains the assistance of the Office of Foreign Buildings(A/FBO) in the planning and construction of overseas schools and related structures;

(8) Prescribes and administers a system for reporting program progress to the Overseas Schools Policy Committee and interested offices and bureaus of State, USIA, and AID;

(9) Consults with the Office of Management and Budget (OMB) and other Federal agencies to ensure coordination of overseas school activities;

(10) Develops and recommends special programs of school assistance as required;

(11) Provides information to Americans assigned abroad and other interested parties concerning the American-sponsored elementary and secondary school facilities;

(12) Assesses the quality of educational opportunities available at Foreign Service posts where there are no American-sponsored overseas schools and, where deficient, seeks to provide supplementary programs or otherwise assist parents in providing adequate educational opportunities for their children; and

(13) Advises and assists Foreign Service personnel with regard to boarding schools abroad and in the

U.S., college-entrance requirements and procedures,special education requirements and appropriate facilities at overseas posts and/or in the U.S., adequacy of foreign schools for U.S. children, and articulation of specific school systems with schools in the U.S., and the like.

614 ASSISTANCE TO OVERSEAS SCHOOLS

(TL:GEN-241; 8-26-86)
(Uniform State/AID/USIA)

Assistance is given to overseas schools to enable them to serve as showcases of American education abroad and to provide educational opportunity to U.S. Government dependents by helping the overseas schools meet costs arising from their location abroad. The assistance is intended to supplement a school's normal tuition income and fees through the support of specific activities; it cannot be considered a regular source of budgetary support in lieu of tuition, unless because of its location abroad, local laws, and regulations, etc., such assistance can be justified.

614.1 Basic Policies Regarding Assistance to Overseas Schools

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

The Office of Overseas Schools (A/OS):

(1) Respects and supports the character of American-sponsored overseas schools as private institutions serving the public interest abroad;

(2) Encourages the schools to set tuition fees at a level adequate to finance the usual recurring costs (adequate teachers' salaries, educational materials, transportation of students, and rent and maintenance of school buildings) of good educational programs in the United States, except for situations where because of the schools' locations abroad, local laws, and regulations, etc., assistance can be justified;

(3) Encourages and offers the schools assistance toward self-evaluation of their educational and cultural programs and of their efforts to facilitate meeting the Department's dual objectives with regard to overseas schools;

(4) Assists schools during their developmental and expansion stages,expecting that schools in the maintenance stage should finance recurring and capital expenses from their own resources, contributions, or private loans and therefore require less assistance;

(5) Conducts liaison activities with other U.S. Government agencies concerning any activities described in these regulations;

(6) Encourages the coordination as well as improvement of curricula among schools abroad to minimize dislocation or loss of credits for students who transfer to or between such schools; and

(7) Normally limits assistance to one school per post; however, it may assist more than one school at post when any of these conditions exist:

(a) It can be demonstrated that a majority of U.S. Government dependent children at post attend the school not assisted;

(b) The school usually assisted by the Department is overcrowded and can no longer admit U.S. Government dependent children; or

(c) Otherwise when conditions at the post require such assistance in the best interests of the U.S. Government.

614.2 Purposes of Assistance

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

a. Purposes of assistance may include but are not limited to:

(1) Improving the general quality of educational programs;

(2) Aiding in the recruitment and support of qualified U.S. citizen educational leadership personnel and development of in-service training activities for teaching and administrative personnel;

(3) Providing up-to-date American instructional supplies and equipment,especially for learning centers and libraries and for science laboratories;

(4) Supporting special educational programs, including educational workshops and seminars, consultation by specialists and other in-service training activities under school-to-school and university-to-school projects;special English language and area studies programs; and the like;

(5) Carrying out activities so as to better relate the American school to the local community;

(6) Assisting scholarship programs for deserving foreign nationals so as to implement demonstration projects, or for other purposes as provided herein; and/or

(7) Assisting capital projects. It should be noted that assistance for construction and other capital improvements may be made only in special circumstances after receipt of full justification (e.g., lack of other available facilities; unreasonable cost of leased

facilities compared with amortized construction costs; move of national capital; substantial influx of dependents carrying out U.S. Government programs; demonstrably unsafe or inadequate facilities; destruction or damage of facilities through fire,flood, or other similar cause; and the like).

b. It should also be noted that before assistance can be provided for site acquisition, evidence must be presented to the Department (A/OS) that specific sites are available, together with information concerning cost and payment terms; for construction, preliminary architectural and engineering plans including site plans, specifications, and cost estimates must be submitted to the Department (A/OS) for review by A/OS with the assistance of A/FBO.

614.3 Criteria for Granting Assistance

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

On March 18, 1989, the Drug-Free Workplace Act of 1988, became effective. Prior to the execution of a grant from the U.S. Government all grant applicants must certify that they will provide drug-free workplaces. A grantee is required to comply with the Act or to provide an exception statement. The statement must be consistent with subsection 610 on page 4951 of the Federal Register dated January 31, 1989.

614.3-1 Pursuant to the Mutual Educational and Cultural Exchange Act

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

The following are the necessary requirements:

(1) The school must meet a demonstrated need for American-type educational facilities in the community or region, and in the case of primary and secondary schools shall be open to the enrollment of qualified American students;

(2) The school must have been founded by or must be operated or sponsored by citizens or nonprofit institutions of the United States with or without the participation of nationals of other countries;

(3) The school must operate without objection from the national government of the host country, and must be nonpolitical in character;

(4) Authority over policy, finances, and administration must be vested in a competent board of responsible persons, usually including representation of the appropriate U.S. embassy or consulate, but at a minimum to include representation by U.S. citizens. This will vary from school to school depending on local circumstances and on U.S. policy;

(5) The director or principal of the school, wherever practicable, should be a U.S. citizen;

(6) There should be a sufficient number of teachers from the United States or teachers trained in American educational methods to assure adequate contact for the students with these methods and the corresponding ideals;

(7) The curriculum and instruction of the school should be of good quality and reflect accepted U.S. theory and practice in education to the greatest extent practicable;

(8) Primary and secondary curricula should provide instruction in the language, literature, geography, and history of the United States and where practicable, of the country where the school is located. Wherever the needs of American students require it, English shall be used as a language of instruction;

(9) The operation of the school should contribute to mutual understanding between the people of the United States and the peoples of the host country or other countries through such means as enrollment of foreign nationals, the provision of binational extracurricular and community programs, and English-language classes for special students;

(10) The financial plan of the school should provide for continuing recourse to all feasible means of achieving and maintaining its financial independence through an adequate fee structure, endowment, and other forms of private support; and

(11) Financial aid will not be given to church-connected schools. Nor will it be given to government, company, or private profit-earning schools unless provision of such assistance would assure educational facilities for American dependents which would not otherwise be available in the area.

614.3-2 Pursuant to Foreign Service and Foreign Assistance Acts

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

The following are the necessary requirements:

(1) The post must substantiate a need to provide educational facilities for U.S. dependents:

(a) There should be no adequate elementary or secondary school, in the grades required, at the post or within reasonable daily commuting distance; and

(b) There must be a sufficient number of U.S. dependent children at the post, or anticipated at the post, to justify the proposed project; and

(2) The school, to the extent possible, should:

(a) Provide evidence of a favorable climate of local community support which would be demonstrated by offering personal and financial resources, not only of the U.S. Government community, but of American private business and other national and international elements as well;

(b) Provide evidence of sound policy, finances, and other fundamental aspects of administration of an American-type of education duly vested in a competent board of responsible persons, including appropriate representation by American citizens;

(c) Offer a program of study in which English is the language of instruction;

(d) Offer to the extent practical an American curriculum with American textbooks and materials. The school should be willing to enroll, as a condition in accepting a U.S. Government grant, all dependents of American citizens carrying out programs of the U.S. Government abroad who are able to meet the school's other admission standards;

(e) Maintain teacher and academic standards which are comparable with public elementary or secondary schools in the United States;

(f) Offer the type of curriculum and instruction which reflects U.S.educational methods and practices to the reasonable extent practicable in consideration of (i) the location abroad, and (ii) the needs of the student body as a whole;

(g) Provide adequate fiscal and management supervision, and maintain a financial position which gives reasonable certainty that the school is capable of covering recurring operations expenses out of tuition or other school income without continuing direct U.S. Government assistance, unless because of the school's location abroad, local laws, and regulations, etc., such assistance can be justified; and

(h) Provide evidence that no other feasible means, such as local resources or increase in tuition, are currently available to the school for adequately financing proposed expansion or improvements.

614.4 Procedures for Obtaining Assistance

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

Overseas schools which seek assistance under the legislative authorities cited in section 611, must seek determination of eligibility under the criteria established for assistance (see section 614.3) and annually thereafter (or as frequently as prescribed in these regulations) submit documents as outlined in this section. Procedures, to be carried out by the school, the post, and the Department, as appropriate, are as follows:

(1) The school requests the post to provide a copy of these regulations (2 FAM *Chapter* 600) and the school then determines whether it meets the criteria outlined in section 614.3. If the school considers itself eligible for assistance, it seeks the post's concurrence;

(2) If the post concurs that the school qualifies under the criteria, the post may recommend to the Department (A/OS) that the school be considered for assistance, and transmits to the Department (A/OS) copies of the school's constitution and bylaws and/or other pertinent documents for review. (If questions arise concerning eligibility, A/OS submits the documents to the legal counsel of the Department, USIA/ECA, or AID as appropriate, for decision);

(3) If determined eligible by the Department, the school prepares the Overseas Schools Questionnaire (FS-573, FS-573A, and FS-573B) (see 2 FAM 622) and Form FS-574, Request for Assistance (see 2 FAM 623), and submits them to the post for review and transmission to the Department (A/OS). If practicable, a regional educational officer from the Department (A/OS) visits the post and the school prior to the submission of the documents in order to provide guidance and counsel regarding the consolidated schools assistance program;

(4) The Department (A/OS) reviews the submitted documents along with those from all other schools requesting assistance and, in consultation with concerned offices in the Department, USIA, and AID, develops a worldwide program of assistance;

(5) The Department (A/OS) transmits to the post a proposal of assistance together with appropriate grant documents for execution by the post and the school (A/OS may transmit a proposal and request school and post concurrence before transmitting grant

documents if circumstances warrant). *The Drug-Free Workplace Certification Statement forms will be forwarded to post, at this time, also*;

(6) The school and post execute the grant documents, the post advises the Department (A/OS) telegraphically of the date of execution, and transmits signed copies as prescribed in the memorandum under which the grant documents were sent to the post. *Similar actions must be taken with regard to the Certification Statement or the exception statement*;

(7) Funds are disbursed to the school by the post in accordance with the provisions of the grant; and

(8) The school submits financial and program reports to the post for transmission to the Department (A/OS) as prescribed in the grant. (See 2 FAM 624.)

614.5 Funding of Assistance to Overseas Schools

(TL:GEN-241; 8-26-86)
(Uniform State/AID/USIA)

Funds for assistance to schools are authorized under the three legislative authorities cited in section 611 pursuant to appropriations made available thereunder. Section *616* outlines funding purposes and eligibility under each of the funding sources.

615 RESPONSIBILITY OF POST

(TL:GEN-241; 8-26-86)
(Uniform State/AID/USIA)

The principal officer designates an officer to be responsible for coordinating the post's interest in school activities. If possible, the officer should be a member of the board of the local school receiving assistance. However,neither this officer nor any officer who has responsibility for the Government's administration of the grant should be a signatory on behalf of the school to any grant made by the Government to the school. Furthermore,when the administrative officer is personally responsible for administration of the grant, the administrative officer should not be a member of the school board.

615.1 Administrative Officer

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

Responsibility for coordination of all school assistance activities under this regulation will be assigned to the post's administrative officer, unless otherwise designated by the principal officer. The administrative officer also has a continuing responsibility for the administration of all grants to schools and to assure that school assistance activities carried out under the Foreign Service Act, as amended, are in consonance with the Act. In the administration of grants, it is the responsibility of the administrative officer to ensure that payments to the school, including advance payments, are in accordance with the provisions of the grant. The administrative officer is also responsible for monitoring the school's activities with regard to granting funds to ensure that performance is in accordance with provisions of the grant, and the administrative officer should make certain that:

(1) All school personnel who are required to handle cash or readily convertible assets in connection with their duties are bonded, if practicable under local circumstances, or can offer other security acceptable to the post and the Department;

(2) Where practicable, the school has adequate insurance coverage to protect its assets from loss through fire, wind, water, theft, public liability, student injury, and the like;

(3) The person signing grants on behalf of the school is duly authorized to do so;

(4) The school undergoes an annual audit of funds provided under Government grants, such audit to be conducted by a firm of chartered, certified, or otherwise qualified accountants. If these are not available, the audit should be conducted by at least two disinterested U.S. Government employees,preferably persons with accounting experience. In unusual circumstances, the post may ask the Department (A/OS) to consider requesting S/IG/AUD (the Office of the Director of Audit and Administration, Office of the Inspector General,Foreign Service) to arrange for appropriate audits. A copy of each audit report should be sent to the Department (A/OS); and

(5) The school submits to the post for review and transmission to the Department (A/OS) progress and evaluation reports and financial reports as required. (See 2 FAM 624.)

615.2 Public Affairs and Cultural Affairs Officers

(TL:GEN-241; 8-26-86)
(Uniform State/AID/USIA)

The public affairs and cultural affairs officers have a continuing responsibility to assure that school assistance activities carried out under the Mutual Educational and Cultural Exchange Act are in consonance with the Act, in accordance with the guidelines under

section 615.1 or otherwise as maybe required by the agency in consultation with the post administrative officer.

615.3 AID Mission Director

(TL:GEN-241; 8-26-86)
(Uniform State/AID/USIA)

The AID mission director, or designee, has a continuing responsibility to assure that school assistance activities carried out under the Foreign Assistance Act are in consonance with the Act, in accordance with the guidelines under section 615.1 or otherwise as may be required by the agency in consultation with the post administrative officer.

616 OVERSEAS SCHOOLS FUNDING PURPOSES AND ELIGIBILITY

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

The Office of Overseas Schools usually grants funds to schools abroad under the Salaries and Expenses appropriation of the Department of State, under Operating Expenses of the Agency for International Development which have been transferred to the Department of State, and under the Associate Directorate for Educational and Cultural Affairs, appropriations of the United States Information Agency which have been transferred to the Department of State.

616.1 Educational and Cultural Exchange Purposes

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

In order to be eligible for funds under the Mutual Educational and Cultural Exchange Act, the school enrollment must include a substantial number of foreign national students.

616.2 Dependent Education Purposes

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

Grants to schools under Salaries and Expenses appropriations of the Department and from AID appropriations may be made only if the enrollment includes dependents of U.S. citizens carrying out Government programs. Grants to assist with operational expenses (as differentiated from capital expenses or special projects) for dependent education purposes will normally be limited to an amount which, when added to the tuition fees charged by the school, does not exceed a figure which is equivalent to an average day school tuition charged in independent schools in the United States, plus an overseas differential. Where the Department determines that the request exceeds this amount, the school may be requested to provide an explanation and justification, and, if the request is concurred in by the post, exceptions may be considered by the Department (A/OS).

616.3 Transfer of Funds to State (A) By AID/PFM/FM

616.3-1 Administration of Funds Under Section 636(d)

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

A/OS prepares budget submissions outlining purposes for which grants are to be given and obtains concurrence of the appropriate AID regional bureau, *M/SER/MS*, and other concerned offices. Once concurrence has been obtained, the budget submissions are forwarded to the AID Controller *(PFM/FM)* for the transfer of funds to State, within available limits, from the AID Operating Expenses Budget. AID 636(d) funds will retain separate identity and will not become a part of gross State Salaries and Expenses funds under any circumstances. A/OS will report the status of obligations monthly to M/COMP/BP/PC which will advise AID *(PFM/FM)*. A/OS prepares the grant agreement and transmits it to the post with authorization for execution by the principal officer or principal officer's designee with the school.

616.3-2 Request for Funds for School Facilities Under Section 636(c)

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

Funds may be provided under section 636(c) of the Foreign Assistance Act for the construction and/or purchase of school physical plant facilities necessary to provide appropriate schooling for personnel carrying out the purposes of the Foreign Assistance Act and for other U.S. Government personnel abroad. Section 636(c) authority will be utilized only in those places where educational requirements cannot reasonably be met by any means other than through the construction or purchase of a U.S. Government facility.

616.4 Transfer of Funds to State (A) By USIA/ECA

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

Following approval by the Associate Directorate for Educational and Cultural Affairs of the United States Information Agency (USIA/ECA), funds are transferred to State from USIA appropriations of ECA. USIA/ECA funds will retain separate identity and will not become a part of gross State Salaries and Expenses funds under any circumstances. A/OS will report the status of obligations monthly to M/COMP/BP/RC which will advise USIA/ECA. A/OS prepares the grant agreement and transmits it to the post with authorization for execution by the principal officer or principal officer's designee with the school.

617 TYPES OF ASSISTANCE

617.1 Grants to Overseas Schools

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

Funds are made available to an overseas school pursuant to a grant made by the Government to the school. Such a grant is the culmination of the procedures outlined in section 614.4. There will be no changes to the printed texts of any grant without the prior written approval of the Department (A/OS). (See 2 FAM Exhibits *617.1 A*, *617.1 B*, and *617.1 C*, which are the grant forms to be used pursuant to the Foreign Service Act of 1980 [section 29], as amended, the Mutual Educational and Cultural Exchange Act of 1961, as amended, and the Foreign Assistance Act of 1961, as amended, respectively.)

617.1-1 Numbering of Grants

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

Grant numbers will be assigned by the Department (A/OS). Grants will be numbered so as to include (1) as the prefix, an abbreviation for the appropriate legislative authority against which funds are appropriated ("FSA" for Foreign Service Act, "MECEA" for Mutual Educational and Cultural Exchange Act, and "FAA" for Foreign Assistance Act); (2) the allotment code; and (3) the obligation number. Thus, a grant executed in FY *1990* under the Foreign Assistance Act would be designated as number FAA-2058-000000.

617.1-2 Description of Purpose

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

The description of purpose for which funds are made available will state as accurately as possible the specific activities to be financed. This description of purpose will be prepared by the Department (A/OS) and be included in the grant documents transmitted to the post for execution.

617.1-3 Effective Period of Grant

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

a. The period of the grant will be limited to that in which the school can normally be expected to carry out the various purposes of the grant. The expiration date of the grant will normally be no more than 3 months after the completion of that activity with the latest planned completion date.

b. In the event that the time prescribed should prove insufficient for the grantee to perform the purposes outlined in the grant, the Department (A/OS) may authorize such extension of the period of the agreement as may be deemed advisable and appropriate.

617.1-4 Authorized Signatory of Grants

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

The principal officer of the post, or designee, will sign the grant on behalf of the Government. The post shall determine that the person signing the grant on behalf of the school is authorized to do so.

617.1-5 Amendments

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

Any amendments to the grant will be in accordance with the standard provisions of the grant. No changes in purposes or addition of new purposes may be effected after the close of the fiscal year in which the grant was made (see 2 FAM Exhibits *617.1-5 A*, *617.1-5 B*, and *617.1-5 C* for amendment formats).

617.1-6 Distribution of Copies of Grant

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

The Department (A/OS) will transmit to the post five copies of the grant documents for execution between the post and the school. Two copies of the executed grant will be forwarded to the Department (A/OS), two copies will be returned to the school for distribution to the school administrator and the school

board chairperson, and one copy will be retained by the post. Copies of any and all amendments to the grant shall be distributed in the same number.

617.1-7 Bank Deposits and Grant Fund Accounting

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

Grant funds which have been advanced to the school shall not be commingled with other school funds but shall be kept in a separate bank account. The school may maintain a single bank account for all grants received from the U.S. Government, provided that a separate accounting record is kept for each grant.

617.1-8 Financial Reports

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

As required under the standard provisions of the grant, the school will submit quarterly an Overseas Schools Financial Report, part I of JF-61, for each grant received and a final Financial Report after the grant has been fully expended or expired. (See 2 FAM Exhibit *617.1-8*, page 1.)

617.1-9 Progress and Evaluation Report

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

As required under the standard provisions of the grant, the school will submit an Overseas Schools Progress and Evaluation Report, part II of JF-61, for each grant received, annually and after full expenditure of funds or expiration of the grant. (See 2 FAM Exhibit *617.1-8*, page 2.)

617.1-10 Refunds

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

If the school expends funds provided under a grant for purposes not authorized by the grant, the school will promptly refund or pay to the U.S. Government funds equal to the amount of such unauthorized expenditures.

617.2 Assistance In Kind to Overseas Schools

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

a. Under certain circumstances, the Department provides assistance in kind, in lieu of a cash grant, to overseas schools.

b. In those rare cases involving the recruitment and assignment of education personnel to posts abroad, A/OS provides funds to regional bureaus to finance the salaries and related expenses of such personnel.

c. When educational materials, equipment, and other school facilities are furnished, the Department arranges to procure and ship commodities through U.S. Government channels. Upon receipt of the commodities, the post gives such materials and equipment to the school as assistance in kind in lieu of a cash grant.

617.3 Grants to U.S. Educational Institutions

(TL:GEN-241; 8-26-86)
(Uniform State/AID/USIA)

The Department (A/OS) may provide grants to or execute contracts with U.S.colleges and universities, regional accrediting associations, and/or other educational institutions to provide services to overseas schools.

617.4 Excess Property to Overseas Schools

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

a. Personal property for which there is no requirement at posts and other establishments of the parent agency abroad may be loaned, sold, or donated to overseas schools.

b. Personal property may be loaned to overseas schools to meet temporary or emergency requirements in accordance with 6 FAM 224.4.

c. Personal replacement property may be sold to overseas schools in accordance with 6 FAM 227.3-3a and 6 FAM 227.8-2.

d. Personal property may be donated to overseas schools provided the following criteria is met (see 6 FAM 227.3-5):

(1) It cannot be disposed of in accordance with 6 FAM sections 227.3-1, 227.3-2, and 227.3-3;

(2) A determination has been made not to dispose of it in accordance with 6 FAM 227.3-4 (AID only);

(3) It has little or no commercial value; or

(4) The cost of handling or storage would exceed the estimated proceeds from sale.

618 SPECIAL EDUCATIONAL PROGRAMS

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

As outlined in section *614.2, subparagraph (4)*, the Department (A/OS) may provide grants to overseas schools to support special educational programs. "Special Educational Programs" are all activities receiving grant support which would not be classified as (1) "support of salary and related costs for professional staff"; (2) "educational materials and equipment"; (3) "scholarships for host country nationals"; or (4) "construction and equipment."

618.1 Approval of Activities Under Special Educational Programs

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

a. Funds for special educational programs are requested by the school and post in the "Request for Assistance," FS-574, item III-5. (See 2 FAM 623.) If funds to support a special educational program are granted, the school is required to complete Form JF-45, Approval of Funding to Support Special Educational Programs (see 2 FAM Exhibit *618.1*), to provide plans for the utilization of grant funds within the school's total program, and submit it to the post for concurrence and transmittal to the Department (A/OS) for approval.

b. Following approval of Form JF-45 by A/OS, copies of the approved form are sent to the overseas school and to the post, whereupon the overseas school may expend funds against the grant in keeping with the approved plan.

c. Subsequently, if for any reason the plan outlined in Form JF-45 cannot be carried out in its entirety, a revised Form JF-45 should be submitted.

618.2 Planning of Activities Under Special Educational Programs

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

a. Normally the overseas school plans special educational programs as part of its total program, with A/OS advice and assistance, if necessary. Thus, a school's program of staff in-service training may include attendance at workshops and conferences, participation in graduate university courses,consultation by education specialists, and the like, all of which would be described in the JF-45, with explanation given regarding those portions to be funded from grant funds, and noting the amount and sources of funds for all activities. (See 2 FAM Exhibit *618.1*.)

b. Because school-to-school projects and university-to-school projects involve formal steps which need to be taken for implementation, special regulations are outlined in section *618.3*.

618.3 School-to-School and University-to-School Projects

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

a. Within the general program objectives outlined in section 612, the purpose of the school-to-school and university-to-school projects is to effect functional relationships between American-sponsored overseas schools and selected school districts and/or universities and colleges in the United States in order to provide the overseas schools with resources necessary for the improvement of their educational programs. It is assumed that the development of relevant programs involving American sponsored overseas schools and partner schools or universities in the United States will contribute to better understanding of international relationships and, through increased community involvement of local nationals and U.S. citizens, will enhance cultural understanding between the people of the United States and those of the countries in which the schools are located.

b. It is also assumed that benefits will accrue to the schools or universities in the United States in terms of opportunities for involvement of international education activities.

618.3-1 Types of Activities Involved in School-to-School Project

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

a. When a school-to-school or a university-to-school partnership between an American-sponsored overseas school and a school district or university in the United States is established, it is assumed that, in addition to grant funds made available under the Consolidated Overseas Schools Program, both partner schools will commit personnel and material resources for the implementation of the project. Grant funds are intended to help initiate the project and to cover such special costs as are necessary to maintain the relationship between the partner schools. Because of the varying and unique needs of specific schools, as well as the varying resources of partner schools and the conditions under which they may be made available to overseas schools,there can be no set pattern regarding specific activities which might develop in any given partnership. Activities which may be funded in full or in part from grant funds may include, but are not limited to:

(1) Travel and related expenses for U.S. school administrators, officials,and consultants visiting the overseas school to study the school program,administration, and the like, and in collaboration with the overseas school partner to develop a plan for implementation of the program;

(2) Travel and expenses for the overseas school administrator or other staff member to visit the school or university in the United States in order to select exchange teachers or consultants, select curricular materials,develop in-service training programs, and the like, and to attend professional meetings which will facilitate mutual planning with involved persons;

(3) Travel, expenses, and salary topping (if necessary under local circumstances) for exchange teachers (see section *618.3-2*);

(4) Travel and expenses for personnel conducting in-service training programs, providing consulting services and other special services to the overseas school, as well as costs for relevant instructional materials and related costs;

(5) Travel and expenses for overseas school personnel participating in observation and training programs conducted by or in conjunction with the partner school or university;

(6) Purchase and shipment of curriculum guides, administrative bulletins,instructional materials and supplies related to the project; and

(7) Assistance in implementation of student exchange programs, and the like.

b. It is normally expected that no costs would be covered from grant funds which would be a regular part of the school's budget. In any event, when the specific grant level for the school-to-school project is known, a revised plan must be approved by A/OS before expenditures may be made. (See subparagraph (4) under section *618.3-3*.)

618.3-2 Exchange Visitor Program

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

a. In most American-sponsored overseas schools a number of professional staff members are local and third-country nationals, who normally remain with the school over a period of years. It is essential for the development and improvement of the school programs that these persons have opportunities to visit and study in the United States in order to equip them more adequately for service in U.S. schools abroad. To implement this portion of the school-to-school or university-to-school project, a special exchange visitor program has been designated for A/OS by the United States Information Agency, Associate Directorate for Educational and Cultural Affairs (USIA/ECA).

b. Officially designated on April 28, 1966, as program G-3-217, the A/OS program is described as follows:

> A program of the United States Department of State, the Office of Overseas Schools, to implement a school-to-school project between American-sponsored schools abroad and selected school systems in the United States and specifically to provide for travel grants for selected foreign school administrators, other school officials, teachers, and students, to enable them to acquire knowledge of educational institutions of the United States—their philosophy and techniques—by various activities including observing, consulting, teaching, and practical experience, to promote the general interests of international educational exchange.

c. To be eligible for admission to the United States, an exchange visitor must be in the possession of, and present the following documents:

(1) A valid nonimmigrant visa bearing classification J-1;

(2) A passport valid for 6 months beyond the anticipated period of admission; and

(3) A properly executed Form IAP-66, Certificate of Eligibility for Exchange Visitor Status.

d. The program designation appears on the Form IAP-66, which delineates program responsibility for the exchange visitor's activities and progress while in the United States. The IAP-66 is also the basic document required for the issuance of a nonimmigrant visa bearing the classification J-1 (exchange visitor visa).

e. The Director of the Office of Overseas Schools (A/OS) is the responsible officer for administering the G-3-217 program and the Executive Officer of A/OS is the Director's alternate. Normally, only the officers responsible for the respective exchange visitor programs issue the IAP-66, but pursuant to 9 FAM, Part II, Note 10.1 of 22 CFR 41.65, certain officers responsible for exchanges in missions abroad have also been authorized to issue and sign Form IAP-66. However, it has been determined that Form IAP-66 should not be issued in the field under program G-3-217 without specific prior approval and instruction from A/OS, and no school-to-school or university-to-school grant funds may be expended for an exchange visitor under the G-3-217 program unless such approval and instruction from A/OS has been given to the field prior to the issuance of Form IAP-66.

f. When Form IAP-66 is issued in the field under the G-3-217 program,pursuant to instructions from A/OS, the post is requested to advise the Department by memorandum, subject: ASCH: Overseas Schools, marked for the attention of A/OS, and enclose a copy of the Form IAP-66 for A/OS files.

618.3-3 Development and Implementation

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

The following steps should normally be taken in the development and implementation of a school-to-school partnership:

(1) When the school, assisted by the Department, formally decides that it has the capability of sharing the responsibilities of a school-to-school or university-to-school partnership, the school should request, through the post, that the Department (A/OS) consider arranging a pairing between the overseas school and a U.S. school system or university;

(2) The Department (A/OS), utilizing the advice of such professional educational organizations as it may consult, approves the overseas school for a school-to-school or university-to-school pairing. It will then take the necessary action to select a suitable partner school or university in the United States satisfactory to the Department (A/OS) and to the overseas school, and will inform the administrators and governing boards of the U.S.schools or the appropriate university officials and overseas schools of its concurrence in the pairing;

(3) The governing bodies of the U.S. schools and overseas schools will take necessary steps to approve the partnership and inform the Department (A/OS) of this action through transmission of copies of appropriate actions recording their agreement to the partnership;

(4) Following initial planning involving the two partner schools and the A/OS Regional Education Officer, the overseas school requests grant funds under section III-5, "Special Educational Programs" of Form FS-574, Request for Assistance (see 2 FAM 623) providing an outline of the overall plan in section IV, "Discussion and Justification," of FS-574 (a special request may be submitted if the timing of the planning is not compatible with the annual due date for Form FS-574); and

(5) Following receipt of the grant, the overseas school prepares and submits to A/OS through the post Form JF-45, Approval of Special Educational Programs, as outlined in section *618.1*.

618.3-4 Liaison, Performance, Payment, Financial Accountability, and Reporting

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

Since the school-to-school project is funded under regular grants to American-sponsored overseas schools, the standard provisions for grant documents, as amended, apply. (See 2 FAM Exhibits *617.1 A*, *617.1 B*, and *617.1 C*.)

619 OVERSEAS SCHOOLS ADVISORY COUNCIL

619.1 Purpose

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

a. The Overseas Schools Advisory Council was established by the Department of State to seek the advice and capabilities of a selected group of American leaders from the business, foundation, and educational communities, with respect to the American-

sponsored elementary and secondary schools abroad that are assisted by the Department of State.

b. Matters of policy guidance and financial support are the main concerns of the Council in addition to the following:

(1) To help the overseas schools become the showcases for excellence in education; and

(2) To help make services abroad attractive to American citizens, both in the business community and in Government.

619.2 Membership

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

a. The membership of the *Overseas Schools Advisory* Council is composed of American business and professional leaders whose experience and interests enable them to help achieve the purpose as stated in section *619.1*. The Council will meet annually or more often, when necessary, at the call of the Department.

b. The Director of the Office of Overseas Schools (A/OS), Department of State, is the Executive Secretary of the Council.

619.3 Functions

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

The responsibilities of the *Overseas Schools Advisory* Council are:

(1) To coordinate the efforts of American business firms and foundations with those of the Department of State toward providing needed educational facilities for dependents of American citizens abroad;

(2) To facilitate obtaining maximum resources (funds, buildings, equipment, and supplies) from private and public agencies to assist those American-sponsored, independent community schools abroad which are assisted by the Department of State; and

(3) To advise and consult with the Department of State on the relations between the U.S. Government and private agencies who are concerned with the American-sponsored, independent community, elementary, and secondary schools abroad.

STANDARD PROVISIONS OF THE GRANT UNDER 22 USC 2701 (SECTION 29 OF THE DEPARTMENT OF STATE BASIC AUTHORITIES ACT OF 1956, AS AMENDED BY THE FOREIGN SERVICE ACT OF 1980, PUB. L. 96-465)

(Uniform State/AID/USIA)

DEFINITIONS

As used throughout the Grant, and the Standard Provisions of the Grant, the following terms shall have the meanings set forth below:

A. The term "Government" as used herein means the Government of the United States of America;

B. The term "Department" an used herein means the United States Department of State;

C. The term "post" as used herein means a Foreign Service establishment in a country in which representation of the United States Department of State is maintained;

D. The term "Grantee" refers to an elementary or secondary school overseas which qualifies for assistance pursuant to the criteria stated in the Foreign Affairs Manual;

E. The terms "grant," "this grant," "agreement," and "this agreement" refer to the signed Grant to which these Standard Provisions are annexed;

F. The term "Office of Overseas Schools (A/OS)" refers to the Office in the Department which is responsible for administering the overseas schools programs of the Department and the Agency for International Development (AID);

G. Foreign Affairs Manual (FAM) refers to the official regulations of the Department;

H. The term "obligation" is defined as a valid claim against the Grantee(recipient of the grant) resulting from action by an authorized official pursuant to orders placed, contracts awarded, services issued, and similar transactions payable;

I. The term "direct costs" refers to any cost which can be identified specifically with a particular purpose of the Grant; and

J. The definition of "educational supplies and equipment" as used herein shall be in accordance with those set out in 4 FAM 090 and 6 FAM Chapter 200 under the headings of Expendable and Non-Expendable Personal Property.

ARTICLE I—LIAISON

All liaison with the Government relative to the rights and responsibilities incurred by virtue of this Grant shall be through the post with the Office of Overseas Schools of the Department.

ARTICLE II—PERFORMANCE

1. The Grantee certifies that the Grantee has the capability to plan, organize, and make all the arrangements necessary to carry out the educational activities and projects in connection with the Grant.

2. The Grantee certifies that adequate progress can be made to initiate the obligation of each line item specified in this Grant not later than the academic year following the fiscal year in which the funds are granted by the Government.

3. The Grantee agrees, as a condition of receiving this Grant, to accept as students, *at no more than the school's normal tuition rates*, all dependent children of U.S. citizens engaged in carrying out Government activities who request admission and are able to meet the school's standards of admission.

4. The Grantee warrants that no person or selling agency has been employed or retained to solicit or secure this agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee. For breach or violation of this warranty, the Government shall have the right to annul this agreement without liability or in its discretion to deduct from the amount of the Grant or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

5. The Grantee shall not, except with the consent of the post and the Department (A/OS), transfer or assign any part of the sum made available,hereby to another individual, institution, or organization for the performance of the functions, duties, or obligations assumed herein by the Grantee.

6. The Grantee agrees that in connection with transportation paid for with funds made available under this agreement, all travel will normally be performed in accordance with Federal Travel Regulations. In extenuating circumstances which must be justified in writing by the Grantee, travel may be performed as specifically authorized in advance by the Department (A/OS). The Grantee shall assure the use of United States Flag airlines and/or United States Flag vessels unless they are not available or their use is not feasible, and such funds may be used only to provide less than first-class accommodations except as provided for in 6 FAM 146.3, as amended from time to time.

7. The funds provided pursuant to this Grant shall be disbursed by the embassy through reimbursement for direct costs incurred (excluding any of the Grantee's overhead expenses) by the Grantee in carrying out the aforementioned approved purposes, and within the maximum time limitation set forth in Article I of the Grant. Reimbursement will be limited to direct costs for which obligations for said purposes are incurred by the Grantee from and after the effective date of this Grant. No indirect costs will be reimbursed under this Grant.

8. In the event that the time prescribed should prove insufficient for the Grantee to perform the purposes listed in the Grant, the Department (A/OS) may authorize such extension of the period of the agreement as it may deem advisable. The Grantee is responsible for assuring that requests for extension of periods of the Grant are submitted to the post sufficiently prior to the expiration of the date shown in Article I of the Grant to allow for processing by the post and the Department. Extension will be effective upon written notice from the post.

9. If the Grantee fails to abide by any of the conditions set forth in this agreement or if the Government deems it in the best interest of the United States to terminate this agreement, the Government may so terminate it by giving the Grantee not less than ten days' notice in writing, except in case of emergencies. In the event that this agreement is terminated, the Grantee shall immediately terminate any contracts or other obligations which it may have entered into and shall return to the Government any balance of funds received from the Government which is unused and found to be unnecessary to liquidate outstanding obligations.

10. Nothing contained in this agreement shall be construed as creating a contractual relationship between the Government and any person, contractor, or subcontractor employed or retained by the Grantee.

11. The Grantee agrees to maintain a responsibly-governed institution which is organized in accordance with accepted practices for schools of its type, with final authority over policy, finances, and other fundamental aspects of administration duly vested in a competent board of responsible persons, including representation by United States citizens.

12. The Grantee, through the exercise of sound management and fiscal policies by its governing body, agrees to follow financial policies which give reasonable certainty that the school will be capable of sustaining operations out of tuition or other school income. The Grantee shall have performed an annual audit of the books and records pertaining to Government grants, including a determination that the funds granted by this agreement have been expended in conformance with the agreement provisions. Such an audit may be performed by (1) a local auditing firm, (2) a qualified accountant or accountants on the administrative staff at post, or (3) such other qualified accountant personnel as may be approved by the post. A copy of said audit will be provided to the Department (A/OS).

13. The Grantee agrees to endeavor to offer a well-rounded program of studies in which instruction is provided in the English language, and will endeavor to maintain teacher and academic standards which approximate in quality those in comparable public elementary and/or secondary schools in the United States.

14. The Grantee agrees to offer the type of curriculum and instruction which will reflect United States theory and practice in education to the most reasonable extent practicable in consideration of (1) the location abroad, (2) local laws and regulations, and (3) the needs of the student body as a whole.

15. The Grantee agrees that, when U.S. citizens are considered for employment, the Grantee will not discriminate against any employee or applicant, because of race, color, religion, sex, national origin, or mental or physical handicap. The Grantee agrees to take affirmative action to insure that such persons are treated without regard to their race, color, religion, sex, national origin, or mental or physical handicap.

16. Procurement of services, equipment, materials, and supplies authorized under this Grant shall be in accordance with AID regulations.

ARTICLE III—PAYMENT

1. Except as provided for in paragraph 2, below, reimbursement of expenditures incurred pursuant to this Grant shall be effected through the presentation by the Grantee to the post certifying officer of a disbursing office voucher, Form FS-455, Purchase Order, Receiving Report and Voucher, in triplicate, listing the expenditures for which reimbursement is claimed, accompanied by supporting documentation.

2. The post, upon request of the Grantee, may make an advance of an amount,not to exceed two months' estimated costs, subject to the Grantee's furnishing a blanket fidelity bond or other security acceptable to the post and the Department. The Grantee will submit to the post certifying officer Form FS-455, Purchase Order, Receiving Report and Voucher, in four copies, properly executed, requesting an advance of funds. Thereafter, the post will reimburse the Grantee, upon receipt of a properly documented request, an amount equal to reported expenditures, in order to replenish the advance fund on an imprest basis, until such time as the total of reimbursements effected, added to the initial advance, equals the amount of the Grant stated. Thereafter, vouchers for expenditures submitted by the Grantee will not be reimbursed but will be applied to liquidate the remaining outstanding advance. In the event that the total amount of subsequent vouchers is insufficient to liquidate the amount of the outstanding advance, the Grantee will refund the difference to the Government.

ARTICLE IV—FINANCIAL ACCOUNTABILITY AND REPORTING

1. The Grantee shall, where practicable, maintain one bank account for all funds provided under Government grants, regardless of the authority under which the funds are granted. The Grantee shall, however, maintain a separate accounting record for this Grant. The Grantee shall not commingle Government grant funds or accounts with those of any other of its operations.

2. The Grantee agrees not to furnish, advance, lend, pledge, or otherwise divert Grant funds, credit, or property made available by the Government to other operations of the Grantee or other persons or institutions except as approved in advance by the post and the Department.

3. The Grantee agrees that the post, Department, or the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to and the right to examine any books, documents, papers, and records of the Grantee pertaining to the purposes of this Grant during the term of this agreement. Furthermore, the Grantee shall maintain such records until the expiration of three (3) years after final or terminal payment under this agreement and during this period the post, Department, or the Comptroller General of the United States shall have access to and the right to examine such records.

4. Within the total amount specified in this Grant, the individual line items set forth in Article II, paragraph 2 of the Grant for the purposes listed maybe increased or decreased in such a way as not to change any of the amounts set forth by more than twenty percent (20%), and only after the written approval of the post is received by the Grantee; two copies of such approval shall be sent to the Department (A/OS). If percentage changes greater than twenty percent (20%) are required, the prior written approval of the Department (A/OS) shall be obtained. In no event, however, may the total amount of the Grant be exceeded. After approval has been granted, the post and school shall execute an amendment to the Grant authorizing the changes. Copies of grant amendments should be distributed as indicated in 2 FAM 617.1-6.

5. The purposes described in Article II, paragraph 2 of the Grant, cannot be changed unless approved in advance by the Department (A/OS). Under no circumstances can a new purpose be added to the Grant after the end of the fiscal year in which the funds are obligated by the Government.

6. In the event any of the funds advanced by the post to the Grantee are not obligated by the termination date of this agreement, such funds shall be returned by the Grantee to the Government, except as provided for in Article II, paragraph 8, above.

7. In the event that interest or other income is earned on funds made available to the Grantee pursuant to this agreement, such interest or other income shall become the property of the Government and shall be paid promptly to the Government. Such interest or other income shall not be used by the Grantee for additional services under this or any other agreement.

8. When dollar funds provided under this Grant are to be converted to local currency before disbursement to the Grantee, as determined by the

post, such conversion shall be made by the appropriate post disbursing officer.

9. The Grantee shall not receive United States dollars for carrying out the purposes of this agreement in any country in which the post disbursing officer holds foreign currencies in excess of the needs of the Government, except where U.S. dollars are required to carry out the purposes of the Grant. The Grantee shall receive all such currencies solely from the post disbursing officer at the rate of exchange used by such officer at the time of disbursement.

10. To the extent that the Grantee expends funds provided by this Grant for purposes not authorized by the Grant as determined by the Government, it shall promptly refund or pay to the Government funds equal to such unauthorized expenditures.

11. In the event the Grantee must liquidate its operation and is unable to carry out any of the purposes of this Grant, all unexpended balances of funds made available by the Government under the Grant shall be returned to the Government and all nonexpendable personal and real property procured or otherwise acquired by the Grantee with funds made available by the Government under the Grant will become the property of the Government, or will be disposed of in a manner mutually agreed to by the Government and the Grantee.

12. The Grantee shall submit the following reports, in such form as prescribed in 2 FAM 624, as amended from time to time, to the post for transmittal to the Department (A/OS):

a. Quarterly financial reports (JF-61), not later than thirty (30) days after December 31, March 31, June 30, and September 30;

b. A final financial report (JF-61), not later than ninety (90) days after completion of the Grant; and

c. An Overseas Schools Progress and Evaluation Report (JF-61), in accordance with instructions on the form.

FSA GRANT

FISCAL INFORMATION

Appn. :
Allotment :
Oblig. No.:
Org. Code :
Function :
Object :

PROVIDED BY A/OS

Grant No.: _____

Date: _____
(Date of Execution)

ENTERED BY POST/SCHOOL

GRANT BY
THE GOVERNMENT OF THE UNITED STATES OF AMERICA
DEPARTMENT OF STATE

GRANTEE : NAME OF SCHOOL

AUTHORITY : 22 USC 2701 (Section 29 of the Department of State Basic Authorities Act of 1956, as amended by the Foreign Service Act of 1980, PL 96-465)

SCOPE : The Standard Provisions, which are annexed hereto, are hereby made a part of this Grant.

ARTICLE I EFFECTIVE PERIOD OF GRANT

From _____ To _____ DATE ENTERED BY A/OS

ENTERED BY POST/SCHOOL (Date of Execution)

(The period of the Grant will be limited to that time within which the school can normally be expected to carry out the various purposes of the Grant.)

ARTICLE II PURPOSES AND AMOUNTS

WHEREAS, the Government desires to give assistance to certain schools abroad where there is a need to establish, operate and maintain elementary and secondary school facilities to meet the educational needs of dependent children of American citizens engaged in carrying out Government activities, pursuant to the authority contained in 22 USC 2701 (Section 29 of the Department of State Basic Authorities Act of 1956, as amended by the Foreign Service Act of 1980, PL 96-465); and

WHEREAS, the Grantee meets the criteria established by the United States Department of State for qualifying for such assistance as set forth in the Foreign Affairs Manual (FAM) and other appropriate authority. Now, therefore,

AMOUNT PROVIDED BY A/OS

1. The Government hereby awards a grant-in-aid of $ ____ to be paid to the Grantee in accordance with and subject to the terms and conditions contained in the Standard Provisions annexed to this Grant, and any amendments thereto. The purposes and amounts set forth below are in accordance with requests made by the Grantee on Form FS-574 (or other official request from the post).

2. The funds provided herein shall be utilized for the purposes and in the amounts specified on page 2, subject to change only as provided for hereinafter in the Standard Provisions of this Grant.

FSA Grant—Continued

-2-

Purposes ← AS PROVIDED BY A/OS → Amounts Available

EXECUTED BY THE APPROPRIATE SCHOOL OFFICIAL

FOR THE GRANTEE

EXECUTED BY POST PRINCIPAL OFFICER OR DESIGNEE

FOR THE GOVERNMENT OF THE UNITED STATES OF AMERICA

_____ Signature _____

_____ Typed Name _____

_____ Title _____

FSA

STANDARD PROVISIONS OF THE GRANT UNDER THE MUTUAL EDUCATIONAL AND CULTURAL EXCHANGE ACT OF 1961, AS AMENDED

(Uniform State/AID/USIA)

DEFINITIONS

As used throughout the Grant, and the Standard Provisions of the Grant, the following terms shall have the meanings set forth below:

A. The term "Government" as used herein means the Government of the United States of America;

B. The term "Department" an used herein means the United States Department of State;

C. The term "post" as used herein means a Foreign Service establishment in a country in which representation of the United States Department of State is maintained;

D. The term "Grantee" refers to an elementary or secondary school overseas which qualifies for assistance pursuant to the criteria stated in the Foreign Affairs Manual;

E. The terms "grant," "this grant," "agreement," and "this agreement" refer to the signed Grant to which these Standard Provisions are annexed;

F. The term "Office of Overseas Schools (A/OS)" refers to the Office in the Department which is responsible for administering the overseas schools programs of the Department and the Agency for International Development (AID);

G. Foreign Affairs Manual (FAM) refers to the official regulations of the Department;

H. The term "obligation" is defined as a valid claim against the Grantee(recipient of the grant) resulting from action by an authorized official pursuant to orders placed, contracts awarded, services issued, and similar transactions payable;

I. The term "direct costs" refers to any cost which can be identified specifically with a particular purpose of the Grant; and

J. The definition of "educational supplies and equipment" as used herein shall be in accordance with those set out in 4 FAM 090 and 6 FAM Chapter 200 under the headings of Expendable and Non-Expendable Personal Property.

ARTICLE I—LIAISON

All liaison with the Government relative to the rights and responsibilities incurred by virtue of this Grant shall be through the post with the Office of Overseas Schools of the Department.

ARTICLE II—PERFORMANCE

1. The Grantee certifies that the Grantee has the capability to plan, organize, and make all the arrangements necessary to carry out the educational activities and projects in connection with the Grant.

2. The Grantee certifies that adequate progress can be made to initiate the obligation of each line item specified in this Grant not later than the academic year following the fiscal year in which the funds are granted by the Government.

3. The Grantee agrees, as a condition of receiving this Grant, to accept as students, *at no more than the school's normal tuition rates*, all dependent children of U.S. citizens engaged in carrying out Government activities who request admission and are able to meet the school's standards of admission.

4. The Grantee warrants that no person or selling agency has been employed or retained to solicit or secure this agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee. For breach or violation of this warranty, the Government shall have the right to annul this agreement without liability or in its discretion to deduct from the amount of the Grant or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

5. The Grantee shall not, except with the consent of the post and the Department (A/OS), transfer or assign any part of the sum made available,hereby to another individual, institution, or organization for the performance of the functions, duties, or obligations assumed herein by the Grantee.

6. The Grantee agrees that in connection with transportation paid for with funds made available under this agreement, all travel will normally be performed in accordance with Federal Travel Regulations. In extenuating circumstances which must be justified in writing by the Grantee, travel may be performed as specifically authorized in advance by the Department (A/OS). The Grantee shall assure the use of United States Flag airlines and/or United

States Flag vessels unless they are not available or their use is not feasible, and such funds may be used only to provide less than first-class accommodations except as provided for in 6 FAM 146.3, as amended from time to time.

7. The funds provided pursuant to this Grant shall be disbursed by the embassy through reimbursement for direct costs incurred (excluding any of the Grantee's overhead expenses) by the Grantee in carrying out the aforementioned approved purposes, and within the maximum time limitation set forth in Article I of the Grant. Reimbursement will be limited to direct costs for which obligations for said purposes are incurred by the Grantee from and after the effective date of this Grant. No indirect costs will be reimbursed under this Grant.

8. In the event that the time prescribed should prove insufficient for the Grantee to perform the purposes listed in the Grant, the Department (A/OS) may authorize such extension of the period of the agreement as it may deem advisable. The Grantee is responsible for assuring that requests for extension of periods of the Grant are submitted to the post sufficiently prior to the expiration of the date shown in Article I of the Grant to allow for processing by the post and the Department. Extension will be effective upon written notice from the post.

9. If the Grantee fails to abide by any of the conditions set forth in this agreement or if the Government deems it in the best interest of the United States to terminate this agreement, the Government may so terminate it by giving the Grantee not less than ten days' notice in writing, except in case of emergencies. In the event that this agreement is terminated, the Grantee shall immediately terminate any contracts or other obligations which it may have entered into and shall return to the Government any balance of funds received from the Government which is unused and found to be unnecessary to liquidate outstanding obligations.

10. Nothing contained in this agreement shall be construed as creating a contractual relationship between the Government and any person, contractor, or subcontractor employed or retained by the Grantee.

11. The Grantee agrees to maintain a responsibly-governed institution which is organized in accordance with accepted practices for schools of its type, with final authority over policy, finances, and other fundamental aspects of administration duly vested in a competent board of responsible persons, including representation by United States citizens.

12. The Grantee, through the exercise of sound management and fiscal policies by its governing body, agrees to follow financial policies which give reasonable certainty that the school will be capable of sustaining operations out of tuition or other school income. The Grantee shall have performed an annual audit of the books and records pertaining to Government grants, including a determination that the funds granted by this agreement have been expended in conformance with the agreement provisions. Such an audit may be performed by (1) a local auditing firm, (2) a qualified accountant or accountants on the administrative staff at post, or (3) such other qualified accountant personnel as may be approved by the post. A copy of said audit will be provided to the Department (A/OS).

13. The Grantee agrees to endeavor to offer a well-rounded program of studies in which instruction is provided in the English language, and will endeavor to maintain teacher and academic standards which approximate in quality those in comparable public elementary and/or secondary schools in the United States.

14. The Grantee agrees to offer the type of curriculum and instruction which will reflect United States theory and practice in education to the most reasonable extent practicable in consideration of (1) the location abroad, (2) local laws and regulations, and (3) the needs of the student body as a whole.

15. The Grantee agrees that, when U.S. citizens are considered for employment, the Grantee will not discriminate against any employee or applicant, because of race, color, religion, sex, national origin, or mental or physical handicap. The Grantee agrees to take affirmative action to insure that such persons are treated without regard to their race, color, religion, sex, national origin, or mental or physical handicap.

16. Procurement of services, equipment, materials, and supplies authorized under this Grant shall be in accordance with AID regulations.

ARTICLE III—PAYMENT

1. Except as provided for in paragraph 2, below, reimbursement of expenditures incurred pursuant to this Grant shall be effected through the presentation by the Grantee to the post certifying officer of a disbursing office voucher, Form FS-455, Purchase Order, Receiving Report and Voucher, in triplicate, listing the expenditures for which reimbursement is claimed, accompanied by supporting documentation.

2. The post, upon request of the Grantee, may make an advance of an amount,not to exceed two months' estimated costs, subject to the Grantee's furnishing a blanket fidelity bond or other security acceptable to the post and the Department. The Grantee will submit to the post certifying officer Form FS-455, Purchase Order, Receiving Report and Voucher, in four copies, properly executed, requesting an advance of funds. Thereafter, the post will reimburse the Grantee, upon receipt of a properly documented request, an amount equal to reported expenditures, in order to replenish the advance fund on an imprest basis, until such time as the total of reimbursements effected, added to the initial advance, equals the amount of the Grant stated. Thereafter, vouchers for expenditures submitted by the Grantee will not be reimbursed but will be applied to liquidate the remaining outstanding advance. In the event that the total amount of subsequent vouchers is insufficient to liquidate the amount of the outstanding advance, the Grantee will refund the difference to the Government.

ARTICLE IV—FINANCIAL ACCOUNTABILITY AND REPORTING

1. The Grantee shall, where practicable, maintain one bank account for all funds provided under Government grants, regardless of the authority under which the funds are granted. The Grantee shall, however, maintain a separate accounting record for this Grant. The Grantee shall not commingle Government grant funds or accounts with those of any other of its operations.

2. The Grantee agrees not to furnish, advance, lend, pledge, or otherwise divert Grant funds, credit, or property made available by the Government to other operations of the Grantee or other persons or institutions except as approved in advance by the post and the Department.

3. The Grantee agrees that the post, Department, or the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to and the right to examine any books, documents, papers, and records of the Grantee pertaining to the purposes of this Grant during the term of this agreement. Furthermore, the Grantee shall maintain such records until the expiration of three (3) years after final or terminal payment under this agreement and during this period the post, Department, or the Comptroller General of the United States shall have access to and the right to examine such records.

4. Within the total amount specified in this Grant, the individual line items set forth in Article II, paragraph 2 of the Grant for the purposes listed maybe increased or decreased in such a way as not to change any of the amounts set forth by more than twenty percent (20%), and only after the written approval of the post is received by the Grantee; two copies of such approval shall be sent to the Department (A/OS). If percentage changes greater than twenty percent (20%) are required, the prior written approval of the Department (A/OS) shall be obtained. In no event, however, may the total amount of the Grant be exceeded. After approval has been granted, the post and school shall execute an amendment to the Grant authorizing the changes. Copies of grant amendments should be distributed as indicated in 2 FAM 617.1-6.

5. The purposes described in Article II, paragraph 2 of the Grant, cannot be changed unless approved in advance by the Department (A/OS). Under no circumstances can a new purpose be added to the Grant after the end of the fiscal year in which the funds are obligated by the Government.

6. In the event any of the funds advanced by the post to the Grantee are not obligated by the termination date of this agreement, such funds shall be returned by the Grantee to the Government, except as provided for in Article II, paragraph 8, above.

7. In the event that interest or other income is earned on funds made available to the Grantee pursuant to this agreement, such interest or other income shall become the property of the Government and shall be paid promptly to the Government. Such interest or other income shall not be used by the Grantee for additional services under this or any other agreement.

8. When dollar funds provided under this Grant are to be converted to local currency before disbursement to the Grantee, as determined by the post, such conversion shall be made by the appropriate post disbursing officer.

9. The Grantee shall not receive United States dollars for carrying out the purposes of this agreement in any country in which the post disbursing officer holds foreign currencies in excess of the needs of the Government, except where U.S. dollars are required to carry out the purposes of the Grant. The Grantee shall receive all such currencies solely from the post disbursing officer at the rate of exchange used by such officer at the time of disbursement.

10. To the extent that the Grantee expends funds provided by this Grant for purposes not authorized by the Grant as determined by the Government, it

shall promptly refund or pay to the Government funds equal to such unauthorized expenditures.

11. In the event the Grantee must liquidate its operation and is unable to carry out any of the purposes of this Grant, all unexpended balances of funds made available by the Government under the Grant shall be returned to the Government and all nonexpendable personal and real property procured or otherwise acquired by the Grantee with funds made available by the Government under the Grant will become the property of the Government, or will be disposed of in a manner mutually agreed to by the Government and the Grantee.

12. The Grantee shall submit the following reports, in such form as prescribed in 2 FAM 624, as amended from time to time, to the post for transmittal to the Department (A/OS):

a. Quarterly financial reports (JF-61), not later than thirty (30) days after December 31, March 31, June 30, and September 30;

b. A final financial report (JF-61), not later than ninety (90) days after completion of the Grant; and

c. An Overseas Schools Progress and Evaluation Report (JF-61), in accordance with instructions on the form.

MECEA GRANT

FISCAL INFORMATION

Appn. :
Allotment :
Oblig. No. :
Org. Code :
Function :
Object :
Sub-Object :

PROVIDED BY A/OS

Grant No.: _____

Date: _____
(Date of Execution)

ENTERED BY POST/SCHOOL

GRANT BY
THE GOVERNMENT OF THE UNITED STATES OF AMERICA
DEPARTMENT OF STATE

GRANTEE : NAME OF SCHOOL

AUTHORITY : Mutual Educational and Cultural Exchange Act of 1961, as amended, Section 102

SCOPE : The Standard Provisions, which are annexed hereto, are hereby made a part of this Grant.

ARTICLE I EFFECTIVE PERIOD OF GRANT

From _____ To DATE ENTERED BY A/OS
ENTERED BY POST/SCHOOL (Date of Execution)

(The period of the Grant will be limited to that time within which the school can normally be expected to carry out the various purposes of the Grant.)

ARTICLE II PURPOSES AND AMOUNTS

WHEREAS, the Government desires to increase mutual understanding between the people of the United States and the people of other countries by (a) financing studies, instruction and other educational activities of and for citizens and nationals of foreign countries in American schools and institutions of learning abroad; and (b) assisting in the establishment, expansion, maintenance and operation of schools and institutions of learning abroad, founded, operated, or sponsored by citizens or nonprofit institutions of the United States, including such schools and institutions serving as demonstration centers for methods and practices employed in the United States, pursuant to applicable provisions of the Mutual Educational and Cultural Exchange Act of 1961, as amended; and

WHEREAS, the Grantee meets the criteria established by the United States Department of State for qualifying for such assistance as set forth in the Foreign Affairs Manual (FAM) and other appropriate authority. Now, therefore,

1. The Government hereby awards a grant-in-aid of $ ____ (AMOUNT PROVIDED BY A/OS) to be paid to the Grantee in accordance with and subject to the terms and conditions contained in the Standard Provisions annexed to this Grant, and any amendments thereto. The purposes and amounts set forth on

MECEA Grant—Continued

-2-

page 2 are in accordance with requests made by the Grantee on Form FS-574 (or other official request from the post).

2. The funds provided herein shall be utilized for the purposes and in the amounts specified below, subject to change only as provided for hereinafter in the Standard Provisions of this Grant.

Purposes ← AS PROVIDED BY A/OS → Amounts Available

EXECUTED BY THE APPROPRIATE SCHOOL OFFICIAL

FOR THE GRANTEE

EXECUTED BY POST PRINCIPAL OFFICER OR DESIGNEE

FOR THE GOVERNMENT OF THE UNITED STATES OF AMERICA

_____ Signature _____

_____ Typed Name _____

_____ Title _____

STANDARD PROVISIONS OF THE GRANT UNDER THE FOREIGN ASSISTANCE ACT OF 1961, AS AMENDED

(Uniform State/AID/USIA)

DEFINITIONS

As used throughout the Grant, and the Standard Provisions of the Grant, the following terms shall have the meanings set forth below:

A. The term "Government" as used herein means the Government of the United States of America;

B. The term "Department" an used herein means the United States Department of State;

C. The term "post" as used herein means a Foreign Service establishment in a country in which representation of the United States Department of State is maintained;

D. The term "Grantee" refers to an elementary or secondary school overseas which qualifies for assistance pursuant to the criteria stated in the Foreign Affairs Manual;

E. The terms "grant," "this grant," "agreement," and "this agreement" refer to the signed Grant to which these Standard Provisions are annexed;

F. The term "Office of Overseas Schools (A/OS)" refers to the Office in the Department which is responsible for administering the overseas schools programs of the Department and the Agency for International Development (AID);

G. Foreign Affairs Manual (FAM) refers to the official regulations of the Department;

H. The term "obligation" is defined as a valid claim against the Grantee(recipient of the grant) resulting from action by an authorized official pursuant to orders placed, contracts awarded, services issued, and similar transactions payable;

I. The term "direct costs" refers to any cost which can be identified specifically with a particular purpose of the Grant; and

J. The definition of "educational supplies and equipment" as used herein shall be in accordance with those set out in 4 FAM 090 and 6 FAM Chapter 200 under the headings of Expendable and Non-Expendable Personal Property.

ARTICLE I—LIAISON

All liaison with the Government relative to the rights and responsibilities incurred by virtue of this Grant shall be through the post with the Office of Overseas Schools of the Department.

ARTICLE II—PERFORMANCE

1. The Grantee certifies that the Grantee has the capability to plan, organize, and make all the arrangements necessary to carry out the educational activities and projects in connection with the Grant.

2. The Grantee certifies that adequate progress can be made to initiate the obligation of each line item specified in this Grant not later than the academic year following the fiscal year in which the funds are granted by the Government.

3. The Grantee agrees, as a condition of receiving this Grant, to accept as students, *at no more than the school's normal tuition rates*, all dependent children of U.S. citizens engaged in carrying out Government activities who request admission and are able to meet the school's standards of admission.

4. The Grantee warrants that no person or selling agency has been employed or retained to solicit or secure this agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee. For breach or violation of this warranty, the Government shall have the right to annul this agreement without liability or in its discretion to deduct from the amount of the Grant or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

5. The Grantee shall not, except with the consent of the post and the Department (A/OS), transfer or assign any part of the sum made available,hereby to another individual, institution, or organization for the performance of the functions, duties, or obligations assumed herein by the Grantee.

6. The Grantee agrees that in connection with transportation paid for with funds made available under this agreement, all travel will normally be performed in accordance with Federal Travel Regulations. In extenuating circumstances which must be justified in writing by the Grantee, travel may be performed as specifically authorized in advance by the Department (A/OS). The Grantee shall assure the use of United States Flag airlines and/or United States Flag vessels unless they are not available or their use is not feasible, and such funds may be used only to provide less than first-class accommo-

dations except as provided for in 6 FAM 146.3, as amended from time to time.

7. The funds provided pursuant to this Grant shall be disbursed by the embassy through reimbursement for direct costs incurred (excluding any of the Grantee's overhead expenses) by the Grantee in carrying out the aforementioned approved purposes, and within the maximum time limitation set forth in Article I of the Grant. Reimbursement will be limited to direct costs for which obligations for said purposes are incurred by the Grantee from and after the effective date of this Grant. No indirect costs will be reimbursed under this Grant.

8. In the event that the time prescribed should prove insufficient for the Grantee to perform the purposes listed in the Grant, the Department (A/OS) may authorize such extension of the period of the agreement as it may deem advisable. The Grantee is responsible for assuring that requests for extension of periods of the Grant are submitted to the post sufficiently prior to the expiration of the date shown in Article I of the Grant to allow for processing by the post and the Department. Extension will be effective upon written notice from the post.

9. If the Grantee fails to abide by any of the conditions set forth in this agreement or if the Government deems it in the best interest of the United States to terminate this agreement, the Government may so terminate it by giving the Grantee not less than ten days' notice in writing, except in case of emergencies. In the event that this agreement is terminated, the Grantee shall immediately terminate any contracts or other obligations which it may have entered into and shall return to the Government any balance of funds received from the Government which is unused and found to be unnecessary to liquidate outstanding obligations.

10. Nothing contained in this agreement shall be construed as creating a contractual relationship between the Government and any person, contractor, or subcontractor employed or retained by the Grantee.

11. The Grantee agrees to maintain a responsibly-governed institution which is organized in accordance with accepted practices for schools of its type, with final authority over policy, finances, and other fundamental aspects of administration duly vested in a competent board of responsible persons, including representation by United States citizens.

12. The Grantee, through the exercise of sound management and fiscal policies by its governing body, agrees to follow financial policies which give reasonable certainty that the school will be capable of sustaining operations out of tuition or other school income. The Grantee shall have performed an annual audit of the books and records pertaining to Government grants, including a determination that the funds granted by this agreement have been expended in conformance with the agreement provisions. Such an audit may be performed by (1) a local auditing firm, (2) a qualified accountant or accountants on the administrative staff at post, or (3) such other qualified accountant personnel as may be approved by the post. A copy of said audit will be provided to the Department (A/OS).

13. The Grantee agrees to endeavor to offer a well-rounded program of studies in which instruction is provided in the English language, and will endeavor to maintain teacher and academic standards which approximate in quality those in comparable public elementary and/or secondary schools in the United States.

14. The Grantee agrees to offer the type of curriculum and instruction which will reflect United States theory and practice in education to the most reasonable extent practicable in consideration of (1) the location abroad, (2) local laws and regulations, and (3) the needs of the student body as a whole.

15. The Grantee agrees that, when U.S. citizens are considered for employment, the Grantee will not discriminate against any employee or applicant, because of race, color, religion, sex, national origin, or mental or physical handicap. The Grantee agrees to take affirmative action to insure that such persons are treated without regard to their race, color, religion, sex, national origin, or mental or physical handicap.

16. Procurement of services, equipment, materials, and supplies authorized under this Grant shall be in accordance with AID regulations.

ARTICLE III—PAYMENT

1. Except as provided for in paragraph 2, below, reimbursement of expenditures incurred pursuant to this Grant shall be effected through the presentation by the Grantee to the post certifying officer of a disbursing office voucher, Form FS-455, Purchase Order, Receiving Report and Voucher, in triplicate, listing the expenditures for which reimbursement is claimed, accompanied by supporting documentation.

2. The post, upon request of the Grantee, may make an advance of an amount,not to exceed two months' estimated costs, subject to the Grantee's

furnishing a blanket fidelity bond or other security acceptable to the post and the Department. The Grantee will submit to the post certifying officer Form FS-455, Purchase Order, Receiving Report and Voucher, in four copies, properly executed, requesting an advance of funds. Thereafter, the post will reimburse the Grantee, upon receipt of a properly documented request, an amount equal to reported expenditures, in order to replenish the advance fund on an imprest basis, until such time as the total of reimbursements effected, added to the initial advance, equals the amount of the Grant stated. Thereafter, vouchers for expenditures submitted by the Grantee will not be reimbursed but will be applied to liquidate the remaining outstanding advance. In the event that the total amount of subsequent vouchers is insufficient to liquidate the amount of the outstanding advance, the Grantee will refund the difference to the Government.

ARTICLE IV—FINANCIAL ACCOUNTABILITY AND REPORTING

1. The Grantee shall, where practicable, maintain one bank account for all funds provided under Government grants, regardless of the authority under which the funds are granted. The Grantee shall, however, maintain a separate accounting record for this Grant. The Grantee shall not commingle Government grant funds or accounts with those of any other of its operations.

2. The Grantee agrees not to furnish, advance, lend, pledge, or otherwise divert Grant funds, credit, or property made available by the Government to other operations of the Grantee or other persons or institutions except as approved in advance by the post and the Department.

3. The Grantee agrees that the post, Department, or the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to and the right to examine any books, documents, papers, and records of the Grantee pertaining to the purposes of this Grant during the term of this agreement. Furthermore, the Grantee shall maintain such records until the expiration of three (3) years after final or terminal payment under this agreement and during this period the post, Department, or the Comptroller General of the United States shall have access to and the right to examine such records.

4. Within the total amount specified in this Grant, the individual line items set forth in Article II, paragraph 2 of the Grant for the purposes listed maybe increased or decreased in such a way as not to change any of the amounts set forth by more than twenty percent (20%), and only after the written approval of the post is received by the Grantee; two copies of such approval shall be sent to the Department (A/OS). If percentage changes greater than twenty percent (20%) are required, the prior written approval of the Department (A/OS) shall be obtained. In no event, however, may the total amount of the Grant be exceeded. After approval has been granted, the post and school shall execute an amendment to the Grant authorizing the changes. Copies of grant amendments should be distributed as indicated in 2 FAM 617.1-6.

5. The purposes described in Article II, paragraph 2 of the Grant, cannot be changed unless approved in advance by the Department (A/OS). Under no circumstances can a new purpose be added to the Grant after the end of the fiscal year in which the funds are obligated by the Government.

6. In the event any of the funds advanced by the post to the Grantee are not obligated by the termination date of this agreement, such funds shall be returned by the Grantee to the Government, except as provided for in Article II, paragraph 8, above.

7. In the event that interest or other income is earned on funds made available to the Grantee pursuant to this agreement, such interest or other income shall become the property of the Government and shall be paid promptly to the Government. Such interest or other income shall not be used by the Grantee for additional services under this or any other agreement.

8. When dollar funds provided under this Grant are to be converted to local currency before disbursement to the Grantee, as determined by the post, such conversion shall be made by the appropriate post disbursing officer.

9. The Grantee shall not receive United States dollars for carrying out the purposes of this agreement in any country in which the post disbursing officer holds foreign currencies in excess of the needs of the Government, except where U.S. dollars are required to carry out the purposes of the Grant. The Grantee shall receive all such currencies solely from the post disbursing officer at the rate of exchange used by such officer at the time of disbursement.

10. To the extent that the Grantee expends funds provided by this Grant for purposes not authorized by the Grant as determined by the Government, it shall promptly refund or pay to the Government funds equal to such unauthorized expenditures.

11. In the event the Grantee must liquidate its operation and is unable to carry out any of the purposes of this Grant, all unexpended balances of funds made available by the Government under the Grant shall be returned to the Government and all nonexpendable personal and real property procured or otherwise acquired by the Grantee with funds made available by the Government under the Grant will become the property of the Government, or will be disposed of in a manner mutually agreed to by the Government and the Grantee.

12. The Grantee shall submit the following reports, in such form as prescribed in 2 FAM 624, as amended from time to time, to the post for transmittal to the Department (A/OS):

a. Quarterly financial reports (JF-61), not later than thirty (30) days after December 31, March 31, June 30, and September 30;

b. A final financial report (JF-61), not later than ninety (90) days after completion of the Grant; and

c. An Overseas Schools Progress and Evaluation Report (JF-61), in accordance with instructions on the form.

FAA GRANT

FISCAL INFORMATION

Appn. :
Allotment :
Oblig. No.:
Org. Code :
Function :
Object :

PROVIDED BY A/OS

Grant No.: _____

Date: _____
(Date of Execution)

ENTERED BY POST/SCHOOL

GRANT BY
THE GOVERNMENT OF THE UNITED STATES OF AMERICA
DEPARTMENT OF STATE

GRANTEE : NAME OF SCHOOL

AUTHORITY : Foreign Assistance Act of 1961, as amended, Section 636 (d).

SCOPE : The Standard Provisions, which are annexed hereto, are hereby made a part of this Grant.

ARTICLE I EFFECTIVE PERIOD OF GRANT

From _____ To DATE ENTERED BY A/OS
(Date of Execution)

ENTERED BY POST/SCHOOL

(The period of the Grant will be limited to that time within which the school can normally be expected to carry out the various purposes of the Grant.)

ARTICLE II PURPOSES AND AMOUNTS

WHEREAS, the Government desires to provide assistance to schools established, or to be established, outside the United States in providing for the education of dependents or personnel carrying out activities authorized by the Foreign Assistance Act of 1961, as amended, and dependents of other United States Government personnel, pursuant to Section 636 (d) of the Act; and

WHEREAS, the Grantee meets the criteria established by the United States Department of State for qualifying for such assistance as set forth in the Foreign Affairs Manual (FAM) and other appropriate authority. Now, therefore,

AMOUNT PROVIDED BY A/OS

1. The Government hereby awards a grant-in-aid of $ _____ to be paid to the Grantee in accordance with and subject to the terms and conditions contained in the Standard Provisions annexed to this Grant, and any amendments thereto. The purposes and amounts set forth below are in accordance with requests made by the Grantee on Form FS-574 (or other official request from the post).

2. The funds provided herein shall be utilized for the purposes and in the amounts specified on page 2, subject to change only as provided for hereinafter in the Standard Provisions of this Grant.

FAA Grant—Continued

-2-

Purposes ← AS PROVIDED BY A/OS → Amounts Available

EXECUTED BY THE APPROPRIATE SCHOOL OFFICIAL

FOR THE GRANTEE

EXECUTED BY POST PRINCIPAL OFFICER OR DESIGNEE

FOR THE GOVERNMENT OF THE UNITED STATES OF AMERICA

_____ Signature _____

_____ Typed Name _____

_____ Title _____

FAA

FSA GRANT AMENDMENT

FISCAL INFORMATION

Appn. :
Allotment :
Oblig. No.:
Org. Code :
Function :
Object :

AS ON THE ORIGINAL GRANT DOCUMENT

Grant No. FSA _____

Amendment No. _____

Date of Amendment _____

GRANT BY

THE GOVERNMENT OF THE UNITED STATES OF AMERICA

DEPARTMENT OF STATE

GRANTEE : NAME OF SCHOOL

AUTHORITY : 22 USC 2701 (Section 29 of the Department of State Basic Authorities Act of 1956, as amended by the Foreign Service Act of 1980, PL 96-465)

This agreement amends Grant Agreement No. FSA _____, executed on _____, as follows:

TEXT OF AMENDMENT AS AUTHORIZED BY A/OS

BY THE APPROPRIATE SCHOOL OFFICIAL

EXECUTED BY POST PRINCIPAL OFFICER OR DESIGNEE

All other provisions of the original Grant Agreement (and Amendment No. _____, if appropriate) remain unchanged.

FOR THE GRANTEE

FOR THE GOVERNMENT OF THE UNITED STATES OF AMERICA

_____ Signature _____

_____ Typed Name _____

_____ Title _____

MECEA GRANT AMENDMENT

FISCAL INFORMATION

Appn. :
Allotment :
Oblig. No.:
Org. Code :
Function :
Object :
Sub-Object:

AS ON THE ORIGINAL GRANT DOCUMENT

Grant No. USIA/ECA _____

Amendment No. _____

Date of Amendment _____

GRANT BY

THE GOVERNMENT OF THE UNITED STATES OF AMERICA

DEPARTMENT OF STATE

GRANTEE : NAME OF SCHOOL

AUTHORITY : Mutual Educational and Cultural Exchange Act of 1961, as amended, Section 102.

This agreement amends Grant Agreement No. USIA/ECA _____, executed on _____, as follows:

TEXT OF AMENDMENT AS AUTHORIZED BY A/OS

BY THE APPROPRIATE SCHOOL OFFICIAL

EXECUTED BY POST PRINCIPAL OFFICER OR DESIGNEE

All other provisions of the original Grant Agreement (and Amendment No. _____, if appropriate) remain unchanged.

FOR THE GRANTEE

FOR THE GOVERNMENT OF THE UNITED STATES OF AMERICA

_____ Signature _____

_____ Typed Name _____

_____ Title _____

FAA GRANT AMENDMENT

FISCAL INFORMATION

Appn. :
Allotment :
Oblig. No.:
Org. Code :
Function :
Object :

AS ON THE ORIGINAL GRANT DOCUMENT

Grant No. FAA _____

Amendment No. _____

Date of Amendment _____

GRANT BY

THE GOVERNMENT OF THE UNITED STATES OF AMERICA

DEPARTMENT OF STATE

GRANTEE : NAME OF SCHOOL

AUTHORITY : Foreign Assistance Act of 1961, as amended, Section 636 d.

This agreement amends Grant Agreement No. FAA _____, executed on _____, as follows:

TEXT OF AMENDMENT AS AUTHORIZED BY A/OS

BY THE APPROPRIATE SCHOOL OFFICIAL

EXECUTED BY POST PRINCIPAL OFFICER OR DESIGNEE

All other provisions of the original Grant Agreement (and Amendment No. _____, if appropriate) remain unchanged.

FOR THE GRANTEE

FOR THE GOVERNMENT OF THE UNITED STATES OF AMERICA

_____ Signature _____

_____ Typed Name _____

_____ Title _____

FORM JF-61
OVERSEAS SCHOOLS—GRANT STATUS REPORTS
Part I—Quarterly Financial Report

OVERSEAS SCHOOLS—GRANT STATUS REPORTS
(In U.S. Dollars or Dollar Equivalents)

OMB—1405-0033
Approved Thru 9-91
Estimated Burden: 15 mins.

NAME OF SCHOOL: Anywhere International School

GRANT NUMBER: FAA-2058-000000

DATE OF PREPARATION: October 2, 19_

CITY AND COUNTRY: Anywhere

DATE OF GRANT EXECUTION: March 1, 19_

TYPE OF REPORT: [X] Quarterly, for Quarter ending 9/30/- [ ] Final

DATE(S) OF GRANT AMENDMENT(S): July 4, 19-

TERMINATION DATE OF GRANT: December 31, 19-

I. QUARTERLY FINANCIAL REPORT PURPOSE (1)	AMOUNT AUTHORIZED (2)	OBLIGATIONS For Quarter (3)	OBLIGATIONS Cumulative (4)	BALANCE UNOBLIGATED (5)	DISBURSEMENT RECORD: SCHOOL SUBMITTED VOUCHERS FOR REIMBURSEMENT For Quarter (6) Requested	For Quarter (6) Received	Cumulative (7) Requested	Cumulative (7) Received	ADVANCE OF FUNDS (if any) Cumulative Amounts (8) Advanced	Liquidated
1. To support the salary of a U.S.-recruited, certified, U.S.-citizen Science Teacher,	5,000	5,000	5,000	Nil	1,500	1,500	1,500	1,500	—	—
2. To purchase U.S. educational supplies and equipment,	4,000	2,500	2,500	1,500	2,500	Nil	2,500	Nil	—	—
3. Support in-service training activities for professional staff members, including attendance at regional workshops and conferences,	10,000	2,000	8,000	2,000	2,000	Nil	8,000	6,000	—	—
	19,000	9,500	15,500	3,500	6,000	1,500	12,000	7,500		

Certified Correct: /s/ (For Grantee: Signature and Title) Approved and Verified by: /s/ (Post Reviewing Officer's Name and Title) (Date)

Instructions for Grantee

A separate report shall be prepared for each U.S. Government Grant.

At the top of the form show the name and location of the school, and the number, date(s) of execution and amendment(s), and terminal date of the Grant reported on. Indicate also the quarter covered by the report, or that the report is the final one.

Column 1—Purpose

Enter type(s) of assistance in the order in which they appear in the Grant, i.e., Teacher's Salaries and Development, Educational Supplies, and Equipment, etc.

Column 2—Amount Authorized

Enter the amount(s) specified for each type of assistance. The total at the bottom of Column 2 should be the total amount authorized by the Grant.

Columns 3 and 4—Obligations

Enter the amount(s) obligated by the Grantee during the reporting period and cumulatively during the entire period of the Grant to date. The term "obligation" is defined as a valid claim against the Grantee, recipient of A/OS (the Department's Office of Overseas Schools) Grant, resulting from action by an authorized official pursuant to orders placed, contracts awarded, services issued, and similar transactions payable.

The Grantee is to provide the post with a copy of supporting documentation such as contracts, purchase orders, scholarship awards, etc., with the Joint Form 61 report for obligations made during the quarter. The documentation and Grant shall be retained by the post until the expiration of three (3) years after the final or terminal payment under the Grant is made. This documentation shall be made available to A/OS or the Department's Inspector General's Office as may be necessary, upon request.

Column 5—Balance Unobligated

Column 2 less Column 4 should equal Column 5.

At posts where a fluctuating rate of exchange may result in apparent discrepancies between Amount Authorized and Obligations or in other difficulties in reporting, the Grantee is requested to add a footnote of explanation. At the bottom of this form the person preparing the report on behalf of the school should certify that the report is correct by signing at the appropriate place.

The Disbursement Record is designed to report payments to Grantees pursuant to Article III of the Grant agreement.

Columns 6 and 7—School Submitted Vouchers for Reimbursement

Enter the amount(s) requested and received from Foreign Service posts during the quarter and on a cumulative basis.

Column 8—Advance of Funds (if any)

Enter the amount(s) of advances received and amount(s) of advances liquidated by submission of vouchers on a cumulative basis to date.

Instruction for Post

The post Administrative Officer or designee must approve the report and verify by signing the form that the information prepared and presented by the school is consistent with post records concerning the Grant. If there are discrepancies or errors, the officer will resolve them with the Grantee before signing and transmitting the report to the Department.

Of particular concern to the Department is the status of the disbursement of funds for the purposes provided. This concern is twofold: (1) that the grantee is utilizing the funds properly as well as in a manner consistent with the planned program of use presented to the Department, and (2) that advances or reimbursements of funds by the post to the Grantee are made in a timely manner.

FORM JF-61
5-90

FORM JF-61, Overseas Schools—Grant Status Reports—Continued

Part II—Overseas Schools Progress and Evaluation Report

STATE—A.I.D.—USIA

II. OVERSEAS SCHOOLS PROGRESS AND EVALUATION REPORT

(To be submitted along with the annual Overseas School Questionnaire and Request for Assistance (FS-673 and FS-674), and after full expenditure of funds or the termination date of the Grant.)

DATE *(Check appropriate box and fill in date)*:
☐ ANNUAL REPORT: NOVEMBER 1, 19___
☒ FINAL REPORT: _____

A. FOR EACH OF THE PART I PURPOSES, DESCRIBE THE GOAL OR LONG-RANGE OBJECTIVE OF THE SCHOOL TO WHICH THIS SPECIFIC PURPOSE IS ADDRESSED. FOLLOWING THIS STATEMENT, DESCRIBE BRIEFLY WHAT SPECIFIC ACTIVITIES HAVE BEEN UNDERTAKEN BY THE SCHOOL IN MEETING THE GOAL OR LONG-RANGE OBJECTIVE. ALSO, INDICATE OTHER SOURCES (e.g., REGULAR BUDGET, FOUNDATION GRANT, ETC.) OF FUNDING FOR SUPPORT OF THE ACTIVITIES.

REFER TO THE SCHOOL'S LONG-RANGE OBJECTIVES AND GOALS

B. PROVIDE A BRIEF STATEMENT REGARDING THE EXTENT TO WHICH EACH OF THE GRANT-FUNDED ACTIVITIES HAS CONTRIBUTED TO THE ACHIEVEMENT OF THE GOAL OR LONG-RANGE OBJECTIVES.

THIS SECTION MUST BE COMPLETED, SIGNED, AND DATED BY THE APPROPRIATE SCHOOL OFFICIALS

/s/ _____ _____ /s/ _____ _____
Chairman of School Board — Date — School Administrator — Date

POST COMMENTS: *(The Post's comments should be prepared by the Principal Officer or the Officer responsible for coordinating school activities at the post and should include a statement of any serious problems encountered by the school in carrying out the purposes of the Grant and the guidelines and criteria set forth in 2 FAM 600.)*

THIS SECTION MUST BE COMPLETED, SIGNED, AND DATED BY THE APPROPRIATE POST OFFICIAL

/s/ _____ _____
Name and Title — Date

FORM JF-61
10-80

Page 2

FORM JF-45
APPROVAL OF FUNDING TO SUPPORT SPECIAL EDUCATIONAL PROGRAMS

OMB—1405-0031
Approved Thru 8-91
Estimated Burden: 15 mins.

DEPARTMENT OF STATE

APPROVAL OF FUNDING TO SUPPORT SPECIAL EDUCATIONAL PROGRAMS
PLAN FOR ACTIVITIES DURING 19__-19__ SCHOOL YEAR

OVERSEAS POST

OVERSEAS SCHOOL

Name: Int'l. School of Anywhere

Address: # 47 XYZ Blvd.

Person Responsible for Program: John Doe

NAME AND ADDRESS OF COOPERATING SCHOOL SYSTEM OR UNIVERSITY IN THE UNITED STATES (IF ANY):

COMPLETE FOR SCHOOL-TO-SCHOOL, OR UNIVERSITY-TO-SCHOOL PROGRAM

Name and Title of Person Responsible for Program:

A/OS Grant number under which funding is provided during the current Fiscal Year: FAA-205B-820000

NOTE: A SEPARATE JF-45 FORM MUST BE PREPARED FOR EACH SPECIAL EDUCATIONAL PROGRAM FOR WHICH A/OS GRANT SUPPORT HAS BEEN PROVIDED.

1a. Enter here the exact wording from the Grant, Article II, paragraph 2, "Purpose", which designates this special educational program (include purpose number):

COPY VERBATIM FROM THE GRANT DOCUMENT, THE RELEVANT PURPOSE

1b. Provide a brief description of the program, noting major kinds of activities to be undertaken in the school's total program in this area (not only that portion to be funded under the grant). If it is a continuing program, provide a brief history of previous activities, indicating degree of success or lack thereof:

INSURE THAT THE SCHOOL'S TOTAL PROGRAM IS DESCRIBED, IN ADDITION TO THE ACTIVITY(S) FUNDED UNDER THE GRANT

2. If this is a School-to-School, University-to-School, or other program involving a cooperating entity in the United States, be certain that the pertinent information is provided above at the right regarding the cooperating entity and person(s) involved, and indicated whether or not the partnership or program should continue:

☐ Yes ☐ No ☐ Yes, but with the following modifications:

COMPLETE, IF APPROPRIATE

3a. Amount remaining, if any, from previous year's grant for funding of this activity: NIL

3b. Amount granted for this specific program during the current Fiscal Year: $2,000
(Same as the amount shown opposite "Purpose" in Article II, paragraph 2, of grant.)

3c. TOTAL amount available under A/OS grant(s) to support this program: $2,000

Form 8-88 JF-45

Comments concerning the accuracy of the burden estimate, and suggestions for reducing this burden, may be directed to OMB, Office of Information and Regulatory Affairs, State Department Desk Officer, Washington, D.C. 20503.

FORM JF-45, Approval of Funding to Support Special Educational Programs—Continued

Page 2 FORM JF-45

4. Activities planned through the end of the school year designated on the top of page 1:
(Describe the school's total program in this area, not only activities to be funded under the A/OS grant.)

INSURE THAT THE SCHOOL'S TOTAL PROGRAM IS DESCRIBED

5. Specific expenditures planned for use of A/OS grant funds as well as other sources of funding:
(Identify persons by position or title; identify materials and other purposes for which funding is planned.)

CATEGORY OF EXPENSE (Travel and per diem, consultant salaries or honoraria, materials, etc.)	SOURCE OF FUNDS AND U.S. DOLLAR AMOUNTS OF PLANNED EXPENDITURES			
	A/OS Grant	Overseas School	Stateside School	Other
	$	$	$	$

SPECIFIC EXPENDURES AND THE AMOUNTS MUST BE DETAILED, BY "CATEGORY OF EXPENSES" AND BY "SOURCE OF FUNDS"

FORM MUST BE SIGNED AND DATED BY THE APPROPRIATE SCHOOL AND POST OFFICIALS

6. School and Post Approval:

/s/	/s/	/s/
(Signature of School Administrator)	*(Signature of Board Chairman)*	*(Signature of Post Official)*
(Date)	*(Date)*	*(Date)*

7. A/OS Approval and/or Comments:

TO BE COMPLETED BY A/OS

(Signature of A/OS Approving Officer)

(APPROVAL MUST BE OBTAINED BEFORE EXPENDITURE OF A/OS GRANT FUNDS.)

(Date)

Return through the Post to the Office of Overseas Schools (A/OS), U.S. Department of State.

620
EDUCATIONAL FACILITY REPORTING REQUIREMENTS

621 PURPOSE

(TL:GEN-241; 8-26-86)
(Uniform State/AID/USIA)

a. In order for overseas schools to be considered for assistance, the Department (A/OS) must receive certain comprehensive information from the schools in the Overseas Schools Questionnaire (Forms FS-573, FS-573A, and FS-573B). (See section 622.) Form FS-574, Overseas Schools Program Request for Assistance, must be completed by the school and submitted by the post on behalf of the school in order for the school to be considered for assistance. (See section 623.) Schools that have received grants must submit Quarterly Financial Reports (Part I of Form JF-61, Overseas Schools - Grant Status Report) and Overseas Schools Progress and Evaluation Reports (Part II of Form JF-61, Overseas Schools - Grant Status Report). (See section 624.)

b. The forms referred to in this section are not State Department stock items. The Overseas Schools Questionnaire and the Overseas Schools Program Request for Assistance normally are transmitted by A/OS in August of each year to posts at which schools have previously received assistance and to posts which have requested that assistance be considered. Form JF-61 constituting the Quarterly Financial Report (Part I of the form) and the Overseas Schools Progress and Evaluation Report (Part II of the form) is available in the Department of State's *Forms Facsimile Handbook*.

622 OVERSEAS SCHOOLS QUESTIONNAIRE

(TL:GEN-241; 8-26-86)
(Uniform State/AID/USIA)

a. Form FS-573,Overseas Schools Questionnaire, Form FS-573A, Information Regarding Professional Staff Members of Overseas Schools, and Form FS-573B, Overseas School Summary Budget Information (as shown in 2 FAM Exhibits 622 A, 622 B, and 622 C, respectively), are submitted annually, when requested by the Department, where there is an American-sponsored school meeting the criteria stated in 2 FAM 614.3. When completed, these forms provide information concerning the school and its staff, student body, board of education, and finances which necessarily change from year to year. This information must be available to the Office of Overseas Schools early in the fiscal year to facilitate implementation of the consolidated schools assistance program.

b. The questionnaire is filled out initially by the chief administrative officer of the school, reviewed by the board of education and by the responsible post officials, and submitted with recommendation by the post to the Department (A/OS) by memorandum; SUBJECT: ASCH: OVERSEAS SCHOOLS.

623 REQUEST FOR ASSISTANCE UNDER CONSOLIDATED OVERSEAS SCHOOLS PROGRAM

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

a. Form FS-574, Overseas Schools Program Request for Assistance (2 FAM Exhibit 623), is submitted by posts requesting assistance for American-sponsored schools abroad. Assistance which may be provided falls generally into several broad categories:

(1) Support of salary and related costs for professional staff;
(2) Educational materials and equipment;
(3) Construction and equipment;
(4) Scholarships for host country nationals; and
(5) Special educational programs.

b. Normally one request is submitted for each fiscal year. However, if special circumstances arise requiring revision of the original request, additional requests may be submitted.

c. The request submitted to the Department must reflect the recommendations of the post. The request for assistance is based upon the recommendation of the administration and school board, and must reflect the school's long-term development plans. It also represents the appraisal of concerned post officers with regard to requests for assistance from the limited funds available worldwide under the consolidated overseas schools program.

624 FINANCIAL AND PROGRAM REPORTS

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

For each grant received, a school shall submit quarterly financial reports and a final financial report on Part I of Form JF-61, Overseas Schools - Grant Status Report. (See *2 FAM Exhibit 617.1-8, page 1.*) For each grant, the school shall also submit annually the Overseas Schools Progress and Evaluation Report on Part II of Form JF-61, Overseas Schools - Grant Status Report. (See *2 FAM Exhibit 617.1-8, page 2.*)

624.1 Quarterly (and Final) Financial Report

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

For each grant, the grantee shall submit one copy (original) of the quarterly and final financial reports to the Department (A/OS), as required by article IV, paragraphs 12a and 12b, of the standard provisions to the grant. (See Part I of Form JF-61 as shown in *2 FAM Exhibit 617.1-8, page 1.*) Guidelines for the preparation of these reports are on the report form. It should be noted that before sending the reports to the Department, the post should reconcile any discrepancies with grantee and indicate that the report has been reviewed.

624.2 Overseas Schools Progress and Evaluation Report

(TL:GEN-265; 12-28-89)
(Uniform State/AID/USIA)

a. For each grant, the grantee shall submit one copy (original) of the annual Overseas Schools Progress and Evaluation Report as required by article IV, paragraph 12c, of the standard provisions to the grant to the Department (A/OS). (See Part II of Form JF-61, *as shown in 2 FAM Exhibit 617.1-8, page 2*; the form provides instructions for preparation of the report.) It should be noted that the post is expected to comment on the school's report.

b. Attention is also invited to the fact that this report is to be submitted along with the annual Overseas Schools Questionnaire (consisting of Forms FS-573, FS-573A, and FS-573B) and the Overseas Schools Program Request for Assistance (Form FS-574) (section 623), and after full expenditure of funds or the termination date of the grant being reported upon.

625 through 629 Unassigned

FORM FS-573
OVERSEAS SCHOOLS QUESTIONNAIRE

OMB—1405-0036
Approved Thru 8-91
Estimated Burden: 75 mins.

DEPARTMENT OF STATE
OVERSEAS SCHOOLS QUESTIONNAIRE

This questionnaire should be completed in cooperation with the local Foreign Service post by those overseas schools which have received assistance under the Overseas Schools Program in the past and/or desire to request assistance under that Program. The educational programs of schools requesting assistance should meet the policies and criteria for assistance set out in 2 FAM 600. The information for completing this questionnaire should be provided by the chief administrative official of the American-sponsored school at post. It should be reviewed by the governing board of the school and by the responsible officials at the post prior to transmittal by the post to the Department, Subject ASCM: Overseas Schools. In order that information from various posts may be comparable, all data should be as of SEPT. 15. Submit original and two copies by November 1. Completion of this form is voluntary.

POST: Anywhere Overseas

DATE REPORT PREPARED BY SCHOOL: September 16, 198--

I. GENERAL INFORMATION

1. NAME OF SCHOOL ASSOCIATION
Anywhere International School Association

2. NAME OF SCHOOL
Anywhere International School

3. LOCAL ADDRESS OF SCHOOL
847 XYZ Blvd.
Anywhere

3a. TELEPHONE NUMBER
000-000

4. MAILING ADDRESS OF SCHOOL TO BE USED BY U.S. CORRESPONDENTS. ADDRESS WILL BE PUBLISHED IN THE A/OS DIRECTORY.
P.O. Box 1234, Anywhere

5. NAME AND TITLE OF SCHOOL ADMINISTRATOR
John Doe

5a. HOME TELEPHONE NUMBER
00-001

6. TYPE NAME AND TITLE OF PERSON PREPARING REPORT
John Doe

6a. SIGNATURE
/s/

7. TYPE NAME AND TITLE OF GOVERNING BOARD OFFICIAL REVIEWING REPORT
Henry Moe

7a. SIGNATURE
/s/

8. TYPE NAME AND TITLE OF OFFICIAL AT FOREIGN SERVICE POST RESPONSIBLE FOR COORDINATING POST'S INTEREST IN SCHOOL ACTIVITIES.
George Blue, Admin. Officer

8a. SIGNATURE
/s/

9. INDICATE GRADES INCLUDED IN THE SCHOOL:
Kindergarten through Grade 12

9a. DOES THE SCHOOL OFFER BOARDING FACILITIES?
☐ YES ☒ NO
IF YES, WHAT GRADE LEVELS? N/A

10. INDICATE SCHOOL ORGANIZATION
a. Elementary includes grades K through 6.
b. Intermediate includes grades 7 through 8.
c. High School includes grades 9 through 12.
(If other names are used such as "Lower School," "Junior High School," "Primary," etc., please substitute the proper name. If one or more categories do not apply, leave blank.)

11. INDICATE GRADES IN WHICH SUPERVISED CORRESPONDENCE WORK IS OFFERED IN LIEU OF REGULAR INSTRUCTION.
None

12. ENCLOSE LIST OF SPECIAL EDUCATION SERVICES OFFERED BY SCHOOL OR WITHIN COMMUNITY, (i.e., LEARNING DISABILITIES, REMEDIAL READING, SPEECH THERAPY, ESL, BLIND, DEAF, etc.) Remedial reading, Psychologist in Community

13. GIVE OPENING AND CLOSING DATES OF EACH SCHOOL TERM. *(Attach copy of complete school calendar, including holidays.)*
August 26 - December 23, 19-
January 4 - May 21, 19-

13a. GIVE TOTAL NUMBER OF DAYS OF INSTRUCTION, EXCLUDING HOLIDAYS 181

14. IS THE SCHOOL ACCREDITED BY A U.S. REGIONAL ACCREDITING AGENCY? ☒ YES ☐ NO If Yes, give name of accrediting organization and date of accreditation. If No, what steps have been taken toward securing accreditation?
Association of schools and Colleges, _____, USA

15. IS THE SCHOOL ACCREDITED OR APPROVED BY LOCAL AUTHORITIES? Describe nature of accreditation, or approval, including name(s) of Ministry or other authority.
Recognized by and Registered with the Host City Metropolitan Government

16. IF THERE HAVE BEEN ANY AMENDMENTS, ADDITIONS, OR DELETIONS FROM THE SCHOOL'S CONSTITUTION AND BY-LAWS, KINDLY ENCLOSE COPIES OF THE REVISED DOCUMENTS. Enclosed

17. KINDLY ENCLOSE A COPY OF THE MOST RECENT EDITION OF THE SCHOOL'S CATALOG AND CURRICULUM GUIDES FOR EACH GRADE LEVEL. Enclosed

Comments concerning the accuracy of the burden estimate, and suggestions for reducing this burden, may be directed to OMB, Office of Information and Regulatory Affairs, State Department Desk Officer, Washington, D.C. 20503.

Form FS-573, Overseas Schools Questionnaire—Continued

Page 2 FORM FS-573

II. GOVERNING BOARD OF THE SCHOOL

1. OFFICIAL NAME OF THE GOVERNING BOARD

Board of Directors, Anywhere International School Association

2. LIST MEMBERS OF THE GOVERNING BOARD ACCORDING TO THE FOLLOWING FORM

Name	Position on Board	Nationality	Regular Work Affiliation (see note for code)*	Date Term Began	Date Term Expires
Mr. Paul V. Ottman	Chairman	US	A-Pol. Off. Am Emb.	10-1-8-	9-30-8-
		(LIST ALL OTHERS)			

*Insert the name of business or firm, foundation, government, or other organization with which the Board Member is affiliated. (For U.S. Government personnel, include position title.) After the name, use the following symbols to identify work affiliation: A–U.S. Government; B–Host Government; C–Third Country Government; D–Business Firm; E–Other. If the Board Member is a dependent with no work affiliation in his/her own right, use above identification but add spouse or other pertinent identification. Kindly advise A/OS of changes in Board membership as they occur.

III. STUDENT BODY

1. IDENTIFY STUDENTS ENROLLED AS OF SEPT. 15 ACCORDING TO THE FOLLOWING CATEGORIES
(Ensure components add to proper totals.)

A. U.S. CITIZENS — TOTAL Group A 95

A-1. Dependents of direct-hire U.S. Government employees, except Department of Defense.
Provide breakdown: Department of State 18 ; USAID 5 ; USIA 3 ;
Peace Corps 3 ; Dept. of Agriculture 1 ; Dept. of Commerce 0 .
Others (identify) FAA-1 Treasury (Customs)-2
Justice - 1
Subtotal, A-1 34 .

A-2. Dependents of Department of Defense employees, including civilian employees.
Provide breakdown: Military Attaches 2 MAAG 8
Other: Army Forces 0 Navy Forces 0 Air Forces 2
Marines - 4
Subtotal, A-2 16 .

A-3. Dependents of personnel contracted to U.S. Government Agencies.
Provide breakdown by U.S. agency sponsoring contract and identify by business firm or institution: USAID/Harvard University -2
USAID/Transcentury Cort. -3
Subtotal, A-3 5 .

A-4. Dependents of other U.S. citizens. (Do not include dependents of U.S. Government employees.) Subtotal, A-4 40 .

B. HOST COUNTRY NATIONALS — TOTAL Group B 20 .

C. THIRD COUNTRY NATIONALS
Attach list providing breakdown of number of students by country. — TOTAL Group C 70 .

D.- TOTAL ENROLLMENT (A+B+C) 185

Form FS-573, Overseas Schools Questionnaire—Continued

Page 3

2. SHOW NUMBERS OF STUDENTS BY GRADE ACCORDING TO THE SIX CATEGORIES IN PART III

Grade	Categories						Total
	A-1	A-2	A-3	A-4	B	C	
K	4	1	1	5	2	9	22
1	3	2	0	3	3	7	18
2	4	0	1	2	2	5	14
3	2	3	0	1	2	2	10
4	2	0	0	4	2	7	15
5	1	2	0	5	1	2	11
6	3	0	1	4	1	8	17
7	3	3	0	2	0	6	14
8	2	0	0	3	2	4	11
9	2	1	1	2	0	3	9
10	3	2	0	4	1	4	14
11	2	0	1	2	2	8	15
12	3	2	0	3	2	5	15
Total*	34	16	5	40	20	70	185

3. SHOW NUMBER OF STUDENTS RECEIVING SCHOLARSHIP AID ACCORDING TO FOLLOWING TABULATION

GRADE	HOST COUNTRY NATIONALS				U.S. NATIONALS		THIRD COUNTRY NATIONALS		TOTAL
	School Sponsored		U.S. Government Sponsored		School Sponsored		School Sponsored		
	FULL	PARTIAL	FULL	PARTIAL	FULL	PARTIAL	FULL	PARTIAL	
K	0	0	NIL	0	NIL	NIL	NIL	NIL	0
1	0	0	–	0	–	–	–	–	0
2	0	1	–	1	–	–	–	–	2
3	0	0	–	0	–	–	–	–	0
4	1	0	–	0	–	–	–	–	1
5	0	0	–	0	–	–	–	–	0
6	0	2	–	2	–	–	–	–	4
7	0	0	–	0	–	–	–	–	0
8	1	0	–	0	–	–	–	–	1
9	0	1	–	1	–	–	–	–	2
10	0	0	–	0	–	–	–	–	0
11	0	0	–	0	–	–	–	–	0
12	0	1	–	1	–	–	–	–	2
Total	2	5	NIL	5	NIL	NIL	NIL	NIL	12

4. PLEASE PROVIDE THE FOLLOWING INFORMATION CONCERNING EXPENDITURES FOR SCHOLARSHIPS. (Express in terms of U.S. dollars.)

a. Expenditures financed from U.S. Government grants $ XXXX
b. Expenditures from school budget excluding U.S. Government grants $ XXXX
c. Total expenditures for scholarships $ XXXX

IV. SCHOOL FINANCES

1. PROVIDE ANNUAL TUITION RATE(S) FOR THE CURRENT SCHOOL YEAR, EXPRESSED IN TERMS OF U.S. DOLLARS. IDENTIFY GRADE(S) TO WHICH EACH RATE APPLIES. IF THERE IS MORE THAN ONE RATE. IF THERE ARE BOARDING FEES, LIST SEPARATELY. ENCLOSE COPY OF SCHEDULE OF FEES.

K – $2,000
1 – 6 – 2,800
7 – 8 – 3,600
9 – 12 – 4,400

(LIST OTHER FEES AND CHARGES AND ENCLOSE SCHEDULE OF FEES)

2. May tuition be paid in U.S. dollars? yes . If yes, approximately what percentage of the School's total tuition is received in U.S. dollars? 80 %.

3. Does the school assess a capital levy fee, enrollment fee, or similar charge to guarantee space in the school? X Yes ____ No. If so, kindly enclose descriptive information (or note where to find in school catalog).

FORM FS-573A
INFORMATION REGARDING PROFESSIONAL STAFF MEMBERS OF OVERSEAS SCHOOLS

OMB—1405-0035
Approved Thru 8-91
Estimated Burden: 25 mins.

DEPARTMENT OF STATE

INFORMATION REGARDING PROFESSIONAL STAFF MEMBERS OF OVERSEAS SCHOOLS

NAME OF SCHOOL	SCHOOL YEAR
Anywhere International School	7/1/19 (Mo./Yr.) To 6/30/19 (Mo./Yr.)

INSTRUCTIONS

On pages 2 and 3 of this form provide the information requested concerning each professional staff member. In column 1 on page 2, identify each professional staff member by the appropriate letter according to the categories listed below. All staff members in the same letter category should be grouped together and listed by alphabetical order of surname. Use additional copies of this form if it is not possible to list all staff members on one form. Submit to the Department in original and two copies by NOVEMBER 1.

CATEGORIES OF STAFF

(Insert appropriate letter in column 1 of page 2 beside name of each professional staff member.)

a. U.S. citizen recruited specifically for service in the school, and residing in the country for the sole purpose of employment in the school.

b. U.S. citizen dependent of a U.S. citizen, U.S.-Government employee, including contract employee, residing in the country primarily as a dependent.

c. U.S. citizen dependent of a U.S. citizen who is not employed by the U.S. Government.

d. U.S. citizen dependent of a local national.

e. U.S. citizen dependent of a third-country national.

f. Other U.S. citizens.

g. Local national who is a dependent of a U.S. citizen.

h. Other local national.

i. Third-country national who is a dependent of a U.S. citizen.

j. Other third-country national.

Comments concerning the accuracy of the burden estimate and suggestions for reducing this burden may be directed to OMB, Office of Information and Regulatory Affairs, State Department Desk Officer, Washington, D.C. 20503.

Form 573A, Information Regarding Professional Staff Members of Overseas Schools—Continued

Page 2

NAME OF SCHOOL

CATEGORY (See instructions)	NAME (List administrator(s) first then alphabetically those in category a, in category b, and so on.)	NATIONALITY	POSITION OR TEACHING DUTIES (Indicate grade or subject, if part-time administrative and part-time teaching, include both)	HIGHEST DEGREE EARNED: Degree	Year	Institution Which Conferred Degree (Include location)	STATE OF USA OR OTHER JURISDICTION IN WHICH CERTIFIED (If not certified write "None"): State or Jurisdiction	Year Certified
1	2	3	4	5	6	7	8	9
A	Jim C.	U.S.	Principal	Ed.D.	1971	Yahoo U.	Md.	1972
B	Mary K.	U.S.	Grade 12, Sci.	MS	1979	Western U.	Co.	1979
C	Carla U.	U.S.	Grade 1	BA	1962	Eastern U.	Ca.	1962
D	Peter T.	U.S.	Grade 7, Hist.	BS	1975	Northern U.	N.M.	1975
E	Ann Q.	U.S.	Grade 2	BA	1980	Southern U.	Mi.	1980
F	Tom G.	U.S.	Grade 5, Math	BS	1968	Iceberg College	Tx.	1968
G	Jerry R.	Local (Nation.)	Elem., P.E.	Dipl	1974	Essex U.	Br.	1971
H	Fran M.	Local (Nationality)	Music	-	-	-	-	-
I	Hilda P.	TCN (Nationality)	Grade 3	Dipl.	1981	French U.	Fr.	-
J	Hanz S.	TCN (Nationality)	HS, Spanish	Dipl.	1976	Bonn Col.	GR	-

FORM FS-573A 8/85

Form 573A, Information Regarding Professional Staff Members of Overseas Schools—Continued

No.	Item										
10	INDICATE WITH "X" IF TEACHING IN FIELD OF ACADEMIC PREPARATION	x	x	x	x	x	x		-	-	-
11	DATES OF EMPLOYMENT AT SCHOOL: Date Present Employment First Began (Mo./Yr.)	7/81	7/80	7/80	7/81	7/81	7/85	7/78	9/79	7/81	7/83
12	DATES OF EMPLOYMENT AT SCHOOL: Terminal Date of Contract (Mo./Yr.)	6/83	6/82	6/82	6/83	6/83	6/83	6/82	6/83	6/82	6/83
13	YEARS OF EXPERIENCE: In Present Type Position (compute present year as 1)	1	2	2	1	1	7	5	4	1	1
14	YEARS OF EXPERIENCE: In Other Educational Position	-	-	-	-	-	-	-	-	-	-
15	COMPENSATION (Express in terms of U.S. dollars only): Annual Salary	$35,000	16,000	4,500	10,000	10,000	12,000	6,000	3,500	9,000	8,500
16	Value of Housing and Utilities Provided in Addition to Salary (Annual Basis)	14,000	12,000	-	-	-	-	-	-	-	-
17	Costs of International Travel and Goods Shipment (Annual Basis)	7,200	5,000	-	-	-	-	-	-	-	-
18	Value of Other Allowances (Annual Basis) Identify (Tuition for dependents, R and R, use of auto, club membership, etc.)	Use of Car; $2000R&R	$1,500 R & R	-	-	-	-	-	-	-	-
19	PERCENT OF COMPENSATION PAID IN U.S. DOLLARS	35	35	35	0	0	0	0	0	0	0
20	PERCENT OF COMPENSATION COVERED BY U.S. GOVERNMENT GRANT	15	10	-	-	-	-	-	-	-	-
21	INDICATE WITH "X" IF FULL-TIME EMPLOYEE, WITH "PART" IF PART-TIME EMPLOYEE	x	x	Part	x	x	x	Part	Part	x	x
22	IF PART-TIME EMPLOYEE SHOW APPROXIMATE PERCENT OF NORMAL WORK WEEK ON DUTY	-	-	45	-	-	-	25	15	-	-
23	NAME OF U.S. GOVERNMENT AGENCY WITH WHICH CATEGORY "b" EMPLOYEE AFFILIATED	-	AID	-	-	-	-	-	-	-	-

FORM FS-573A 8/83

Page 3

FORM FS-573B
OVERSEAS SCHOOL SUMMARY BUDGET INFORMATION

FORM FS-573B 8-88

INSTRUCTIONS

GENERAL: All data in this form should be reported only in terms of U.S. dollars. Note that the percentage of local currency in total receipts and total expenditures as well as the exchange rate used in converting any local currency received or expended are required entries on the form. Submit original and two copies by November 1.

RECEIPTS: A numerical entry, including a zero if there are no receipts to record, should be made for every receipt item. Only monetary receipts should be entered. Goods or services received in kind should be included in the special tabulation at the bottom of the receipts page.

1. Column (1) should report the actual receipts as of the end of the school's past fiscal year. Column (2) should report the current fiscal year receipts as budgeted. Column (3) should report the receipts anticipated during the next fiscal year (school year for which assistance is being requested). Account 95, Disbursements of U.S. Government Grants, should be left blank in column (3) since the amount that may be granted will not be known at the time the report is being submitted.

2. Account 12 should be used to record only tuition receipts. Account 12-a should be used to record tuition receipts from regular day school students, including boarding students. Account 12-b should be used to record all other tuition receipts, including those from special programs, such as adult English classes, summer school, etc. Receipts from other fees charged patrons should be recorded in Account 13, 14-c (as a net figure), or 14-g, as appropriate.

3. Account 14-c should record the total of net receipts from all separate revolving funds or clearing accounts. That sum, if any, which is derived from any type of school reserve funds available for expenditure by the school board and used to help finance the school during the school year should be shown under 14-c-1, "Drawings on School Reserve Funds." These reserve funds might be in the nature of a "General Reserve Fund" or special funds, such as a "Building Fund" or Capital Reserve Fund."

4. Account 14-f requires details on the sources of gifts, contributions, and bequests in cash and in kind. Complete Items I & II, Page 5. Note that disbursements from U.S. Government grants are not to be recorded in this account, but in Account 95.

5. Account 14-g requests a breakdown of the total miscellaneous revenue into the three categories shown. Account 14-g-3 should record receipts from fees not recorded elsewhere and from other miscellaneous receipts. Note that special assessments for building funds should be included in Account 14-g-3 and specifically identified.

6. Account 80 should be used to record any receipts which may come from other schools.

7. Account 95 should be used to record the money to be disbursed by the school during the current school fiscal year from U.S. Government grants which have already been obligated for use by the school. This sum may or may not, of course, coincide with the total of U.S. Government grants available to the school at the beginning of the current fiscal year; only the amount disbursed from the total available should be shown. The amount recorded in Account 95 should equal the amount recorded in Clearing Account 1950-b. (The total of undisbursed U.S. Government grants available at the beginning of the current fiscal year is recorded in Clearing Account 1950-a).

EXPENDITURES: As used in this form, the concept of "Salaries" is that of gross basic salary, including deductions for taxes, retirement, etc., but excluding any compensation paid in the form of allowances, housing, transportation reimbursement, etc., because the school is located outside the U.S. The "Special Costs for U.S. Recruited Staff" should be recorded separately, as discussed below.

1. Column (1) should report the actual expenditures as of the end of the school's past fiscal year. Column (2) should report the current fiscal year expenditures as budgeted. Column (3) should report the expenditures anticipated during the next fiscal year (school year for which assistance is being requested). On page 3, under Clearing Accounts, Account number 1950, Government Grants, should be left blank in column (3) since no figure will be known at the time the report is being submitted.

2. Account 100, "Administration." Expenditures for administration in this budget form relate to the costs of general regulation, direction and "Superintendent," etc. should be wholly included in Account 110 if he engages in no classroom instruction. If the chief administrative official does engage in classroom instruction, his salary should be pro-rated between Account 110 and Account 213 (Teacher Salaries) in proportion to the time spent in each activity. Account 130 should include administrative travel, including travel to recruit staff. Account 140 should be used to record the special expenditures for transportation, housing, allowances, etc. required to secure the services of U.S. administrative staff at the school because the school is located outside the U.S. In the case of the chief administrative official, these expenditures should be pro-rated between Accounts 140 and 260 on the same basis as the expenditure for his salary.

Note that this budget form provides accounts for recording narrower phases of school administrative activity than general administration. Examples are the accounts for Attendance Services, Health Services, Pupil Transportation, etc. In those cases where an employee's activity is not predominantly in one of these narrower categories, all expenditures for his salary and allowances should be assigned to either the 100 Sector, if he also engages in classroom instruction, to the 200 Sector, depending upon whether his function is predominantly noninstructional (administrative) or instructional.

3. Account 200, "Instruction." The "Travel Expenses for Instruction" to be included in Account 250 should exclude those special expenditures required to secure the instructional services of U.S. citizens at the school because it is located outside the U.S. Such expenditures should be recorded in Account 260. As with Account 140, Account 260 has been added to this budget form to record the special expenditures for transportation, housing, allowances, and the like required to secure the services of U.S. instructional staff because the school is located outside the U.S.

Form FS-573B, Overseas School Summary Budget Information—Continued

FORM FS-573B 8-88

4. Accounts 600 and 700. Note that gross expenditures for operation and maintenance of the school as well as of school dormitories and housing for teachers are recorded in these accounts, unless fees or rents are collected from residents. If fees or rents are collected, gross receipts and expenditures for the operation of dormitories and teacher housing are handled through clearing accounts, and only net expenditures are recorded here. (Net receipts, it will be recalled, are recorded in Account 14-c.)

5. Account 800. Sub-account 850-a should be used to record all direct taxes paid by the school, such as taxes on real estate or income. Indirect taxes should not be included here. They should be included in other, appropriate expenditure accounts. For example, customs duties paid on imported textbooks should be included as part of the total shown in expenditure Account 200, "Textbooks." Any taxes paid by the school on employees' salaries should not be recorded in Account 850-a but should be included with gross basic salaries, as explained above.

6. Accounts 900 and 1000. Note that gross expenditures for these programs are recorded in these accounts, unless fees are collected from patrons' use of or participation in the programs. If fees are collected, gross receipts and expenditures are handled through clearing accounts and only net expenditures are recorded here. (Net receipts are recorded in Account 14-c.)

7. Account 1100. Under the Community Services Account, the sub-categories contained in this budget form are designed principally to elicit information concerning school programs to demonstrate U.S. education abroad and otherwise increase international understanding.

8. Account 1400 should be used to record any expenditures made to other schools.

CLEARING ACCOUNTS: The clearing account heading in this budget form, Account numbers 1950-a through c, concern only U.S. Government grant funds. Account 1950-a should record the total balance, as of the beginning of the appropriate fiscal year, of unspent U.S. Government grant funds available for support of the school, Columns (1) and (2). Account 1950-b should record the schools actual disbursement, Column (1); or budgeted disbursements, Column (2). Account 1950-c should record the difference between 1950-a and 1950-b.

As instructed above, no entry should be made for Account numbers 1950-a through c in Column (3)

Comments concerning the accuracy of the burden estimate, and suggestions for reducing this burden, may be directed to OMB, Office of Information and Regulatory Affairs, State Department Desk Officer, Washington, D.C. 20520.

Form FS-573B, Overseas School Summary Budget Information—Continued

OMB—1405-0036
Approved Thru 8-81
Estimated Burden: 20 mins.

DEPARTMENT OF STATE

OVERSEAS SCHOOL
SUMMARY BUDGET INFORMATION

NAME OF SCHOOL: Anywhere International School

SCHOOL FISCAL YEAR 1/7/__ (Day/Mo./Yr.) To 30/6/__ (Day/Mo./Yr.)

This form should be completed in accordance with the attached instructions. All entries should be in terms of U.S. dollars, regardless of the currency received and/or expended. The exchange rate used in converting from other currencies to U.S. dollars should be shown as the last item on the form. Submit original and two copies by NOVEMBER 1.

RECEIPTS

ACCOUNT NUMBER		U.S. DOLLARS (1) Actual	(2) Budgeted	(3) Projected
	School Year	1981-1982	1982-1983	1983-1984
12.	Tuition (Total)	(540,500)	(605,200)	(665,720)
12-a.	Regular Day School Tuition	540,500	605,200	665,720
12-b.	Other Tuition	0	0	0
13.	School Bus Service Fees (Total)	(1,500)	(2,000)	(2,000)
14.	Other Revenues (Total)	(101,700)	(120,000)	(129,050)
14-a.	Earnings from Permanent Funds and Endowments	0	0	0
14-b.	Earnings from Temporary Deposits and Investments	15,000	21,500	22,000
14-c.	Net Receipts from Revolving Funds or Clearing Accounts	0	0	0
14-c-1.	Drawings on School Reserve Funds	0	0	0
14-d.	Rent from School Facilities	1,000	1,500	1,500
14-e.	Rent from Property other than School Facilities	0	0	0
14-f.	Gifts, Contributions, and Bequests in Cash (complete attachment)			
14-f-1.	U.S. Business Firms	1,500	1,900	1,500
14-f-2.	U.S. Foundations	0	0	0
14-f-3.	Individual Gifts	500	800	800
14-f-4.	Host Government	1,000	1,000	1,000
14-f-5.	Host Country Organizations	0	0	0
14-f-6.	Host Country Business Firms	2,500	3,000	3,000
14-f-7.	Other (Identify)	0	0	0
14-g.	Miscellaneous Revenue from Local Sources			
14-g-1.	Registration Fee	79,600	89,500	98,450
14-g-2.	Book Fees	600	800	800
14-g-3.	Other Miscellaneous Revenues (Identify)	0	0	0
50.	Sale of Bonds (Total)	0	0	0
60.	Loans (Total)	0	0	0
70.	Sale of School Property and Insurance Adjustments (Total)	0	0	0
80.	Incoming Transfer Accounts (Total)	0	0	0
96.	Disbursements of U.S. Government Grants (Total)	(32,000)	(40,000)	xxxx
	Total Receipts	675,700	767,200	796,770
	SCHOOL RESERVE FUNDS — OPERATING	68,000	77,000	80,000
	CAPITAL	345,000	195,000	35,000
	PERCENTAGE OF TOTAL RECEIPTS RECEIVED IN LOCAL CURRENCY	53%	49%	50%

Exchange rate used for converting local currency to U.S. dollars $ 1 US = 2 AZ

FORM FS-573B 8-88

Page 3

Form FS-573B, Overseas School Summary Budget Information—Continued

EXPENDITURES

FORM FS-573B 8-88

ACCOUNT NUMBER	School Year	(1) Actual 19 -19 U.S. DOLLARS		(2) Budgeted 19 -19 U.S. DOLLARS		(3) Projected 19 -19 U.S. DOLLARS	
100.	Administration		54,000		60,500		66,500
110.	Salaries	35,000		39,000		43,500	
120.	Contracted Services	0		0		0	
130.	Other Expenses	10,000		12,000		13,000	
140.	Special Costs for U.S. Recruited Staff	9,000		9,500		10,000	
200.	Instruction		412,000		454,000		511,000
210.	Salaries	350,000		386,000		433,000	
211.	Principals	40,000		44,000		50,000	
212.	Consultants & Supervisors	1,000		1,500		2,000	
213.	Teachers	300,000		330,000		370,000	
214.	Other Instruction Staff	0		0		0	
215.	Secretarial & Clerical Assistants	6,000		7,000		7,500	
216.	Other Salaries for Instruction	3,000		3,500		3,500	
220.	Textbooks	3,000		3,000		6,000	
230.	School Libraries & Audio-Visual Materials	3,500		4,000		5,000	
240.	Teaching Supplies	4,000		4,500		5,000	
250.	Other Expenses	1,500		1,500		2,000	
260.	Special Costs for U.S. Recruited Staff	50,000		55,000		60,000	
300.	Attendance Services		0		0		0
400.	Health Services		4,000		5,500		6,000
500.	Pupil Transportation Services		1,000		1,500		1,500
600.	Operation of Plant		20,000		25,000		30,000
700.	Maintenance of Plant		6,000		6,500		7,500
800.	Fixed Charges		30,000		33,000		36,000
810.	School Contributions to Employee Retirement	20,000		22,000		25,000	
820.	Insurance & Judgments	7,000		7,400		7,600	
830.	Rental of Land & Buildings	0		0		0	
840.	Interest on Current Loans	0		0		0	
850.	Other Fixed Charges	3,000		3,600		3,400	
850-a.	Direct Taxes on School	0		0		0	
900.	Food Services		0		0		0
1000.	Student Body Activities		0		3,000		1,500
1100.	Community Services		41,600		42,000		43,000
1170.	Demonstration of U.S. Education & Increasing International Understanding	11,600		12,000		13,000	

Page 4a

Form FS-573B, Overseas School Summary Budget Information—Continued

EXPENDITURES—Continued

FORM FS-573B 8-88

1170-a. Training and Visits Involving Local Education	1,500		1,500		2,000	
1170-b. Special Student Exchanges	600		1,000		1,000	
1170-c. Community English Programs	3,000		3,000		3,500	
1170-d. Community Use of School Library	3,000		3,000		3,500	
1170-e. Recreation	2,500		2,500		3,000	
1170-f. Other	1,000		1,000		1,000	
1180. Scholarships		30,000		30,000		30,000
1180-a. For Host Country Nationals	30,000		30,000		30,000	
1180-b. For Third-Country Nationals	0		0		0	
1180-c. For U.S. Citizens	0		0		0	
1190. Other Community Services		0		0		0
1200. Capital Outlay			62,000		150,000		160,000
1210. Sites		0		0		0	
1220. Buildings		50,000		100,000		125,000	
1230. Equipment		12,000		50,000		35,000	
1300. Debt Service from Current Funds			0		0		0
1400. Outgoing Transfer Accounts			0		0		0
Total Expenditures			630,600		781,000		863,000
Percentage of Total Expenditures Made in Local Currency			85%		85%		85%

CLEARING ACCOUNTS

1950 Government Grants						
1950-a. Balance of Grant Funds Available at Begin-of-School Fiscal Year		32,000		40,000		xxxx
1950-b. Funds Disbursed or to be Disbursed During School Fiscal Year		32,000		40,000		xxxx
1950-c. Difference (1950-a. minus 1950-b.)		0		0		xxxx

Exchange rate used for converting local currency to U.S. dollars $ 1 US = 2 AZ

Page 4b

Form FS-573B, Overseas School Summary Budget Information—Continued

ATTACHMENT 14-f. Gifts, Contributions, and Bequests

Show gifts, contributions, and bequests in cash and in kind received and/or anticipated for each of the 3 years. Do not use abbreviations or symbols for name of donor. Show in U.S. Dollar equivalents. Relate to local fund raising efforts, include attachments if necessary.

I. Cash Donations

Name of Donor	Actual (Past Year)	Budgeted (Current Year)	Projected (Next Year)
U.S. Business (List)	1,500	1,500	1,500
Individual Gifts	500	800	800
Host Government	1,000	1,000	1,000
Host Country Business Firms (List)	2,500	3,000	3,000
Totals	5,500	6,300	6,300

II. In-Kind Donations

Name of Donor	Actual (Past Year)	Budgeted (Current Year)	Projected (Next Year)
Private Citizen - Childcraft Encyclopedia Set	Value 350		
P.T.A. - Athletic Equipment		Value 1,500	Value 2,000

FORM FS-574
OVERSEAS SCHOOLS PROGRAM REQUEST FOR ASSISTANCE

FORM FS-574 8-88

INSTRUCTIONS

Submit original and two copies by November 1.

Sections I through IV of this form should normally be prepared by the chief administrative official of the school in consultation with the school board. Section V should be prepared by the Foreign Service Post.

In order to provide proper information on page 3 of this form, please note that funds being requested in November of any given year are from current U.S. Government Fiscal Year funds. If granted, the funds would be spent by the school during the next school year.

I. BACKGROUND AND OBJECTIVES: This section should provide:

(1) A summary statement describing the extent to which the school now meets the dual objectives of the overseas schools program as stated in 2 FAM 612 of (a) providing educational facilities for U.S. Government dependents overseas, and (b) demonstrating U.S. education abroad and otherwise increasing mutual understanding.

(2) A brief general statement of the school's long-range objectives and development plans and the measures being taken to realize the plans, including efforts to obtain material support from sources other than the U.S. Government.

II. ENROLLMENT/STAFF/TUITION PROJECTION DATA: The purpose of this section is to secure quantitative projections of key educational data for the next school year. The data should reflect the development and improvements which are feasible and necessary for the school to undertake in that school year. The projected budget, Form FS-573B, should contain fiscal information consistent with the information provided in this section.

III. TYPES AND ESTIMATED COST OF NEW ASSISTANCE REQUESTED: This section should be used to summarize the types and estimated costs in dollars of new assistance requested by the school according to the categories shown, including the dollar equivalent of such costs which can be expended in local currency. Note that under the overseas schools program every effort is made to make maximum use of U.S.-owned foreign currencies. Note also that when grant funds have been made available in category 5, a form JF-45, Special Educational Projects, must be submitted to the Department, A/OS for approval.

IV. DISCUSSION AND JUSTIFICATION: Describe the essential details (number, quantities, types, duration, etc.) of the projects to be financed under each of the categories of assistance listed in Section III and state how each item of requested assistance fits into the school's development plans and advances the objectives of the overseas schools program. This discussion should be organized in the sequence of the categories shown in Section III. Following the discussion of each item of requested assistance, designate the ranking it should be accorded in terms of the school's development program by designating it "Priority 1, 2, etc." Brief reference should be made to any previous grants made for the same purpose and to future grants which may be requested for the same purpose.

The discussion should conclude with a brief statement of the nature and purpose of the balance of school reserve funds, excluding undrawn U.S. grants. It is understood that sound administrative practice requires independent schools to establish reserve funds adequate to maintain orderly operations and to meet unforeseen contingencies.

The chief administrative official of the school and the chairman of the school's governing board should sign the request at the places indicated.

V. POST RECOMMENDATION: Pursuant to 2 FAM 615 and 622, the principal officer or the officer responsible for coordinating school activities at the Foreign Service Post should ensure that the request for assistance is carefully reviewed in light of the policies and criteria for granting assistance set forth in 2 FAM 600 and is justifiable in terms of these policies and criteria. The appropriate officer should prepare and sign the recommendation at the place indicated. No request for assistance will be considered unless Section V is properly completed.

Completion of this Form is voluntary.

Comments concerning the accuracy of the burden estimate, and suggestions for reducing this burden, may be directed to OMB, Office of Information and Regulatory Affairs, State Department Desk Officer, Washington, D.C. 20520.

Form FS-574, Overseas Schools Program Request for Assistance—Continued

OMB—1405-0037
Approved Thru 8-91
Estimated Burden: 30 mins.

FORM FS-574 8-88

DEPARTMENT OF STATE
OVERSEAS SCHOOLS PROGRAM
REQUEST FOR ASSISTANCE
(Submit original and two copies)
(Please read instructions on page 1 before completing form)

NAME OF FOREIGN SERVICE POST: Anywhere, Overseas

NAME OF SCHOOL: Anywhere International School

REQUEST FOR U.S. GOVERNMENT FISCAL YEAR 19___ FUNDS (See Instructions, page 1)

TO BE EXPENDED DURING THE SCHOOL FISCAL YEAR EXTENDING FROM 1/7/ (Day/Mo./Yr.) TO 30/6 (Day/Mo./Yr.)
(See Instructions, page 1)

I. BACKGROUND AND OBJECTIVES

(BRIEF SUMMARY OF SCHOOL HISTORY, RELATIONSHIP WITH USG, AND STATED SCHOOL OBJECTIVES)

(If additional space is required, continue on separate sheet and attach to this form.)

II. ENROLLMENT/STAFF/TUITION PROJECTION DATA (See Instructions, page 1 and below.)

1. Enrollment of regular students (exclude adult program)	205
2. Pupil-teacher ratio	14:1
3. Number of teachers (include rounded sum of fractions representing part-time teachers)	15
4. Number of other professional instructional and administrative staff (superintendents, principals, guidance counselors, librarians, business manager. Include rounded sum of fractions as in 3. Avoid double counting as between 3 and 4)	5
5. Total professional staff (sum of 3 and 4)	20

6. Projected annual tuition rate(s) by grade group (show full rates only)

K - $2,100 7 - 8 - $3,850
1 - 6 - $2,950 9-12 - $4,650

PLEASE NOTE: The information provided in this section should reflect your best estimate of the next school year, the year for which assistance is being requested. This should not repeat information concerning the current school year.

Page 2

Form FS-574, Overseas Schools Program Request for Assistance—Continued

FORM FS-574 8-88

III. TYPES AND ESTIMATED COSTS OF NEW ASSISTANCE REQUESTED

TYPES OF ASSISTANCE	ESTIMATED COSTS (In terms of U.S. dollars)	ESTIMATED COSTS (Dollar amount which can be expended in local currency)
1. Support of salary and related costs for professional staff	$ XXXX	$ XXXX
2. Educational materials and equipment	XXX	XXX
3. Scholarships for host country nationals	XXX	XXX
4. Construction and equipment (Before assistance for construction can be made available, architectural and engineering plans, specifications and cost estimates must be submitted. These should be submitted at a later date upon request by the Department of State. Note that per 2 FAM 814, assistance in this category will be made available only in special circumstances.)	XXXX	XXXX
5. Special educational projects		
A. School-to-school and university-to-school projects	XXX	XXX
B. Other (including consultants, workshops, community relations projects, special English programs, area studies, in-service training)	XX	XX
TOTAL AMOUNT OF NEW ASSISTANCE REQUESTED		
	(XXXXX)	(XXXXX)
	(_____)	(_____)

IV. DISCUSSION AND JUSTIFICATION

(TO BE PREPARED BY SCHOOL, WITH DETAILED EXPLANATION OF HOW FUNDS WILL BE USED AND WHY USG GRANTS ARE NECESSARY)

Form FS-574, Overseas Schools Program Request for Assistance—Continued

FORM FS-574 8-88

(Section IV Continued)

(DO NOT NEGLECT SIGNATURES)

(If additional space required continue on separate sheet and attach to this form)

CHIEF ADMINISTRATIVE OFFICIAL OF SCHOOL		CHAIRMAN OF THE SCHOOL GOVERNING BOARD
/s/	Signature	/s/
	Typed Name	
October 14, 19	Date	October 14, 19

V. POST RECOMMENDATION

(REQUEST CANNOT BE CONSIDERED WITHOUT POST RECOMMENDATION AND SIGNATURE)

(If additional space required continue on separate sheet and attach to this form)

POST PRINCIPAL OFFICER OR OTHER AUTHORIZED OFFICER MAKING RECOMMENDATION

Date October 15, 19_

Signature /s/

Typed Name

Page 4

630 through 690
UNASSIGNED

APPENDIX A
EXHIBITS

Title	2 FAM Section
FAA Grant Amendment	617.1-5
Form FS-573, Overseas Schools Questionnaire	622
Form FS-573A, Information Regarding Professional Staff Members of Overseas Schools	622
Form FS-573B, Overseas School Summary Budget Information	622
Form FS-574, Overseas Schools Program Request for Assistance	623
Form JF-45, Approval of Funding to Support Special Educational Programs	618.1
Form JF-61, Overseas Schools—Grant Status Reports	617.1-8
FSA Grant Amendment	617.1-5
MECEA Grant Amendment	617.1-5
Standard Provisions of the Grant Under the Foreign Assistance Act of 1961, as Amended	617.1
Standard Provisions of the Grant Under the Mutual Educational and Cultural Exchange Act of 1961, as Amended	617.1
Standard Provisions of the Grant Under 22 USC 2701 (Section 29 of the Department of State Basic Authorities Act of 1956, as Amended By the Foreign Service Act of 1980, Pub. L. 96-465)	617.1

APPENDIX B
FORMS

Forms — 2 FAM Section

Foreign Service Forms

FS-573, Overseas Schools Questionnaire 622

FS-573A, Information Regarding Professional Staff Members of Overseas Schools 622

FS-573B, Overseas School Summary Budget Information 622

FS-574, Overseas Schools Program Request for Assistance 623

Joint Forms

JF-45, Approval of Funding to Support Special Educational Programs 618.1

JF-61, Overseas Schools—Grant Status Reports 617.1-8

APPENDIX C
LEGAL AUTHORITIES

Legal Authorities	2 FAM Section
A. Acts	(No entries)
B. Code of Federal Regulations	(No entries)
C. Comptroller General's Decisions	(No entries)
D. Court Decisions	(No entries)
E. Delegations of Authority	(No entries)
F. Department of Defense Regulations	(No entries)
G. Executive Orders	(No entries)
H. Public Laws	(No entries)
I. Publications	(No entries)
K. Treaties and Conventions	(No entries)
L. United States Codes	(No entries)

APPENDIX D
ADDRESSES

Purpose	Address	2 FAM Section

There are no entries as of this date.

INDEX

Subject	Section
A	(No Entries)
B	(No Entries)
C	(No Entries)
D	(No Entries)
E	(No Entries)
F	(No Entries)
G	(No Entries)
H	(No Entries)
I	(No Entries)
J	(No Entries)
K	(No Entries)
L	(No Entries)
M	(No Entries)
N	(No Entries)
O	(No Entries)
P	(No Entries)
Q	(No Entries)
R	(No Entries)
S	(No Entries)
T	(No Entries)
U	(No Entries)
V	(No Entries)
X	(No Entries)
Y	(No Entries)
Z	(No Entries)

CHAPTER 10

CLAIMS FOR LOSSES OF PRIVATE PERSONAL PROPERTY

10A. Purpose and Scope

This chapter prescribes the claim policies and procedures for the submission and processing of all claims for loss of personal property, submitted by AID employees, participating agency (PASA) employees, and PSC personnel, and authorized dependents, incident to their service. Please see Appendix 10A of this Chapter for 6 FAM 310 & 320, "Claims for Private Personal Property Losses," in the Uniform State/AID/USIA Regulations, and Attachment 10D, "Personal Property Claims Handbook" for details.

Since the claims program is not designed to fully reimburse employees for all damages or losses, it is highly recommended that property owners always consider the purchase of insurance to protect their personal property when on TDY, or for household goods being shipped, in storage, and at post.

The Military Personnel and Civilian Employees' Claims Act of 1964 (78 Stat. 767.31 U.S.C. 24-243) as amended By Public Law 91-311 provides the authority for the settlement of claims for loss of, damage to, destruction of, property of military personnel or civilian employees incident to their service and the recovery from carriers, warehouse personnel, and other third parties responsible for such loss, damage or destruction. If a claim is substantiated and the possession of that property is determined to be reasonable, useful, or proper under the circumstances, the claim may be paid or the property replaced in kind. Please review the details and examples of "reasonable, useful, proper, and incident to service," in Attachment 10D.

Every employee has the legal right to file a claim with the Agency under this Act. The claim must be filed within two years from the date of delivery, or in the case of theft from quarters, two years from the date of the theft. In addition, advance payment may be authorized up to 75% of the value of the loss if specifically requested. However, a claim must first be submitted and reviewed for appropriateness and valuation.

While the Military Personnel and Civilian Employees' Claims Act of 1964 provides compensation/reimbursement to the employee in the event that there is loss or damage to his/her personal effects incident to their official service, it does not, however, fully reimburse all claims. The Act's limitations are detailed in Section 320, Appendix 10A of this Chapter. The maximum amount payable under the Claims Act is $40,000. There are also restrictive per-item limits under the regulations implementing the Claims Act. Reimbursement is for replacement cost of an item, at today's market value (for replica or item substantially similar in kind), less depreciation when applicable.

10A

Employees should be aware that compensation or reimbursement of a claim is limited to personal property only. The regulations do not provide compensation for loss of real estate, nor for such expenses as: loss of or damage to use, interest, carrying charges, lodging or food costs while awaiting arrival of shipments, attorney fees, telephone calls, or other incidental expenses associated with filing a claim, car rentals, inconvenience, insurance premiums, or other intangible property loss of items you are wearing or carrying at the time of the loss or damage (e.g. watches, rings, wallets, purse, cash, etc.); loss or theft of personal items while you are on Rest & Recuperation Leave, Home Leave, or any claim where the total adjudicated loss or damage is $50.00 or less.

10B. Regulations and Guidelines

Appendix 10A, 6 FAM 310 and 320, are the Uniform State/AID/USIA Regulations on Claims. The Department of State Personal Property Claims Handbook (Attachment 10D) also provides further guidance to amplify the regulations, to obtain general information on the claims program, and guidance in the investigation and submission of claims. Every post should have a designated Claims Assistance Officer, and a Claims Investigating Officer. If you file a claim while in Washington, contact the AID Claims Office in FA/AS/TT, Room 12A47 NS.

10C. Documents for Substantiation of Claims

Employees should exercise particular diligence in supervising the packing out process of their household effects (HHE). Special attention should be given to the following:

1. Travel Authorization (TA)

Upon receipt of your TA, preparation for shipment and/or storage of your effects should commence immediately. In the event it becomes necessary for you to file a claim, a copy of your TA and all amendments MUST be attached to your claim upon initial filing.

2. Packing Inventory

This is one of the most important documents pertaining to your move. Its purpose is four-fold: 1) it proves you possessed the property at origin; 2) it reflects the condition of your property when picked-up by the contractor; 3) it proves your property was moved at Government expense; and, 4) it may be used as a receipt document. Special attention should be given to the proper preparation of packing lists/inventories. You should provide enough descriptive information for each item on the inventory to assist in properly filing a claim, if that becomes necessary. Example: The term "kitchenware" is not an

10C2

adequate description for inventory purposes. A more specific description of kitchenware should indicate the type, i.e., Revere Ware pots and pans: 9 pieces; Noritake China: 12 complete place settings, etc.

Once the packing contractor has loaded your property on the truck, you **MUST** ensure that you are provided a legible copy of the inventory. In the event of loss or damage to your property, you are required to attach the packing list/inventory to your claim.

Most employees are not aware of the significance of codes such as, "SC, D, Z, SO, M, R, PBO, CU," written on their packing lists/inventories adjacent to the description of property on a particular line item. While these codes may be insignificant to you, they are extremely important to both the contractor and the individual adjudicating your claim. These codes indicate damage to your property; i.e., SC-scratched, D-dented, Z-cracked, SO-soiled, M-marred, R-rubbed. When these codes are written on your packing list/inventory beside items of property and you sign at the bottom without indicating anything to the contrary, you have agreed with the contractor that your property was damaged as indicated. This means that when filing your claim, you must prove damage beyond what is reflected on your packing list/inventory. Agency regulations forbid compensation for pre-existing damage, thus, we cannot hold the carrier responsible for it. The lone exception to this situation would be your ability to show that though the damage "pre-existed," it was further damaged in storage/shipping.

PBO and CU: these two codes frequently appear on packing lists/inventories; they may, however, have an adverse impact on the amount of compensation received through a claim. PBO indicates that you packed the property yourself; it does not describe or denote condition of any item. If this property is damaged or missing in storage or shipment, the carrier or warehouseman will not be held responsible. To alleviate risk of non-compensation by insurance or AID claims office, **DO NOT PACK YOUR PROPERTY; LET THE CONTRACTOR DO IT!**

CU, or condition unknown, will usually appear on your packing list/inventory when major and small electrical appliances are involved. When the packers arrive at your home, appliances are usually disconnected. Since the contractor did not witness the refrigerator/freezer, TV, VCR, washer, dryer, microwave in operation, they will almost always place 'CU' on your packing list/inventory. This is done basically to reduce the carrier's potential liability. You are encouraged to challenge the contractor before these items leave your home by demonstrating that these items are functioning properly.

10C

3. High-Value Items

Separate attention should be given to high-value items. A high-value item may be small but of substantial value ($50-$500), or of extraordinary value (over $500). Articles which individually (not as part of a set) are worth more than $500 are considered high-value. In addition, a high-value item should be unusually valuable for the type of object it is. An unusual china plate, an oriental rug, or an antique cabinet, may be considered a high-value item and should be listed. (See Section 318.5 in Appendix A). **You must declare all high-value items in writing at the time of making arrangements for shipment. You must provide a detailed list of your high-value items and attach it to Form DS-1620.** This form may be obtained from your Executive Office (EXO) at post, or in AID/W from the Claims Officer. Fill out the top of the form, and in the space for **"Date, Place, Facts.."**, **note "High-Value Inventory"**; attach your list behind this. Send your form and detailed High-Value list to FA/AS/TT, Room 1247 NS. Keep a copy for yourself. You must update your list of HIGH-VALUE items whenever you acquire such property, and send the updated list to FA/AS/TT. **UNLESS YOU PROVIDE THIS DECLARATION, HIGH VALUE ITEMS WILL NOT BE CONSIDERED FOR PAYMENT, IN ANY AMOUNT, IN THE SETTLEMENT OF A CLAIM.**

4. Insurance

Given the limitations imposed both by the Military Personnel and Civilian Employees' Claims Act and the Agency's regulations regarding compensation maximums for some portions of your private property, all employees are **strongly urged to purchase private insurance** to help protect their property, while in storage or in transit, from the perils of a move. If you have damage to or missing property while that property is in storage, in transit, or being shipped, you MUST file your claim with your private insurer prior to the time that you file your claim with this Agency. When filing your claim with AID, you must attach evidence to your claim to substantiate that you have filed with your private insurer. This may include the insurance application which indicates types of coverage, and a copy of your claim with the insurance company. It is incumbent upon you to contact the AID/W Claims Office prior to accepting compensation (cashing a check) from a private insurer or carrier which indicates, or can be construed, as accepting "full and final settlement." The acceptance of an inadequate or improper settlement will prejudice the Government's ability to subrogate against the third party for the proper amount of liability, and could reduce the amount of compensation by the amount you have caused to be forfeited.

10C

5. Delivery Receipt

This is another very important document, for it shows your property has been delivered by a carrier or storage company and accepted, or identifies damaged or missing items. When properly executed, this document is used to put the carrier on notice that you have sustained damaged and/or missing property and your intent to file a claim. You must be very specific; when you receive your personal effects, but have not unpacked everything, you should write on the delivery receipt, "Subject to Further Inspection." When you unpack and discover damaged and/or missing property, describe condition, i.e., dining table, left leg broken; deep gouge on top of master bedroom dresser; loveseat missing, etc. A copy of this document MUST be forwarded to your delivery carrier as soon as possible after receiving your property, but no later than one (1) year, and after all of your property has been inspected for damage and/or loss. Even though you must send a copy of this document directly to the carrier, you must also include a copy of it with your claim with AID. Unless you have purchased excess valuation insurance from the carrier or storage company, you MUST always file your claim with this Agency, not with the company.

6. Estimates of Repair

Items which must be repaired as result of your move, for which the cost of repair will exceed $50.00, must be substantiated, in writing, by a craftsman. Estimates provided by employees without substantiation will limit the amount of compensation for repair per item, to a maximum allowance of $50.00.

7. Claims Investigating Officer's Report (CIOR)

This document is only necessary if you are filing your claim as a result of an incident which occurred while assigned to an overseas post, or on TDY overseas. The EXO or his/her designated representative is required to assist you with your claim by preparing the Claims Investigating Officer's Report (CIOR), Form DS-1620A. Claims without this document attached, WILL NOT be adjudicated until this document is received.

10D. Procedures

1. Submission of Claims

a. Overseas

The Claimant submits a completed Form DS-1620: Claim for Private Personal Property with the United States (Attachment 10A), with complete documentation to substantiate ownership and values of items in

the claim, as mentioned in 10C above, and if appropriate, Form DS-1620B: Demand on Carrier/Contractor (Attachment 10C), to the mission Executive Officer. It is the primary responsibility of the employee to ensure that his/her claim is properly documented/substantiated prior to submitting the package to the mission Executive Officer. Substantiation includes: TA and all amendments, packing inventories, High-Value itemized lists, delivery receipts, sales receipts, insurance applications or claims, photos, videos, appraisals, etc. All claims which originate overseas must be investigated by the mission Executive Officer or his/her designated representative to allow completion of Form DS-1620A, the Claims Investigating Officer's Report - CIOR. This form is submitted with claim package to the Claims Office, Travel and Transportation Division (FA/AS/TT), Room 1247NS, AID, Washington, D.C. 20523-0006.

b. In the United States

Claimant submits the completed forms DS-1620, DS-1620B and all supporting documentation to substantiate ownership and verify values, as indicated in 10C above, to the AID Claims Office (FA/AS/TT), Room 1247 New State, Washington, D. C. 20523-0006. (Further information on substantiation is provided on page 4 of the State Personal Property Handbook, Attachment 10D.)

c. Temporary Duty (TDY) Status Employees: In the United States or Overseas

A large number of AID employees travel throughout the United States and abroad to various Posts in a TDY status. If your luggage or any other personal property should sustain damage, is stolen, to include theft from your person (e.g., watches, rings, wallets, cash, purse, etc.), or lost, you are entitled to file a claim with the U. S. Government provided the loss or damage occurred while you were actually performing OFFICIAL DUTIES OR TRAVELING to or from your TDY site in connection with your official duties. Most employees think that when they are in a TDY status, they are in an "official duty" status twenty-four hours a day. They mistakenly assume that, should they sustain damage to personal property or have property stolen, to include theft from their person, while in this TDY status, regardless of the circumstances involved, they are entitled to be compensated by the U. S. Government for their loss.

- For purposes of filing a claim, the employee must have been actually performing his/her official TDY duties at the TDY site or other authorized location, traveling to or from the hotel in conjunction with the TDY duties, or returning to resume his/her regularly assigned duties when the loss of or damage to property was sustained, to include theft from their person. See Appendix 10A, Sections 311.1 and 318.4p.

10D1c

It must also be said that for the claim to be compensable, negligence on your part **MUST NOT** have been the proximate cause of the loss or damage. See Appendix 10A, Section 318.4b. You should contact the Claims Officer for further information.

2. Claim Investigation

An official designated by the Executive Officer overseas investigates the claim and completes Form DS-1620A, Claims Investigating Officer's Report (CIOR). After assuring that the claim is in order and properly documented, the investigating officer forwards the claim and his/her report directly to the AID Claim Office, Travel and Transportation Division (FA/AS/TT) in Room 1247 NS. Claims Investigating Officers are reminded that it is incumbent upon them to thoroughly investigate claims under their purview and to make recommendations as to the proper disposition of the claim.

3. Review and Adjudication by the Claims Officer (FA/AS/TT)

The Claims Officer in AID/W acknowledges receipt of the Claim directly to the claimant, adjudicates values and allowables, processes the claim in conformance with Section 310 in Appendix 10A, and makes advisory recommendations for final determination. Before a claim can be properly adjudicated, it **MUST** be properly documented with evidence to support the claim, as indicated in section 10C above. Failure to properly document/substantiate a claim will delay its processing.

4. Final Determination and Disposition: AID Approving Authority

Following review and recommendation for settlement by the Claims Officer in FA/AS/TT, the Chief of the Division or the Director of Administrative Services, FA/AS will make the final determination as to disposition of the claim. The authority to settle and approve payment of claims in an amount not to exceed $5,000 is vested in the Chief of the Travel & Transportation Division FA/AS/TT. Claims submitted in excess of this amount may be approved by the Director for the Office of Administrative Services.

a. Approved claims for AID direct-hire and personal service contract employees are forwarded to the Cash Management and Payment Division (FA/FM/CMP) to process for payment. A letter of explanation from the approving authority is included for forwarding to the claimant with the settlement check.

b. Approved claims (with letter of explanation) for Participating Agency (PASA) employees are forwarded to the parent agency for payment. The parent agency in turn submits a voucher to AID's Office of Financial Management for reimbursement.

10D4c

c. If the claim is not approved, the reviewing authority in the Travel and Transportation Division (FA/AS/TT) will notify the claimant of the disapproval and the reasons thereof.

Appendix:

10A 6 FAM 310 & 320: Uniform State/AID/USIA Regulations, "Claims for Private Personal Property Losses"

Attachments:

10A Form DS-1620: Claim for Private Personal Property Against the United States
10B Form DS-1620A: Claims Investigating Officer's Report
10C Form DS-1620B: Demand on Carrier/Contractor
10D Personal Property Claims Handbook
10E Department of State Notice dated 7/29/86, "Personal Property Claims"

310
CLAIMS FOR PRIVATE PERSONAL PROPERTY LOSSES

311 CLAIMANTS

311.1 Authority

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

The Military Personnel and Civilian Employees' Claims Act of 1964 (78 Stat. 767, 31 U.S.C. 24-243) as amended by Public Law 91-311 provides the authority for the settlement of claims for loss of, damage to, or destruction of property of military personnel or civilian employees incident to their service and recovery from carriers, warehouse personnel, and other third parties responsible for such loss, damage, or destruction.

311.2 Scope

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

a. This regulation prescribes the substantive basis and special procedural rules for the administrative settlement of claims against the United States submitted by employees of the Department of State, the Agency for International Development, and the U.S. Information Agency and their authorized dependents, for damage to, or loss of personal property incident to their service. In addition, possession of the property must be reasonable, useful, or proper under the circumstances.

b. The maximum amount which may be payable for any loss or damage arising from a single incident is limited by the Act to $25,000. For losses resulting from acts of violence directed against the U.S. Government or its representatives in a foreign country or from an authorized evacuation of personnel from a foreign country, the maximum amount payable is limited by the Act to $40,000 (P.L. 96-519).

c. The Act authorizes payment for personal property only. It does not provide a remedy for consequential damages or other types of loss or incidental expenses such as loss of use, interest, carrying charges, cost of lodging or food while awaiting arrival of shipment, attorney fees, telephone calls, cost of transporting claimant or family members (car rentals), inconvenience and time spent in preparation of claim, or cost of insurance premiums.

d. Real estate damage is not authorized for payment of a claim under the Act.

311.3 Definitions

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

a. **Accrual date:** The date of the incident causing the loss or damage, or when the loss or damage is or should have been discovered by the claimant through exercise of due diligence.

b. **Claims:** Any claim filed by an employee of the Department of State, the U.S. Information Agency, and the Agency for International Development for damage to, loss, destruction, capture, or abandonment of employee's personal property incident to service.

c. **Employee:** Any person (U.S. or foreign national) appointed to the rolls of the Department of State, the U.S. Information Agency, or the Agency for International Development. It also includes AID participating agency employees subject to the terms of the participating agency agreement, and personnel employed on a personal services contract basis. However, it excludes employees of contractors, universities, and commercial firms, grantees, etc.

d. **Replacement value:** The acquisition cost of the item plus a factor which reflects changes in the purchase power of the U.S. dollar (as set forth in the consumer price data prepared by the Bureau of Labor Statistics, U.S. Department of Labor). (See §322.)

e. **Settle:** To consider, ascertain, adjust, determine, and dispose of any claim whether by full or partial allowance or disallowance.

312 FILING AND PROCESSING OF CLAIMS

312.1 Time Prescribed for Filing

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

No claim may be paid under the Act unless it is presented in writing within 2 calendar years of accrual date. If personal property remains in storage after the expiration date of legal entitlement to storage at U.S. Government expense, the claim accrual date shall be the expiration of legal entitlement to storage at Government expense.

312.2 Delay in Filing

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

If a claim accrues in time of war or armed conflict in which the U.S. Armed Forces are engaged, or if such a war or armed conflict intervenes within 2 years after the claim accrues, and if good cause is shown, the claim may be presented not later than 2 calendar years after the war or armed conflict is terminated, whichever is earlier. If good cause for delay in filing is not established, the intervention of war or armed conflict, in itself, will not permit payment of a claim presented later than 2 calendar years after accrual.

312.3 Those Who May File

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

A claim may be presented by an employee, in claimant's name by the spouse as authorized agent, or by the legal representative whom the claimant authorized. Claims filed by agents or legal representatives must be accompanied by power of attorney. If the employee is deceased, the claim may be presented by a survivor regardless of whether the claim arose before, concurrently with, or after the claimant's death. Survivor claims will be settled in the following order:

(1) Spouse;
(2) Child or children;
(3) Father, mother, or both; and
(4) Brothers, sisters, or both.

313 SUBMISSION OF CLAIM

(TL:GS-359; 5-5-87)
(Uniform State/AID/USIA)

a. Submit claims in duplicate on Form DS-1620, Claim for Loss of or Damage to Private Personal Property. If claim forms are unavailable, a written statement will be accepted and considered as a claim if it asserts a demand for a certain sum and substantially describes the facts to support a claim. See §320 for the specific evidence required for particular classes of claims. Adjudication of claims will be expedited by the submission of all required evidence with the original claim.

b. **State and USIA Employees:** All claims covered by these regulations should, if practicable, be submitted by the claimant or claimant's authorized agent to the principal officer of the post where the claimant was assigned at the time the claim accrued or, if in the United States, forwarded to the Office of Operations, Department of State. If submission under the foregoing circumstances is impracticable, the claim may be submitted directly to the Office of Operations, Department of State, Washington, DC 20520.

c. **AID Employees:** All claims covered by these regulations should, if practicable, be submitted by the claimant or claimant's authorized agent to the USAID executive officer of the post where the claimant was assigned at the time the claim was accrued, or if in the United States, forwarded to the AID Office of Management Operations (M/SER/MO/PA/PB), Room 1200A, SA-14. If submission under the foregoing circumstances is impracticable, the claim may be submitted directly to the AID Office of Management Operations (M/SER/MO/PA/PB), Washington, DC 20523.

314 CLAIMS ASSISTANCE OFFICER

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

The claims assistance officer at the post is responsible for assisting employees in the preparation of claims. Duties include, but are not limited to:

(1) Furnishing necessary claim forms to the employee;

(2) Informing the employee of the time frame for filing claims;

(3) Advising the employee of the evidence required to substantiate the claim;

(4) Assisting the employee in obtaining copies of shipping documents, etc., available at the post or by requesting copies of pertinent documents from the Department, U.S. Despatch Agent, or other posts when such documents are not available at the claimant's post; and

(5) Informing the employee of who and what is involved, and assisting the employee with procedures to follow in filing claims for recovery against the packers, shippers, etc.

315 INVESTIGATION OF CLAIMS

(TL:GS-359; 5-5-87)
(Uniform State/AID/USIA)

a. All claims accruing and filed at posts abroad must be investigated by a claims investigating officer at the post (usually an executive, administrative, or general services officer of the agency involved). Such officers prepare reports to include with the claims when they are forwarded to Washington for adjudication.

b. The claims investigating officer conducts such appropriate investigation, includes in the report the credibility of statements by the claimant and corroborating witnesses, and includes recommendations as to the rea-

sonableness of the claim. On completion of the investigation and preparation of Form DS-1620A, Claims Investigating Officer's Report, the file is forwarded to Washington for adjudication.

c. All claims and related correspondence regarding claims should be forwarded by memorandum, subject: ACLM, followed by the name of the claimant:

(1) **State and USIA Employees:** The claim is forwarded to the Office of Operations, Department of State, Washington DC 20520.

(2) **AID Employees:** The claim is forwarded to the AID Office of Management Operations (M/SER/MO/PA/PB), Washington, DC 20523.

d. On request, an appropriate officer at a post performs the duties of claims investigating officer for an employee of an agency not covered by these regulations. The claims assistance officer shall not be the same individual functioning as the claims investigating officer unless special circumstances at the post, such as limited staff, make it absolutely necessary.

316 ADJUDICATION OF CLAIMS

316.1 Processing of Claims

(TL:GS-359; 5-5-87)
(Uniform State/AID/USIA)

a. **State and USIA:** The Office of Operations, Department of State, considers, adjusts, and makes advisory determinations on claims authorized under these regulations, including recommendations as to the amount of reimbursement to be paid.

b. **AID:** Claims are administered directly by the AID Office of Management Operations (M/SER/MO/PA/PB).

316.2 Final Approval and Payment

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

On completion of action by the Office of Operations, claims are submitted to the approving authority designated by the head of the agency concerned for final approval or disapproval.

317 CLAIMS PAYABLE

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

Following are nonexclusive examples of categories of damage to or loss of claimant's personal property which occurs incident to service.

317.1 Losses by Fire, Natural Disaster, and Theft

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

Losses by fire, flood, hurricane, natural or unusual occurrences, or by theft while located at:

(1) Quarters, wherever situated, which are assigned to claimant or otherwise provided in kind or by reimbursement by the Government; or

(2) Any warehouse, office, or other place (except quarters) which has been officially authorized by competent authority (normally the senior administrative officer at the post) for the reception or storage of the property.

317.2 Transportation Losses

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

Household effects, and baggage checked or in personal custody, incident to packing, storage, and/or transportation by an agent or agency of the Government, or a carrier, when such packing, storage, and/or transportation has been officially authorized in connection with travel under official orders.

317.3 Losses Due to Marine or Aircraft Disaster

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

Damage to or loss of property as a consequence of perils of the sea or air or other public conveyance in connection with official travel.

317.4 Hostile Action

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

Enemy action or threat thereof, guerrilla warfare, organized brigandage, or other belligerent activities, whether the United States is or is not involved, or unjust confiscation by a foreign power or its nationals.

317.5 Losses Resulting from Official Duties

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

As a direct result of extraordinary risks to which the property has been subjected as a result of the claimant's official duties, including but not limited to:

(1) Duty in connection with civil disturbance, public disorder, or public disaster;

(2) Claimant's efforts to save U.S. Government property or human life when claimant's own property could have been saved without such action; or

(3) Abandonment or destruction of property by reason of emergency or by order of superior authority.

317.6 Losses While Under Government Control

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

While being used, or held for use, for the benefit of the U.S. Government by official direction or request.

317.7 Loss Due to Negligence

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

When the proximate cause of the damage to or loss of property was the negligent act or omission of the U.S. Government or employees acting within the scope of their employment.

317.8 Motor Vehicle Losses

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

a. Shipped to, from, or between overseas at U.S. Government expense in accordance with §317.2.

b. Located at quarters, which includes garages, carports, driveways, and assigned parking spaces and lots specifically provided and used for the purpose of parking provided that the loss or damage is caused by vandalism, fire, flood, hurricane, unusual occurrence, or by theft.

317.9 Other

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

Other meritorious claims within the scope of the Military Personnel and Civilian Employees' Claims Act of 1964, as amended, which are not otherwise provided for or prohibited by these regulations.

318 TYPES, QUANTITIES, AND OWNERSHIP OF PROPERTY PAYABLE AND CLAIMS NOT PAYABLE

318.1 Types and Quantities

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

Compensation may be allowed under this regulation only for such types and quantities or amounts of property as determined by the approving authority to have been reasonable, useful, or proper in the attendant circumstances at the time and place of the loss. In determining the reasonableness of property included in a claim, the approving authority will take into consideration the circumstances attending acquisition or possession of the property and the manner of damage or loss.

318.2 Amounts Allowable

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

Schedules of the maximum amounts allowable for specific articles and the maximum quantities allowable are in *Exhibits 318.2A, 318.2B, and 318.2C* of these regulations and will be generally followed in computing awards. Whenever these schedules are not followed, the approving authority will indicate why the schedule was not followed, and the basis for the quantity allowed.

318.3 Ownership

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

Claims which are otherwise within the provision of these regulations will not be disapproved solely because the property was not in the custody of the claimant at the time of the damage, loss, or destruction, or solely because the claimant was not the legal owner of the property for which the claim was made. For example, borrowed property may be the subject of a claim if its possession was reasonable, useful, or necessary to the claimant.

318.4 Claims Not Payable

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

Claims are not allowed:

(1) In any instance where the total adjudicated loss or damage is $50 or less;

(2) For property lost or damaged as a result of claimant's negligence. Property damaged or lost, in

whole or in part, as a result of any negligence or wrongful act of the claimant, or any agency or employee of the claimant acting in the scope of employment. Negligence may be defined as the failure to exercise that degree of care which a reasonable and prudent person would have exercised under the same or similar circumstances;

(3) For property lost or damaged for local employees and dependents. When the claimants are local inhabitants, a claim arising out of damage to or loss of property located in personal quarters will ordinarily not be considered incident to their services. Similarly, loss or damage sustained in quarters outside the United States which are occupied by the claimant's dependents while the claimant is stationed in a country other than the one in which the claimant's dependents live, is not considered incident to service;

(4) For any damages to or loss of property at quarters occupied by the claimant within the United States, which were not assigned to the claimant or otherwise provided in kind, by the U.S. Government;

(5) For intangible property, which is property that has no intrinsic and marketable value but is merely representative or evidence of value, such as non-negotiable stock certificates, promissory notes, bonds, bills-of-lading, warehouse receipts, insurance policies, baggage checks, and bank books;

(6) For U.S. Government property;

(7) For articles acquired or held for sale or disposition by other commercial transactions, or for use in a private profession or business enterprise;

(8) For damage to or loss of property acquired, possessed, or transported in violation of the law or regulations of competent authority (this does not apply to limitations imposed on the weight of shipments of household and personal effects);

(9) For loss of money in any amount during shipment or storage with baggage or household goods;

(10) For loss, damage, or destruction of property stored at a commercial facility or transported for the personal convenience of a claimant and at claimant's own expense;

(11) For money or currency except when lost incident to a marine, aircraft, or other public transportation accident, or when lost by fire, flood, hurricane, or theft from quarters, or while performing official duties. In theft from quarters, it must be conclusively shown that the money or currency was reasonably protected and that appropriate security measures had been taken. Reimbursement for loss of money or currency is limited to an amount which the approving authority determines to have been reasonable for the claimant to have had in possession at the time of the incident;

(12) For unserviceable property;

(13) For easily pilferable high value articles such as, but not limited to, jewelry (including costume jewelry), watches, rings (when shipped with household goods), or unaccompanied baggage when the loss occurs due to theft. This prohibition does not apply when the articles are in personal baggage of the claimant or properly checked, provided reasonable protection or security measures have been taken (see §318.5b);

(14) For articles intended directly or indirectly for persons other than the claimant or members of the claimant's immediate household. This prohibition includes articles acquired at the request of others and articles to be disposed of by sale;

(15) For loss of or damage to articles being worn (including handbags or wallets) except under the circumstances of § §317.3 and 317.4;

(16) For theft of personal property from the person of the employee or dependent unless performing official duties, including authorized travel;

(17) For any damage or loss to employee's privately-owned motor vehicle incident to its operations;

(18) For any losses of insurers and other subrogees;

(19) For any losses, or any portion thereof, which have been recovered or are recoverable from an insurer, packer, warehouse personnel, carrier, or pursuant to contract, provided, however, that in adjudicating claims any recoveries from the above sources shall be applied first against items of property lost or damaged which cannot be reimbursed under these regulations. Failure to make demand against the appropriate third party or contract may result in the reduction of an amount equal to that which could have been recovered from the amount otherwise allowable;

(20) For theft unless positive evidence clearly establishes:

(a) The existence of a larceny, burglary, or housebreaking; and

(b) That the claimant exercised due care in the protection of the claimant's property.

(21) For antiques, relics, heirlooms, or items purchased at unreasonably high prices. Claims for such items are allowed only on the basis of the reasonable purchase price of substitute articles of a similar functional nature, appropriate for the claimant under the particular circumstances of service and disregarding the nonintrinsic value of the item lost or damaged. For losses which occur on or after October 1, 1977, this paragraph is modified by deleting "antiques, relics, heirlooms, or";

(22) For articles lost or damaged while in transit in the U.S. or international mail systems; and

(23) For personal property placed in a warehouse, office, safe, file cabinet, or other place for personal convenience in the absence of proper authorization (see §317.1b).

318.5 Hi-Val Items

(TL:GS-1; 8-22-91)
(Uniform State/AID/USIA)

a. Items of extraordinary or substantial value are considered high value (Hi-Val) items.

b. Small items of substantial value are easily pilferable high value articles shipped with household goods, unaccompanied baggage, or placed in storage. Loss usually occurs due to theft or other unexplained incidents. Nonexclusive examples of this category are cameras, watches, jewelry, tie clips, cuff links, belt buckles, binoculars, small radios, cigarette cases, and coin/stamp collections. Normally, an item having a value of over $50 can be considered a small item of substantial value. This prohibition does not apply when the articles are in the claimant's accompanied and baggaged personal custody, or are properly checked, provided reasonable protection or security measures have been taken. (See §318.4.)

c. Item of extraordinary value: An item which, because of quality of workmanship or design, the high value materials, or association with a past event or historical figure, possesses a value far beyond the usual value of a similar item. An item which costs less than $500 will, generally, not be considered in this category. Items of extraordinary value are normally limited to items which primarily serve as an artistic or decorative purpose, or which are collector's items.

d. Special requirements for shipping Hi-Val items: Hi-Val items may be included with household goods shipments. It is most important that regardless of the manner in which the items are shipped, employees must declare all Hi-Val items in writing at the time of making arrangements for shipment by furnishing a detailed list of such items. State and USIA employees should furnish this list to the Department of State (OPR/FMSS/CL). AID employees should furnish this list to the AID Office of Management Operations (M/SER/MO/PA/PB), Attention: Claims Officer. Unless the employee furnishes this declaration, Hi-Val items may not be considered for payment in any amount in the settlement of a claim for possible loss or damage. Employees are urged to handcarry or make other provisions for small and easily pilferable items such as cash, jewelry, and coin collections, and should pay special attention to *Exhibits 318.2A, 318.2B, and 318.2C*, if applicable. Loss of Hi-Val jewelry and coin collections in storage, in transit, and in temporary and nontemporary storage under circumstances indicating that the loss was caused by theft are **not** payable in any amount in the settlement of a claim.

e. If an employee intends to ship or store articles, the value of which will exceed both the Department's and the potential carrier's liability, the employee should strongly consider procuring sufficient insurance to cover the true value of the articles being shipped or stored *(see §319)*.

f. Even where loss of an item of extraordinary value is payable, the allowable compensation may be adjusted to the price of a reasonable substitute article of similar type.

g. A thesis, or other similar item, is compensable only to the extent of the out-of-pocket expenses incurred by the claimant in preparing the item, such as the cost of the paper or other materials therein. Compensation is not authorized for the time spent by the claimant in the preparation thereof nor for the literary value of the item.

319 POLICY ON PRIVATE INSURANCE BY EMPLOYEES

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

Employees are encouraged to carry private insurance against damage to or loss of their personal property. Such insurance is desirable to cover risks specifically excluded or limited by these regulations and should be reviewed thoroughly to verify that all, as well as full coverage, is included. Employees should be aware that full coverage is advisable since a co-insurance clause could drastically reduce reimbursement.

Exhibit 318.2A
Table of Maximum Amounts Allowable

(For losses which occur on or after July 22, 1987)

CATEGORIES OF PERSONAL PROPERTY	AMOUNTS ALLOWABLE
Antiques and heirlooms*	$5,000 per claim
Boats (outboard motors and all other boating equipment and supplies	$1,000 per claim
Books	$2,000 per claim
Camera and photographic equipment	$ 750 per item $1,500 per claim
Chess sets	$ 350 per claim
China	$2,000 per claim
Clocks (grandfather and grandmother only)	$1,000 per claim (unless collection)
Clothing for:	
ages birth through 6 years	$ 350 per person
ages 7 through 14 years	$ 750 per person
ages 15 through 17 years	$1,500 per person
ages 18 years and above	$2,500 per person
Computers, equipment, and supplies	$1,500 per claim
Crystal	$2,000 per claim
Electrical (gas and appliances)	$ 750 per claim
Foodstuffs including beverages (in shipment) (except additional consumables authorized under §162.3)	$ 500 per claim
Furniture	$1,000 per item $1,500 per sectional sofa
Furs (coats, stoles, capes, collars, hats, etc.)	$ 750 per item $1,500 per claim
High fidelity, stereo, and related electronic equipment (components such as amplifiers, tuners, speakers, turntables, tape decks, disc players, etc.)	$2,000 per claim
Hobbies and collections (whether for a single hobby or collection, or a combination of hobbies and/or collections), including but not limited to: bottles; coin and stamp collections; electric trains; firearms and ammunition; phonographs and records; tape recorders and tapes; video cassette recorders and cassettes.	
For a single collection	$1,500 single
For either a combination of collections or a collection belonging to the whole family	$3,000 per claim
Jewelry including:	
costume jewelry	$ 500 per claim
jewelry (other than costume)	$ 750 per item $3,000 per claim
watches	$ 300 per item

Table of Maximum Amounts Allowable – continued

CATEGORIES OF PERSONAL PROPERTY	AMOUNTS ALLOWABLE
Lamps	$ 150 per item
Motorbikes, mopeds, etc.	$ 750 per vehicle
Musical instruments, including:	
pianos and organs	$2,500 per item
all other instruments, equipment, supplies	$1,000 per claim
Paintings and pictures (including frames)	$ 500 per item $3,000 per claim
Personal memorabilia (except where volume indicates hobby), including but not limited to: baby albums; photographic slides; scrapbooks; snapshot albums; snapshots; souvenir albums; trophies.	$ 500 per claim
Rugs	$1,500 per item
Sterling silver articles (silverware, vases, picture frames, etc.)	$ 75 ea flatware pc $ 200 ea serving pc $3,000 per claim
Tapes in automobiles	$ 60 per claim
tools	$1,000 per claim
Tools in POV	$ 50 per claim
Toys	$ 500 per claim
Vases	$ 150 per item
Wedding albums	$ 250 per claim
Wigs (including hair pieces)	$ 500 per claim

*NOTE: In order to qualify prima facie as an antique, according to U.S. Customs, an item must be at least 100 years old. Unassailable evidence of the same must be presented to justify payment. An item newer than that will only be considered antique where substantial independent evidence is presented that the item so qualifies. In such instances, the claimant will be required to prove that the item possesses a demonstrable inherent value regardless of of its purchase price, the place where it was purchased, or the prestige of the label it bears. The fact that an isolated appraiser might be found who could assign a value to it in excess of its purchase price does not meet this burden of proof. In the absence of credible evidence of value, reimbursement would be limited to out-of-pocket loss, or the reasonable replacement price of a substantially similar substitute item.

Exhibit 318.2B

Table of Maximum Amounts Allowable

(For losses which occur on or after April 21, 1983 but before July 22, 1987)

CATEGORIES OF PERSONAL PROPERTY	AMOUNTS ALLOWABLE
Antiques and heirlooms	$3,000 per claim
Automobiles (in transit)	$1,000 per claim
Boats (outboard motors and all other boating equipment and supplies	$1,000 per claim
Books	$1,800 per claim
Camera and photographic equipment	$ 500 per item (with lens) $ 200 per item (without lens) $1,500 per claim
Chess sets	$ 350 per claim
China	$1,500 per claim
Clocks (grandfather and grandmother only)	$1,000 per claim (unless collection)
Clothing for:	
ages birth through 6 years	$ 350 per person
ages 7 through 14 years	$ 750 per person
ages 15 through 17 years	$1,500 per person
ages 18 years and above	$2,500 per person
Crystal	$1,500 per claim
Electrical (gas and appliances)	$ 750 per claim
Foodstuffs including beverages (in shipment) (except additional consumables authorized under §162.3)	$ 500 per claim
Furniture	$1,000 per item $1,500 per sectional sofa
Furs (coats, stoles, capes, collars, hats, etc.)	$ 750 per item $1,500 per claim
High fidelity, stereo, and related electronic equipment (components such as amplifiers, tuners, speakers, turntables, tape decks, etc.)	$1,500 per claim
Hobbies and collections (whether for a single hobby or collection, or a combination of hobbies and/or collections), including but not limited to: bottles; coin and stamp collections; electric trains; firearms and ammunition; phonographs and records; tape recorders and tapes; video cassette recorders and cassettes.	
For a single collection	$ 750 total
For either a combination of collections or a collection belonging to the whole family	$1,500 per claim
Jewelry including:	
costume jewelry	$ 300 per claim
jewelry (other than costume)	$ 500 per item $2,000 per claim
watches	$ 150 per item

Table of Maximum Amounts Allowable - continued

CATEGORIES OF PERSONAL PROPERTY	AMOUNTS ALLOWABLE
Lamps	$ 50 per item
Motorbikes, mopeds, etc.	$ 750 per vehicle
Musical instruments, including:	
pianos and organs	$2,500 per item
all other instruments, equipment, supplies	$1,000 per claim
Paintings and pictures (including frames)	$ 500 per item $3,000 per claim
Personal memorabilia (except where volume indicates hobby), including but not limited to: baby albums; photographic slides; scrapbooks; snapshot albums; snapshots; souvenir albums; trophies.	$ 500 per claim
Rugs	$1,000 per item
Sterling silver articles (silverware, vases, picture frames, etc.)	$ 75 ea flatware pc $ 200 ea serving pc $3,000 per claim
Tapes in automobiles	$ 60 per claim
Tools	$1,000 per claim
Tools (in own automobile)	$ 50 per claim
Toys	$ 500 per claim
Vases	$ 50 per item
Wedding albums	$ 250 per claim
Wigs (including hair pieces)	$ 500 per claim

Exhibit 318.2C

Table of Maximum Amounts Allowable –

FOR CLAIMS ACCRUING AS A RESULT OF OFFICIAL EVACUATION AND/OR ABANDONMENT

(For losses which occur on or after April 1, 1990)

CATEGORIES OF PERSONAL PROPERTY	AMOUNTS ALLOWABLE
Appliances (electrical, gas, and other)	$ 750 per claim
Antiques and heirlooms	$5,000 per claim
Boats (outboard motors and all other boating equipment and supplies)	$1,000 per claim
Books	$2,000 per claim
Camera and photographic equipment	$ 750 per item $1,500 per claim
Chess sets	$ 350 per claim
China	$2,000 per claim
Clocks (grandfather and grandmother only)	$1,000 per claim (unless collection)
Clothing for:	
ages birth through 6 years	$ 350 per person
ages 7 through 14 years	$ 750 per person
ages 15 through 17 years	$1,500 per person
ages 18 years and above	$2,500 per person
Computers, equipment, and supplies	$3,000 per claim
Crystal	$2,000 per claim
Foodstuffs including beverages (in shipment) (except additional consumables authorized under §162.3)	$ 500 per claim
Furniture	$1,000 per item $1,500 per sectional sofa
Furs (coats, stoles, capes, collars, hats, etc.)	$ 750 per item $1,500 per claim
High fidelity, stereo, and related electronic equipment (components such as amplifiers, tuners, speakers, turntables, tape decks, disc players, etc.)	$2,000 per claim
Hobbies and collections (whether for a single hobby or collection, or a combination of hobbies and/or collections), including but not limited to: bottles; coin and stamp collections; phonographs and records; tape recorders and tapes; video cassette recorders and cassettes.	
For a single collection	$2,500 total
For either a combination of collections or a collection belonging to the whole family	$5,000 per claim

Table of Maximum Amounts Allowable – continued

CATEGORIES OF PERSONAL PROPERTY	AMOUNTS ALLOWABLE
Jewelry including:	
costume jewelry	$ 500 per claim
jewelry (other than costume)	$ 750 per item $3,000 per claim
watches	$ 300 per item
Lamps	$ 150 per item
Motorbikes, mopeds, etc.	$ 750 per vehicle
Musical instruments, including:	
pianos and organs	$2,500 per item
all other instruments, equipment, supplies	$1,000 per claim
Paintings and pictures (including frames)	$ 500 per item $3,000 per claim
Personal memorabilia (except where volume indicates hobby),	
including but not limited to: baby albums; photographic slides; scrapbooks; snapshot albums; snapshots; souvenir albums; trophies.	$1,000 per claim
Rugs	$1,500 per item
Sterling silver articles (silverware, vases, picture frames, etc.)	$ 75 ea flatware pc $ 200 ea serving pc $3,000 per claim
Tapes in POV	$ 60 per claim
Tools	$2,500 per claim
Tools in POV	$ 50 per claim
Toys	$1,000 per claim
Vases	$ 150 per item
Wedding albums	$ 250 per claim
Wigs (including hair pieces)	$ 500 per claim

320
EVIDENCE IN SUPPORT OF CLAIMS

321 GENERAL INSTRUCTIONS

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

In addition to the evidence and information required on the claim form, the following evidence should be furnished when applicable and available:

(1) Copy of travel orders assigning claimant to the post and/or authorizing shipment of property;

(2) Corroborating statement(s) from person(s) who have personal knowledge of the facts concerning the claim;

(3) Receipts, cancelled checks, or other documentation showing acquisition;

(4) Statement concerning any insurance coverage and reimbursement obtained from the insurer. The statement should describe the type of insurance and coverage and give the insurer's name. If the claimant has insurance and had not submitted a claim, the failure to do so must be explained; and

(5) Photographs in any case where such would support the claim made.

322 FACTORS IN THE DETERMINATION OF COMPENSATION

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

Compensation allowable for an item of personal property should not exceed the actual value of the item at the time of its loss, damage, or destruction. Value will normally be determined according to one of the following general principles, whichever appears most appropriate:

(1) In most cases, the value at the time of loss, damage, or destruction should be the acquisition cost of the item plus a factor which reflects changes in the purchase power of the U.S. dollar;

(2) Depreciation in value of an item is determined by considering the type of article involved, its condition when lost or damaged, and the time elapsed between the date of acquisition and the claim's accrual date. Rate of depreciation is applied to the allowable replacement value, but:

(a) No depreciation is to be charged against hard-type goods during periods of storage authorized by the Department of State, U.S. Information Agency, or Agency for International Development; and

(b) No depreciation is to be taken in excess of 75 percent of the value at the time of its acquisition.

(3) A destroyed item is one which is damaged beyond economic repair – when the item cannot actually be repaired at any cost or when the cost of necessary repairs exceed the value of the item at the time of damage. The compensation normally allowable for a destroyed item is the actual value of the item at the time of destruction. However, if an item has not been totally destroyed and any part thereof remains useful and has a salvage value, and the claimants will retain that part, the allowance for that item will be the value at the time of destruction less the ascertained value of the salvaged part;

(4) No allowance will be made for appreciation in value of property;

(5) Allowance for damaged property:

(a) The compensation normally allowable for damaged property is the cost of the repairs necessary to restore the property to its condition prior to damage. Cost of repair of pre-existing damage is not compensable;

(b) Allowance for repair or replacement of a component part, which normally requires replacement during the useful life of the item involved, will be the actual replacement cost of the part involved less any depreciation applicable;

(c) In the event partial damage to an item or any part thereof necessitates the repair of the entire item, allowance is permitted for repairing the entire item less any depreciation applicable; and

(d) Evidence to substantiate cost of repairs such as:

(i) Itemized receipted bill of repair for damaged property which has been repaired; or

(ii) At least one written estimate of the cost of repairs from a competent bidder, merchant, commercial outlet, etc., if the property is economically repairable and had not been repaired.

(6) Motor Vehicle Claims:

(a) The allowable compensation for a lost or destroyed privately-owned vehicle normally will be its actual value at the time of loss, less salvage, if any. That value is normally the market price of the vehicle at the

time of loss. The value will be determined from the NADA Used Car Guide for the East Coast; and

(b) Compensation for property left in a privately-owned vehicle when that vehicle is shipped at U.S. Government expense, which is lost, damaged, or destroyed will be approved for normal vehicular tools, which are defined as those necessary to perform minor automotive repairs.

323 SPECIFIC CLASSES OF CLAIMS

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

Claims of the following types should, if possible, be accompanied by the specific and detailed evidence listed below.

323.1 Property Losses at Quarters or Other Authorized Places

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

For property losses at quarters or other authorized places, provide a statement indicating:

(1) Geographical locations;

(2) Whether quarters were assigned or provided in kind or reimbursed by the U.S. Government;

(3) Whether quarters are regularly occupied by the claimant;

(4) Names of competent authorities who authorized the place of storage of the property, if other than quarters; and

(5) Measures taken to protect the property.

323.2 Theft

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

For cases of theft, provide the following:

(1) Copy of travel orders assigning claimant to post;

(2) Copy of report by post security officer;

(3) Copies of police report and results of investigations;

(4) A statement indicating facts and circumstances surrounding the loss, including precise location of the property prior to loss; evidence of larceny, burglary, or housebreaking; capture of thief, recovery of part of stolen goods, etc.; and

(5) Evidence that the claimant exercised due care in protecting the property prior to the loss. Consideration will be given to the degree of care normally exercised in the locale of the loss due to any unusual risks involved.

323.3 Transportation Losses

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

Claims should include:

(1) Copy of orders authorizing the travel, transportation, storage, or shipment of the property;

(2) Copy of all bills-of-lading, delivery receipts, and inventories of property shipped and/or stored;

(3) Copy of demand on carrier or insurer, or both, and replies;

(4) For missing property, statement indicating action taken to locate missing property, with related correspondence; and

(5) In cases where property was turned over to the U.S. Government or a contract packer, provide:

(a) Names or designation of individual or company;

(b) Date property was turned over;

(c) Condition of the property when it was turned over;

(d) When and where property was packed and by whom;

(e) Date of shipment and reshipment;

(f) Copies of all manifests, bills-of-lading, and contracts;

(g) Date and place of delivery to claimant;

(h) Date property was unpacked;

(i) Statement of disinterested witnesses as to condition of property when received and delivered, or as to handling and storage;

(j) Information on whether the negligence of any U.S. Government employee acting within the scope of employment caused the damage or loss; and

(k) Information on whether the last common carrier or local civilian carrier was given a clear receipt.

323.4 Marine, Aircraft, or Other Public Conveyance Accidents

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

A copy of travel orders or other evidence to establish the claimant's right to be or to have property on board.

323.5 Enemy Action, Public Disaster, Public Service, or Abandonment

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

A detailed statement of the facts and circumstances showing applicable causes enumerated in § §317.4 and 317.5.

323.6 Property Used for Benefit to U.S. Government

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

A statement from proper authority that the property was being used, or held for use, by official direction or request. (See §317.6.)

324 WAIVER OF REQUIRED EVIDENCE

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

All or any of the evidence specified in sections 321, 322, and 323 may be waived in instances where the claim appears otherwise reasonable and proper and the obtaining and submission of such evidence would be unduly costly or time-consuming in relation to the amount of the claim.

325 RECONSIDERATION OF CLAIMS

(TL:GS-359; 5-5-87)
(Uniform State/AID/USIA)

Settlement of a claim by a full or partial allowance, or by a disallowance, by the approving authority designated by the head of the agency concerned, is final and conclusive. However, any claimant may request reconsideration of the adjustment or determination of a claim upon establishing an error in the settlement or presenting new evidence not available at the time of the settlement. Such request for reconsideration for State and USIA employees must be made in writing and be submitted to the Office of Operations, Department of State, Washington, D.C. 20520, within 6 months from the date the claimant receives notice of the disposition of the claim. AID employee requests should be submitted to the AID Office of Management Operations (M/SER/MO/PA/PB), Washington, D.C. 20523. The respective office of operations will forward the request to the approving authority of the agency concerned.

326 ADVANCE PAYMENT OF CLAIM

(TL:GS-309; 4-21-83)
(Uniform State/AID/USIA)

In unusual instances where the approving authority of the agency concerned determines that substantial personal hardship is involved and a preliminary review of the claim indicates that it appears just and reasonable, an advance payment of up to 75 percent of the estimated value of the loss may be made upon receipt of a statement from the claimant agreeing to refund any or all of the advance payment as may be required to conform with the final settlement of the claim.

327 through 329 Unassigned

STATE/AID/USIA

CLAIM FOR PRIVATE PERSONAL PROPERTY AGAINST THE UNITED STATES *(Submit in two copies)*	DATE

PRIVACY ACT STATEMENT: Pursuant to 31 USC 240-243, the information requested on this form establishes a claim against the U.S. Government and is used in the adjudication of that claim as indicated in 6 FAM 300. Without the information requested the action agency cannot process the claim.

INSTRUCTIONS TO CLAIMANT

To present a claim for an incident to service loss pursuant to 6 FAM 300, a request for the payment of a specific sum of money must be submitted to an appropriate agency of the United States within two (2) years of the date of the incident giving rise to the claim. The two year period of limitation, being statutory, may not be waived by any administrative agency.

Part I of this form should be completed fully, including the answering of all questions, and signed by the claimant. In the event it is being presented by a duly authorized agent, legal representative or survivor of the claimant, evidence of the authority to present the claim, i.e., a power of attorney, letters of administration, etc., must be submitted with the claim.

If the claim is for loss of, or damage to, personal property while being transported or stored incident to the service or employment of the claimant, all documents relating to such transportation or storage, e.g., the Government Bill of Lading, Household Goods Inventory, Warehouse Receipt, travel orders, etc., must be submitted.

You are entitled to claim the following:

a. The reasonable local repair cost if an item is economically repairable. In such case, a written estimate of repair from a reliable disinterested concern, competent bidder, or, if repairs have been completed, a signed, itemized receipt should be submitted. Repair costs will be paid up to the depreciated value of the item damaged.

b. The reasonable cost of obtaining local estimates of repair/replacement cost, provided such estimates cannot be obtained without cost and such costs are not refundable upon completion of repairs.

Any further instructions or information may be obtained from Department of State (OPR/FMAS/CL)

CLAIMANT'S NAME *(First, middle and last)*		SSN
ADDRESS TO WHICH CHECK IS TO BE MAILED	CURRENT ADDRESS *(If different from check mailing address)*	GRADE
		AGENCY EMPLOYED BY
PART I — CLAIMANT Claim is hereby submitted for damage to or loss of personal property incident to service or employment listed in detail on the schedule of property attached. All applicable documentation required by 6 FAM 322 is also attached.		AMOUNT OF CLAIM *(In US Money)*

DATE, PLACE, FACTS AND CIRCUMSTANCES OF THE INCIDENT *(State facts in detail, use additional sheet if necessary. If this is a transportation claim, complete Form DS-1620B, submit in duplicate. Form DS-1620B can also be used to file a demand against a third party.)*

	YES	NO
1. The damage or loss for which claim is made was not caused in whole or in part by any negligence or wrongful act on the part of myself, my agent, or my employee.		
2. I have not recovered any of the property nor has any of it been replaced by the Government.		
3. If any of the property for which claim is made is later recovered, I agree to give written notice to the office paying this claim.		
4. I have private insurance, and all correspondence with my insurer is attached including a copy of my demand for reimbursement. I authorize my insurer to release any information to the United States regarding insurance coverage I have for this loss.		
5. A demand against a common carrier or warehouseman has been made, and all correspondence with carrier or warehouseman is attached including a copy of the demand for reimbursement.		
6. None of the items claimed are Government property, but were privately purchased or gifts.		

7. All documents required are attached hereto, and a detailed list of the property is set forth on the Schedule of Property and made a part of this statement. I have full knowledge of the penalties involved for wilfully making a false, fictitious, or fraudulent claim *(Section 287 of title 18, U.S.C., provides a maximum fine of $10,000 or imprisonment for five years or both.)*
8. I hereby assign to the United States, to the extent of any payment on this claim accepted by me, all my right, title, and interest in and to any claim I have against any carrier, insurer, or other party arising out of the above-described incident and will, upon request, furnish such evidence as may be required to enable the United States to enforce such claim.
9. I further authorize the United States to withhold from my pay or accounts for any payments made to me by a carrier, insurer or other party when I am also reimbursed by the United States and for any payments made by the United States in reliance on the information contained herein which thereafter is determined to be incorrect or untrue.
10. I have not made a previous claim against the United States for loss or damage now claimed.

SIGNATURE OF WITNESS AND DATE	SIGNATURE OF CLAIMANT *(or Agent)* AND DATE

FORM 10-82 DS-1620

SCHEDULE OF PROPERTY
(Submit in triplicate)

CLAIM OF

Page _____ of _____ Pages

ITEM NO.	PACKING LIST/ INVENTORY NO.	DESCRIPTION OF ARTICLE *(Include trade mark, brand name, model, year of manufacture and size.)*	NATURE AND EXTENT OF DAMAGE *(Describe new damage in detail. If lost, indicate "MISSING.")*	DATE OF ACQUISITION	VALUE AT DATE OF ACQUISITION	COST TO REPAIR	OFFICE USE ONLY

STATE-AID – USIA

CLAIMS INVESTIGATING OFFICER'S REPORT

DATE

CLAIM OF (Name and Grade)

EMPLOYING AGENCY: (and agency to which assigned or detailed if other than employing agency)

If State Employed: ☐ Program ☐ Shared

1. As required by 6 FAM 317 and 318, attached claim has been fully investigated and is forwarded in duplicate together with one copy of each of the supporting papers (see 6 FAM 322) marked exhibits _____ through _____.

2. The loss or damage occurred on or about _____ (Date), at or between _____ (Place) and is a _____ (Kind or type) claim arising under Section _____.

3. State here, and on attached sheet if necessary, all additional facts or circumstances that will clarify and amplify the statement of facts made by the claimant, or facts overlooked or incorrectly stated by the claimant on the claim form.

CHECK YES OR NO. If the answers to any question requires explaination, state details on attached sheet.

	YES	NO
4. Is the claim presented by a proper claimant?		
5. If filed by agent or legal representative, does file contain evidence of appointment or power of attorney in duplicate?		
6. If claim involves damage or loss in shipment, does file being forwarded contain: (a) Travel orders, bills of lading, and shipment inventories?		
(b) Statement of action taken to locate any missing property with related correspondence?		
(c) Evidence that the claimant made demand on all known third parties, i.e., packer, carrier, insurer, etc.?		
(d) All correspondence relating to the demands made on third parties?		
(e) Explanation of failure to comply with any of the above requirements?		
7. If property was available, did you inspect it? If so, under "Remarks" column describe the condition of the damaged property as opposed to its apparent condition prior to the damage.		
8. Does the file contain repair bills or estimates of repairs, where appropriate?		
9. If claim involves theft, does file include statements by other than the claimant, describing: (a) positive evidence that clearly establishes the existence of a theft: (b) evidence of measures taken for protection of the property by claimant?		

10. Comment on individual items, as appropriate, under "Remarks" on reverse side providing factual information particularly with respect to (1) expensive items or items of extraordinary value, (2) items claimed as being damaged beyond economical repair but which are repairable, (3) salvagable value of property, and (4) items for which unusual damage is claimed which is not attributable to this incident.

REMARKS (See 6 FAM 318) (AID MO 352.1)

SIGNATURE OF INVESTIGATING OFFICER	TITLE

DEMAND ON CARRIER/CONTRACTOR

(Submit in Duplicate)

TO: *(Name and Address of Carrier/Contractor) (Include ZIP Code)*	GBL NO.	AIRWAY BILL NO.	CONTRACT NO.
	CARRIER B/L NO.	BAGGAGE CHECK NO.	FLIGHT NO.

TO: *(Name and Address of Warehouse if shipped from nontemporary storage) (Include ZIP Code)*	SHIPMENT IN NONTEMPORARY STORAGE	
	FROM	TO
	LOT NO.	SERVICE ORDER NO.

CLAIM IS PRESENTED FOR:	AMOUNT OF CLAIM
☐ LOSS ☐ DAMAGE IN CONNECTION WITH THE FOLLOWING SHIPMENT OF: ☐ HOUSEHOLD GOODS ☐ BAGGAGE ☐ OTHER *(Specify)*	$

ORIGIN TRANSPORTATION OFFICE	DESTINATION TRANSPORTATION OFFICE

Shipment Released	FROM	TO	
Shipment Packed	BY		DATE
Shipment Stored	BY	FROM *(Date)*	TO *(Date)*
Shipment Delivered	BY		DATE
Shipment Unpacked	BY		DATE

DATE DAMAGE OR LOSS DISCOVERED	BY WHOM

See Attached (Schedule of Property) for Description of Claim.

WERE WRITTEN EXCEPTIONS NOTED ON DELIVERY?

☐ YES ☐ NO *(If "NO" Explain)*

REMARKS

SEND YOUR REPLY TO: *(Office monitoring my claim) (This office, will conduct all future negotiations with you.)*

DATE DISPATCHED	NAME AND ADDRESS OF CLAIMANT *(Include ZIP Code)*	SIGNATURE

FORM 10-82 DS-1620B

Attachment 10D
(TM 23:79) - 10/1/86

United States Department of State

Personal Property Claims Handbook

ATTACHMENT 10D

United States Department of State
Bureau of Administration

Personal Property Claims Handbook

June 1985

Table of Contents

	Page Nos.
Introduction	1
General History	1
Where the Claims Act Applies	1
Proper Claimants	1
Losses for Which the Act Provides Compensation	1
Grounds for Compensation "Incident to the Service"	2
Supplemental Protection	3
The Effect of Contributor Negligence	3
Procedure	4
Substantiation	4
Recovery From Third Parties	5
Discovery or Knowledge of Loss, Damage, or Destruction of Property	5
Evaluation, Adjudication, and Settlement of Claim	6
Hi-Value Inventory	6
Recovery of Lost Property After a Claim Has Been Filed	7
Settlement Authority	7
Processing of Claims in the Field	7
Exhibit A: Form DS-1620, Claim for Private Personal Property Against the United States	9
Exhibit B: Form DS-1620A, Claims Investigating Officer's Report	11
Exhibit C: Form DS-1620B, Demand on Carrier/Contractor	13

ATTACHMENT 10D

Personal Property Claims Handbook

Introduction

This handbook is intended to provide guidance to amplify the regulations and should be used only as a general guide on the claims program and in the investigation and the submission of claims. 6 FAM 300 provides the regulatory basis for all claims action and should be referred to for definitive information. Since the claims program is not designed to fully reimburse employees for all damage or losses, it is highly recommended that property owners always consider the purchase of insurance to protect their household goods, especially if small items of substantial value and items of extraordinary value are owned. These types of property are more clearly defined later in the handbook.

General History (6 FAM 300)

The United States Government has recognized its obligations towards military service members to alleviate the hazards and hardships of military life. The legislative history of the Military Personnel and Civilian Employees Claims Act of 1964, as amended by Public Law 91-311, reflects an assumption by Congress that the Government has benefited from the improved morale of military service members and employees due to prior legislation, and that the military department's regulations and settlement experience has "served to establish guidelines and standards which will aid in the application of the extended coverage" throughout all Federal agencies. Under the statute, the head of a Federal agency has been delegated settlement authority for claims from employees of their department.

Authority for the Department of State has been delegated to the Deputy Assistant Secretary for Operations (A/OPR). The legislative history of the 1964 statute pertaining to the definition of Federal "agencies" specifically states that employees of non-appropriated fund activities (e.g., commissaries, recreational facilities, and schools) are not intended to derive any benefits under the Act.

Normally, the maximum amount payable for claims is $25,000. However, losses resulting from acts of violence directed against the United States Government or its representatives in a foreign country or as the result of an authorized evacuation of personnel from a foreign country are not subject to that limitation but to a maximum of $40,000.

Because the statute only contemplates settlement of claims "under such regulations as the head of the agency may prescribe," promulgating regulations is a necessary step towards making the statute work. Joint regulations contained in 6 FAM 300 implement the basic Claims Act of 1964 to the extent that the heads of the Foreign Affairs Agencies are delegated settlement authority.

Where the Claims Act Applies (6 FAM 310)

While the Military Personnel and Civilian Employees' Claims Act applies worldwide, the Foreign Affairs Regulations generally limit its application to overseas areas, unless an individual is on a temporary duty assignment (TDY). In the United States, the claim involves items transported or stored and covered by official travel authorization, or involves an incident at a claimant's quarters assigned or otherwise provided in kind by the U.S. Government. Outside the 50 States or the District of Columbia, even in territories governed or administered by the United States, no such distinction is drawn between "Government" and other quarters. The regulations establish more stringent standards governing a claimant's obligation to protect claimant's own personal property in areas where there is a high incidence of theft. Claims of Foreign Service national employees, although subject to restrictions, also may be payable under unusual circumstances.

Proper Claimants (6 FAM 312)

Proper claimants under the Act are those who are:

A. Employees paid from appropriated funds of State, AID, or USIA if they were in pay status at the time of the incident causing loss. (Personnel on annual/sick leave, home leave, or R & R are not considered proper claimants.)

B. Survivors of decedents (employees) who would have been proper claimants but for death. (Although a valid survivor's claim is an independent statutory right to receive compensation, the claim must derive from a loss for which the decedent (employee) would have been allowed compensation.)

C. The legal guardian of a minor child and/or agents and representatives lawfully appointed to conduct a claimant's affairs, provided they submit evidence to prove their status.

Losses for Which the Act Provides Compensation (6 FAM 317)

A. Type of Property. The Act provides compensation only for "damage to or loss of personal property," including cash. Regulations impose a further important limitation. To be compensable under the Act, the property must be tangible. The loss of such items as stock certificates, baggage checks, insurance policies, and bank books, does not justify a valid claim under the Act, no matter how carefully the claimant safeguarded them.

B. Ownership of Property. Loss of personal, tangible property owned by the employee is compensable whether or not the employee had direct control over it at the time of the loss, if all other conditions of compensability are present. Indeed, many common types of claim incidents occur when one's property is possessed by another. A good example is the loss of goods while being transported by a carrier. In addition, neither the Act nor regulations require that the lost or damaged property actually belong to the claimant.

(Here the word "claimant" refers only to the employee and not to a survivor.) A valid claim may even be submitted for property normally used by another member of the claimant's household, but belonging to a third party, so long as the claimant lawfully had custody and control and the other conditions of compensability are present.

C. The Reasonable, Useful, and Proper Rule. The Act itself contemplates payment only for loss or damage to property whose possession is determined to be reasonable, useful, and proper under the circumstances. The determination of what is "reasonable, useful, and proper" may depend, in part, on whether the possession or use of an item is considered to be incident to a claimant's service. Several specific circumstances are suggested in the regulations: the claimant's living conditions; income and social obligations; the size of family; the need to have more than average quantities of an item; the circumstances attending acquisition or possession of the property; and the manner of damage or loss. Although this rule is seldom applied, it is recommended that these issues, if appropriate and relevant, be addressed in any report of investigation and/or detailed account of an incident submitted for consideration.

Normally adjudicating officers will require that claims meet the tests of being reasonable, useful, and proper, although in specific cases the circumstances may lead the adjudicator to approve a case even in the absence of one or two of the three tests. This limitation would not automatically prohibit payment for losses involving a shipment of household goods whose total weight exceeded the maximum allowable amount for which the claimant was eligible. An overweight shipment is not illegal in any penal sense; the consequence is only that the owner must pay for the cost of the shipment to the extent it exceeds the authorized amount.

Grounds for Compensation "Incident to the Service"

The key to understanding the Act is that it contemplates compensation only for property loss incident to the service. Losses unconnected with the service are not compensable. Regulations bar the payment of certain claims even though they are incident to the service. An illustrative, but not exclusive, list of claims which are considered incident to the service is found in 6 FAM 317. The list includes the following:

A. Property Losses. Located in quarters or in other authorized places.

1. In Quarters. Outside the 50 States and the District of Columbia, losses occurring at a claimant's quarters due to fire, flood, hurricane, theft, or other unusual occurrence.

2. In Storage. Loss or damage to property in storage, if storage is authorized by official orders, whether the property be in a Government facility or in the custody of a commercial firm under contract with the Government. However, an employee who stores property at a place selected at individual expense assumes all risk of its damage or loss.

3. Other Authorized Places. Loss of personal property placed in an office safe, or file cabinet. However, in such cases, prior authority must be given by competent authority, normally the senior administrative officer at post. When the senior officer grants permission to use this method for storage, it should be understood that even if the property is not truly safeguarded, e.g., items placed in a safe to which several people have access, all responsibility for subsequent loss is against the U.S. Government.

B. Transportation Losses. When property is transported pursuant to orders or in connection with a claimant's travel under orders or other authorized performance of duty, losses may be compensable. In order for a transportation loss to be considered incident to the service, the Government must be responsible for or direct the travel or transportation during which the loss occurs. Generally the Act will apply only when the Government bears the expense of the travel or transportation.

A property loss due to theft from a private vehicle covered by the Act will not be compensable unless prior adequate precautions against theft had been taken. Absent highly unusual circumstances, no award will be paid for items taken from the passenger compartment of an unattended automobile, even if locked by the claimant. Such items should be kept in the locked trunk compartment. For purposes of this qualification, a vehicle is not considered attended whether parked in a lot with an attendant on duty, or in a lot intermittently patrolled.

C. Marine and Aircraft Disasters. The regulations generally consider damage to or loss of property as a consequence of perils of the sea or air incident to the service.

D. Loss of Money. Losses of funds delivered to and accepted by personnel authorized or apparently authorized to receive them for certain purposes, but which are neither applied to those purposes as directed by the owner nor returned to the owner, are compensable. An example would be someone leaving post who gives funds to an "agent" to settle bills expected to be received after departure and the agent misuses these funds. Similar valid claims for money loss may well arise under other "incident to service" grounds, such as theft from quarters, an aircraft crash site, purse snatching, pickpocketing, or holdup. However, compensation will not be allowed for loss of money during shipment or storage.

E. Motor Vehicle Losses. The circumstances under which damage to or loss of a privately-owned motor vehicle may be held to be incident to service and thus compensable, are very narrow. The stringent provisions of regulations reflect a policy that the Act is not to be utilized as a substitute for ordinary automobile insurance. A valid claim may arise if a vehicle is being transported at Government expense to, from, or between overseas areas. Otherwise, a valid hazard claim for a private vehicle is strictly limited to one arising when the vehicle is at Government-assigned or -funded quarters.

F. Clothing and Articles Being Worn. If incident to service, the loss or damage of clothing or articles being worn is compensable as long as such loss or damage is caused by an unusual occurrence, beyond the normal risks associated with day-to-day living and working.

Supplemental Protection (6 FAM 319)

Employees should consider the purchase of insurance to protect their household goods, especially if small items of substantial value and items of extraordinary value are owned. Such insurance should also protect the owner if the items appear not to be compensable or if the items are listed in Appendix A or B to 6 FAM 300 and would undercompensate the owner for the loss. NOTE: Property owners should take special care in selection of an insurance policy that responds to their specific needs and does not contain language which would limit compensation for those special needs.

The Effect of Contributor Negligence (6 FAM 318)

The Act differs from private insurance protection. It provides that "A claim may be allowed...only if...it was not caused wholly or partly be a negligent or wrongful act of the claimant, their agent, or their employee."

It is important that employees understand the concept of contributory negligence. Basically, claimants must have taken those measures to safeguard property that any reasonable and prudent person would take under similar circumstances. To bar compensation, a claimant's negligence must be related to the loss causally, but the bar applies even if the negligence only partially contributed to loss. For example, in case of theft, a failure to properly safeguard valuables would not constitute a bar in case of fire in claimants quarters; but negligently permitting a fire hazard to exist in the quarters would be a bar even though a guest may have negligently set the blaze.

The greater the risk of theft, the greater should be one's efforts to safeguard the property; but failure would not be a bar in any loss with respect to a few recurring situations where the risk of loss is great. Positive rules establishing standards of care have evolved. One such area involves items of extraordinary value (typically luxury or collector's items over $500 (Hi-Val) (6 FAM 318.1) and small items of substantial value (items valued from $50 to $500). "Transportation of these effects on the person or separate insurance coverage for these items is encouraged. If Government shipment is used, all such items must be declared in advance in writing, to the transportation officer. Failure to declare relieves the Government of any liability for loss or damage."

The statutory language does not specify that an agent's or employee's negligence or wrongful act must occur in the scope of unemployment to permit compensation, but such is its rather obvious intent. Accordingly, if the employee of a claimant is negligent in the safeguarding of the claimant's property, the negligence is attributed to the claimant and would be a bar to

payment. Similarly, a claim may abe denied if claimant's own apparent negligence results in a situation where the employee of the claimant causes damage or loss to occur (e.g., permitting the key to a chest of valuables to come into the possession of a servant). But if the employee of a claimant deviates from assigned duties, thereby causing a loss, a claim may stand.

In summary, the statutory, contributory negligence rule is broad and in its own terms indefinite, depending for specific content upon the particular circumstances of a loss and an evaluation of what a reasonable person might have done to avert it. At times the usual practices of the majority of persons in the locality of the loss may be used as the reference point of reasonable care.

Procedure (6 FAM 313)

A. The Claim. Verbal notification to proper authorities of the fact of loss does not constitute, in and of itself, a valid claim against the Government. However, any written documentation received may be acceptable and considered as a claim if it is made against the U.S. Government and constitutes a demand for compensation. It at all possible, a claim should be submitted on Form DS-1620, Claim for Loss of or Damages to Personal Property.

B. Time of Presentation. The statutory limitation within which a claim may be presented is 2 calendar years. Regulations define the time of accrual as beginning at the time of the incident causing the loss or damage or when the loss or damage was discovered by the claimant. An exception involves property in non-temporary (long-term) storage. In case of partial damage, the statute of limitations does not begin until the claimant has had the opportunity to ascertain the extent of damage or loss. If the claimant is notified that household goods in storage, at Government expense, have been totally lost or destroyed, the statute of limitations begins from the date of that notification.

The statute of limitations affords an extension of the 2-year period if the claim occurs in time of war or armed conflict in which Armed Forces of the United States are engaged, or if such war on conflict intervenes within 2 years after the claim occurs. Even then, the claimant must show reasonable cause for delayed presentation, in any case must not be longer than 2 years after the cause ceases to exist, or 2 years after the war or armed conflict is terminated, whichever is earlier.

Sometimes it is alleged that a claim was reasonably presented but was lost while in the hands of authorized personnel. Claimants are expected to initiate tracer action before the 2 years pass. If no tracer action has been initiated within the period, a claim should be approved only if competent evidence is presented, other than a statement by the claimant, that the claim was actually and reasonably presented within the 2-year period.

Substantiation (6 FAM 320-323)

By terms of the statute, a claim for personal property lost or damaged incident to service may be paid if the claim is substantiated. The type and extent of substantiation required is described in some detail in the implementing regulations.

The claimant's statement of the facts and circumstances surrounding the loss or damage need only be as comprehensive as the claimant is able to submit after reasonable inquiry. Often a claim will arise while property is being transported or in storage, and the claimant's knowledge of the circumstances surrounding the loss or damage will be limited to the condition of the property upon delivery. On the other hand it is also important that the facts of the case be presented in full to enable the Department to determine whether the claimant, claimant's dependents, or employees may have been negligent. Therefore, the claims investigating officer must investigate and report cases in detail, particularly those involving theft.

In theft cases, timely submissions are vitally important to enable the Department to review the case while the trail is still "hot." Many such cases have been disapproved due to lack of "clear evidence" and the inability of the claimant to develop such evidence due to the long time between occurrence and submission of claim. Examples of clear evidence that a theft has actually occurred include visable evidence of forced entry; recovery of part of the stolen goods; capture of the thief; or a written statement by a security or police official.

Special care should be taken to ensure that adequate evidence is presented in theft cases. Theft cases are often the most difficult to adjudicate. Clear evidence must be presented that a larceny, burglary, or housebreaking did occur and that due care was exercised in the protection of the property.

Those items most often missing at the time of initial submission of the claim are as follows:

A. The requirements indicated in 6 FAM 323.3, i.e., copy of orders authorizing travel, transportation, storage, or shipment; copy of bills-of-lading, delivery receipts, inventories, or property shipped and/or stored; copy of demand on carrier or insurer, or both, and replies; statements indicating action taken to locate missing property, with related correspondence; and information requested in paragraph 323.3e, where the property was turned over to the U.S. Government or a contract packer.

B. Evidence required in 6 FAM 321, i.e., copy of travel orders; corroborating statement(s) from person(s) who have personal knowledge of facts concerning the claim; receipts, cancelled checks, or other documentation showing acquisition; a statement concerning any insurance coverage and reimbursement obtained from the insurer; and photographs, if available, which would support the claim made.

Claimant should complete the form in its entirety (samples attached). All information requested on the form is required to process the claim. Incomplete information or failure to fill out the form correctly the first time, will, in all likelihood, delay the settlement of the claim.

Recovery from Third Parties

The claims approving and settlement authorities in the Department are responsible, with the assistance of the claimant and other appropriate U.S. Government officials, (for example, the Transportation Division (OPR/STP/T) for storage and transportation losses) for recovery from third parties liable for loss, damage to, or destruction of personal property which has given rise to a claim.

The procedures set forth in this section apply when damage to or loss of personal property is discovered while such property is in the possession of:

A. A common carrier or contract carrier;
B. A contractor for storage;
C. A contractor for packing and crating services; and/or
D. Any other contractors performing services relative to the preparation for storage, shipment, or actual transportation of such property.

Recovery of amounts due for personal property lost or damaged while in transit or storage at Government expense is primarily the responsibility of the Claims Office (OPR/FMAS/CL). In order to establish liability, and to effectively pursue a recovery claim against a carrier, warehouse person, or other third party, it is essential that those involved in the claims process expedite their investigations and reports. Failure of the property owner or any Government agency to exercise diligence in the performance of the duties assigned may render collection of the claim impossible and thereby deprive the Government of rightful revenue.

At the time property is picked up for shipment or storage, the property owner should carefully examine the written inventory prepared by the carrier, warehouse person, or other third party before signing it. The property owner will take appropriate action to insure that the pickup inventory is complete and accurately reflects the condition of the property. In some instances where the owner and agent of the carrier, warehouse person, or other third party are in honest dispute as to the description made of the condition of the property, it will suffice for the owner to indicate any disagreement on the inventory form. If there is a doubt about what to do, the owner should seek advice from the Department's Transportation or Claims Offices (OPR/STP/T or OPR/FMAS/CL), or if overseas, the general services officer. Lack of care in examining the inventory form or failure to retain a copy of the form, may prejudice the interests of the property owner and/or the U.S. Government in the event the owner later seeks reimbursement for loss of or damage to the property.

Discovery or Knowledge of Loss, Damage, or Destruction of Property

After receipt of shipment of personal property and immediately upon discovering, or receiving knowledge from any source, that items of personal property have been lost, damaged, or destroyed during transportation or storage at Government expense, the property owner should:

A. Call to the attention of the agent of the delivering carrier any damaged, destroyed, or missing property and record all facts of such discrepancy on the delivery receipt.

B. Promptly notify the U.S. Government transportation office or general services officer at destination of the loss or damage and request an inspection, if possible, in order to verify the condition of the property or that it is missing.

C. Contact the Department's Claims Office (FMAS/CL) or General Services Office (FMAS/GS) for advice regarding estimates, and obtain the necessary written estimates for repairs to damaged items as expeditiously as possible.

D. Cooperate with the Department's Claims Office which will prepare a demand on the carrier, warehouse person, and/or other third party; sign all copies and cooperate to the extent required by the Government in the prosecution of such demand.

E. Furnish the Department's Claims Office with a copy of any correspondence received at any time from the carrier, warehouse person, insurer, or other third party concerning the claim. In addition, the property owner will consult the Claims Office prior to accepting any offer of settlement made at any time, from the carrier, warehouse person, insurer, or third party, and obtain written consent prior to executing any release form or negotiating any check.

Concurrent with or subsequent to the demand on carrier, warehouse person, insurer, or any other third party, the property owner may present a claim against the Government. A copy of the demand, inspection report, shipping documents, and any related correspondence with carrier, warehouse person, insurer, or third party should be included in the claim file.

Settlement of a claim under 6 FAM 300 will not be delayed pending recovery from the carrier, warehouse person, or other third party unless the claimant chooses to have the claim against the third party settled before accepting payment by the Government.

The claimant, by virtue of filing a claim under 6 FAM 300, assigns to the United States Government all claimant's rights, titles, and interests in any claim claimant may have against the carrier, warehouse person, insurer, or other third party arising out of the incident on which the claim against the United States is based, to the extent of the amount accepted by claimant in settlement of the claim. Since payment by the Government is limited in

certain respects by 6 FAM 300, the demand will be made on the carrier, warehouse person, or other third party for the full amount of its liability regardless of the amount claimed against, or paid, by the Government. In the event that recovery is made in excess of the amount the Government is entitled to keep, the excess will be paid to the claimant.

After filing a claim against the United States Government, a claimant should not sign any release or accept payment in settlement of a claim against third parties without the written consent of the Claims Office. The claimant should forward all correspondence, offers, and checks received to the Department's Claims Office. The claimant will, upon request, furnish any additional evidence as requested and take all action found necessary to enable the United States Government to enforce all recovery procedures and actions.

If at any time a claimant has received payment from a third party in settlement of a claim and the U.S. Government is entitled to all or a portion of the amount received, the Claims Office will initiate prompt action to recover the proper amount from the claimant.

When a demand on a carrier, a warehouse person, insurer, or third party is required and the claimant fails to comply with the requirements of 6 FAM 300, and such failure materially prejudices effective recovery action, the amount otherwise allowable under 6 FAM 300, in the absence of extenuating circumstances, will be reduced by any amount which would have been recoverable.

If the claimant accepts an inadequate or improper settlement from a third party, and such acceptance prejudices further recovery action by the Government, the amount otherwise allowable under 6 FAM 300, in the absence of extenuating circumstances, will be reduced by the difference between the amount accepted and the proper amount of the third party's liability.

Evaluation, Adjudication and Settlement of Claim (6 FAM 316)

Reimbursement on loss is based on depreciated replacement value. For damaged, but repairable items, the amount allowed is the repair cost or the "depreciated replacement" cost, whichever is less.

A. "Replacement value." Replacement value means the purchase cost of the item plus a factor which reflects any change in the purchasing power of the U.S. dollar. When a claimant is completing the claim form, the acquisition date (date purchased or otherwise acquired) and cost for each item claimed must be listed. This also applies to repairable property. The Claims Office will do all mathematical calculations to determine the replacement value at current prices. The term "replacement" value as used in the implementing regulations should not be confused with the term "appreciation."

B. Depreciation. Depreciation in value of an item is determined by considering the type of article involved, its condition when lost or damaged, and the time that has elapsed between the date of acquisition and the date of loss or damage as indicated on the claim. Rate of depreciation is applied to the allowable "replacement value."

C. Advance Payment. Emergency, partial payment is often given to the claimant in advance of final settlement when there is a demonstrated need for funds to replace items immediately necessary for convenient living. Such funds are authorized when the hardship is readily apparent, and it is shown that the Government is clearly liable.

A claimant may receive an advance of up to 75% of the value of the loss, as determined by the Department. However, the claimant must first file for loss and submit the claim form and supporting documentation to the Department for a preliminary review.

Hi-Value Inventory (6 FAM 318)

Items of substantial or extraordinary value are considered high value (Hi-Val) items.

A. Small items of "substantial" value (generally $50-$500). Easily pilferable high value articles shipped with household goods, unaccompanied baggage, or placed in storage. Loss usually occurs due to theft or other unexplained incidents. Non-exclusive examples in this category are cameras, watches, jewelry, tie clips, cuff links, belt buckles, binoculars, small radios, cigarette cases, and coin/stamp collections. Normally, an item having a value of over $50 can be considered a small item of substantial value. This limitation does not apply when the articles are in the claimant's accompanied baggage, personal custody, or are properly checked, provided reasonable protection or security measures have been taken.

B. Items of "extraordinary" value (generally over $500). An item, which because of quality of workmanship or design, the use of high value materials, or association with a past event or historical figure, possesses a value far beyond the usual value of a similar item. An item which costs less than $500 will generally not be considered in this category. Items of extraordinary value are normally limited to items which primarily serve an artistic or decorative purpose or which are collector's items.

C. Special requirements for shipping Hi-Val items. Hi-Val items may be included with household goods shipments. Regardless of the manner in which the items are shipped, employees must declare all Hi-Val items in writing at the time of making arrangements for shipment by furnishing the Department of State Claims Office (OPR/FMAS/CL) a detailed list of such items (attached to Form DS-1620). Unless the employee furnishes this declaration, Hi-Val items may not be considered for payment in any amount in the settlement of a claim

for possible loss or damage. Employees are urged to handcarry or make other provisions for transportation of small and easily pilferable items such as cash, jewelry, and coin collections and should pay special attention to Appendix B and C if applicable. Loss of Hi-Val jewelry and coin collections in storage, in transit, and in temporary and non-temporary, storage under circumstances indicating that the loss was caused by theft, are not payable in any amount in the settlement of a claim.

It should have become apparent that the Act, as applied, is neither a complete substitute for insurance nor a means of compensating for losses attributable to an unusually high standard of living. This underlying limitation explains the establishment of maximum dollar amounts allowable for certain articles of property.

Recovery of Lost Property After a Claim Has Been Filed

Occasionally property, the subject of a claim for loss in storage or in transit, will be located after a claim has been made. If the property is located before the claim is adjudicated, compensation for that item will not be allowed. But, if the property is located after payment, the proper authority will advise the claimant to refund that portion of the amount awarded for its loss. The Act does not provide a remedy for consequential damages or other types of loss or incidental expenses such as loss of use, etc.

Settlement Authority

The Act permits the heads of agencies to designate subordinates to settle and pay claims. The Office of Operations in the Department of State processes all claims for STATE, AID, and USIA as specified in 6 FAM 300. Upon completion of adjudication by the Claims Staff, with the Office of Operations, the claim is submitted to the designated authority for final approval and payment from appropriate funds.

Processing of Claims in the Field (6 FAM 314)

Claims investigating and assistance officers should bear in mind that it is a regulatory right of all employees to submit a claim against the U.S. Government under the Claims Act. Employees should never be told that they cannot file a claim. Authority to approve or disapprove a personal property claim under the Claims Act lies with the Deputy Assistant Secretary for Operations (A/OPR). Suggestions and recommendations are welcome but A/OPR has the final authority to approve or reject all claims submitted, subject to concurrence by the designated approving official of the appropriate agency and to possible appeal (6 FAM 325).

U.S. Department of State

DEPARTMENT NOTICE

July 29, 1986

TO ALL EMPLOYEES
STATE, IDCA, USIA, ACDA

PERSONAL PROPERTY CLAIMS

The Personal Property Claims Office (OPR/FMSS/CL) has recently received a rash of Transportation type claims where employees have not notated loss/damage to effects on the receiving document at time of delivery. In the following instances where employees sign off on delivery of air freight; HHE or POV's and a. do not notate loss/damage, b. where effects are not unpacked, immediately at time of receipt, or c. do not make the notation "Subject to further inspection" or "Inspection of damage/loss notification upon unpacking" etc., the employee cannot provide substantiation that loss/damage occurred while in custody of the U.S. Government and any claim filed against the U.S. Government must be disallowed.

Additional information and guidance may be obtained by contacting Joan Padilla, Chief, Personal Property Claims Staff on 647-1926 or the Transportation Office on 647-2915.

All Foreign Service employees should take appropriate precaution to insure their rights are not lost due to hasty or improper action on their part.

Exhibit A

STATE/AID/USIA

CLAIM FOR PRIVATE PERSONAL PROPERTY AGAINST THE UNITED STATES
(Submit in two copies)

DATE 1985

PRIVACY ACT STATEMENT: Pursuant to 31 USC 240-243, the information requested on this form establishes a claim against the U.S. Government and is used in the adjudication of that claim as indicated in 6 FAM 300. Without the information requested the action agency cannot process the claim.

INSTRUCTIONS TO CLAIMANT

To present a claim for an incident to service loss pursuant to 6 FAM 300, a request for the payment of a specific sum of money must be submitted to an appropriate agency of the United States within two (2) years of the date of the incident giving rise to the claim. The two year period of limitation, being statutory, may not be waived by any administrative agency.

Part I of this form should be completed fully, including the answering of all questions, and signed by the claimant. In the event it is being presented by a duly authorized agent, legal representative or survivor of the claimant, evidence of the authority to present the claim, i.e., a power of attorney, letters of administration, etc., must be submitted with the claim.

If the claim is for loss of, or damage to, personal property while being transported or stored incident to the service or employment of the claimant, all documents relating to such transportation or storage, e.g., the Government Bill of Lading, Household Goods Inventory, Warehouse Receipt, travel orders, etc., must be submitted.

You are entitled to claim the following:

a. The reasonable local repair cost if an item is economically repairable. In such case, a written estimate of repair from a reliable disinterested concern, competent bidder, or, if repairs have been completed, a signed, itemized receipt should be submitted. Repair costs will be paid up to the depreciated value of the item damaged.

b. The reasonable cost of obtaining local estimates of repair/replacement cost, provided such estimates cannot be obtained without cost and such costs are not refundable upon completion of repairs.

Any further instructions or information may be obtained from Department of State (OPR/FMAS/CL)

CLAIMANT'S NAME *(First, middle and last)* JOAN DOE		SSN 000-00-0000
ADDRESS TO WHICH CHECK IS TO BE MAILED	CURRENT ADDRESS *(If different from check mailing address)* AMEMBASSY ADDIS ABABA	GRADE FSO-1 AGENCY EMPLOYED BY STATE
PART I — CLAIMANT Claim is hereby submitted for damage to or loss of personal property incident to service or employment listed in detail on the schedule of property attached. All applicable documentation required by 6 FAM 322 is also attached.		AMOUNT OF CLAIM *(In US Money)* $1,096.00

DATE, PLACE, FACTS AND CIRCUMSTANCES OF THE INCIDENT *(State facts in detail, use additional sheet if necessary. If this is a transportation claim, complete Form DS-1620B, submit in duplicate, Form DS-1620B can also be used to file a demand against a third party.)*

EFFECTS WHERE PACKED UP AT MY RESIDENCE IN BETHESDA, MD ON 5/12/85 BY CURTIS MOVING & STORAGE. WHEN I RECEIVED MY EFFECTS IN ADDIS ABABA ON AUG. 13, 1985 THERE HAD BEEN EXTENSIVE DAMAGE.

	YES	NO
1. The damage or loss for which claim is made was not caused in whole or in part by any negligence or wrongful act on the part of myself, my agent, or my employee.		X
2. I have not recovered any of the property nor has any of it been replaced by the Government.		X
3. If any of the property for which claim is made is later recovered, I agree to give written notice to the office paying this claim.	X	
4. I have private insurance, and all correspondence with my insurer is attached including a copy of my demand for reimbursement. I authorize my insurer to release any information to the United States regarding insurance coverage I have for this loss.		X
5. A demand against a common carrier or warehouseman has been made, and all correspondence with carrier or warehouseman is attached including a copy of the demand for reimbursement.		X
6. None of the items claimed are Government property, but were privately purchased or gifts.	X	

7. All documents required are attached hereto, and a detailed list of the property is set forth on the Schedule of Property and made a part of this statement. I have full knowledge of the penalties involved for wilfully making a false, fictitious, or fraudulent claim *(Section 287 of title 18, U.S.C., provides a maximum fine of $10,000 or imprisonment for five years or both.)*
8. I hereby assign to the United States, to the extent of any payment on this claim accepted by me, all my right, title, and interest in and to any claim I have against any carrier, insurer, or other party arising out of the above-described incident and will, upon request, furnish such evidence as may be required to enable the United States to enforce such claim.
9. I further authorize the United States to withhold from my pay or accounts for any payments made to me by a carrier, insurer or other party when I am also reimbursed by the United States and for any payments made by the United States in reliance on the information contained herein which thereafter is determined to be incorrect or untrue.
10. I have not made a previous claim against the United States for loss or damage now claimed.

SIGNATURE OF WITNESS AND DATE	SIGNATURE OF CLAIMANT *(or agent)* AND DATE Jan Doe

FORM 10-82 DS-1620

SCHEDULE OF PROPERTY (Submit in triplicate)			CLAIM OF	Page _____ of _____ Pages			
ITEM NO.	PACKING LIST/ INVENTORY NO.	DESCRIPTION OF ARTICLE (Include trade mark, brand name, model, year of manufacture and size.)	NATURE AND EXTENT OF DAMAGE (Describe new damage in detail. If lost, indicate "MISSING.")	DATE OF ACQUISITION	VALUE AT DATE OF ACQUISITION	COST TO REPAIR	OFFICE USE ONLY
1	219	SOFA - ETHAN ALLAN	LEGS BROKEN	1981	1100.00	290.00	
2	12	TABLE (DINING)	MARRING	1968	600.00	360.00	
3	13	LINENS (SHEETS-PILLOW CASES,ETC)	MISSING	1979	180.00		
4	196	RECORDS (38 AT $7.00 EACH)	WARPED	1975-84	266.00		
					446.00	650.00	

Exhibit B

STATE-AID – USIA

CLAIMS INVESTIGATING OFFICER'S REPORT

DATE: 1985

CLAIM OF (Name and Grade): JOAN DOE

EMPLOYING AGENCY: (and agency to which assigned or detailed if other than employing agency)
If State Employed: XX Program ☐ Shared

1. As required by 6 FAM 317 and 318, attached claim has been fully investigated and is forwarded in duplicate together with one copy of each of the supporting papers (see 6 FAM 322) marked exhibits A through J.

2. The loss or damage occurred on or about AUG 1985 (Date), at or between US/ADDIS ABABA (Place) and is a TRANSPORTATION (Kind or type) claim arising under Section 317B.

3. State here, and on attached sheet if necessary, all additional facts or circumstances that will clarify and amplify the statement of facts made by the claimant, or facts overlooked or incorrectly stated by the claimant on the claim form.

EFFECTS WERE DELIVERED TO EMPLOYEE'S HOME ON AUGUST 13, 1985. UPON VIEWING THE OUTWARD APPEARANCE OF THE VAN, EVERYTHING APPEARED IN GOOD ORDER. BANDS WERE CUT IN MY PRESENT. UPON OPENING THE VAN IT READILY BECAME APPARENT THE PACKING WAS OF POOR QUALITY. AFTER TOTALLY UNPACKING I WAS SURPRISE THAT THERE WAS NOT MORE DAMAGE.

I HAVE PERSONALLY INSPECTED THE TWO REPAIRABLE ITEMS AND THE REPAIR ESTIMATES APPEAR REASONABLE FOR THE DAMAGE INVOLVED.

THE RECORDS ARE WARPED BEYOND USE AND ARE A TOTAL LOSS.

CHECK YES OR NO. If the answers to any question requires explaination, state details on attached sheet.

	YES	NO
4. Is the claim presented by a proper claimant?	X	
5. If filed by agent or legal representative, does file contain evidence of appointment or power of attorney in duplicate?	N/A	
6. If claim involves damage or loss in shipment, does file being forwarded contain: (a) Travel orders, bills of lading, and shipment inventories?	X	
(b) Statement of action taken to locate any missing property with related correspondence?		X
(c) Evidence that the claimant made demand on all known third parties, i.e., packer, carrier, insurer, etc.?		X
(d) All correspondence relating to the demands made on third parties?		X
(e) Explanation of failure to comply with any of the above requirements?		
7. If property was available, did you inspect it? If so, under "Remarks" column describe the condition of the damaged property as opposed to its apparent condition prior to the damage.	X	
8. Does the file contain repair bills or estimates of repairs, where appropriate?	X	
9. If claim involves theft, does file include statements by other than the claimant, describing: (a) positive evidence that clearly establishes the existence of a theft: (b) evidence of measures taken for protection of the property by claimant?	N/A	

10. Comment on individual items, as appropriate, under "Remarks" on reverse side providing factual information particularly with respect to (1) expensive items or items of extraordinary value, (2) items claimed as being damaged beyond economical repair but which are repairable, (3) salvagable value of property, and (4) items for which unusual damage is claimed which is not attributable to this incident.

FORM 10-82 DS-1620A *(over)*

REMARKS (See 6 FAM 318) (AID MO 352.1)	
SIGNATURE OF INVESTIGATING OFFICER	TITLE
	GENERAL SERVICES OFFICER

Exhibit C

DEMAND ON CARRIER/CONTRACTOR
(Submit in Duplicate)

TO: *(Name and Address of Carrier/Contractor) (Include ZIP Code)* CURTIS MOVING & STORAGE 1150 15TH STREET N.W. WASHINGTON, D.C. 20001	GBL NO.	AIRWAY BILL NO.	CONTRACT NO.
	CARRIER B/L NO. USGBL - 1	BAGGAGE CHECK NO.	FLIGHT NO.
TO: *(Name and Address of Warehouse if shipped from nontemporary storage) (Include ZIP Code)*	SHIPMENT IN NONTEMPORARY STORAGE		
	FROM	TO	
	LOT NO.	SERVICE ORDER NO.	

CLAIM IS PRESENTED FOR:
☒ LOSS ☒ DAMAGE IN CONNECTION WITH THE FOLLOWING SHIPMENT OF:
☒ HOUSEHOLD GOODS ☐ BAGGAGE ☐ OTHER *(Specify)*

AMOUNT OF CLAIM: $ 1,096.00

ORIGIN TRANSPORTATION OFFICE: DEPARTMENT OF STATE WASHINGTON, D.C.	DESTINATION TRANSPORTATION OFFICE: AMEMBASSY ADDIS ABABA

Shipment Released	FROM: RESIDENCE	TO: CURTIS MOVING & STORAGE	
Shipment Packed	BY: CURTIS MOVING & STORAGE		DATE: 5/12/85
Shipment Stored	BY: N/A	FROM *(Date)*: N/A	TO *(Date)*: N/A
Shipment Delivered	BY: ACE MOVING & STORAGE		DATE: 8/13/85
Shipment Unpacked	BY: ACE MOVING & STORAGE		DATE:

DATE DAMAGE OR LOSS DISCOVERED: AUGUST 13, 1985	BY WHOM: GSO & CLAIMANT

See Attached (Schedule of Property) for Description of Claim.

WERE WRITTEN EXCEPTIONS NOTED ON DELIVERY?
☒ YES ☐ NO *(If "NO" Explain)*

REMARKS
ITEMS WERE DAMAGED/MISSING UPON RECEIPT OF EFFECTS.
ITEMS WERE IMPROPERLY PACKED. (SCHEDULE OF LOSS/DAMAGE, ATTACHED).

SEND YOUR REPLY TO: *(Office monitoring my claim) (This office, will conduct all future negotiations with you.)*
JOAN D. PADILLA, CHIEF
OPR/FMAS/CL, DEPT OF STATE
WASHINGTON, D.C. 20520

DATE DISPATCHED	NAME AND ADDRESS OF CLAIMANT *(Include ZIP Code)*	SIGNATURE
8/15/85	JOAN DOE AMEMBASSY ADDIS ABABA	Joan Doe

FORM 10-82 DS-16208

CHAPTER 11

REGIONAL CONFERENCES

11A. General

1. Regional conferences are held periodically to give USAID mission personnel with the same or related functions the opportunity to learn about new trends in USAID policy, program and management emphasis and methodology, and to help articulate and resolve problems common to the USAID missions in the area. Since conferences are costly and time consuming, they should be designed to provide maximum results for all participants.

2. The term "regional conferences" for the purpose of this Chapter includes:

a. Conferences in which all the USAID missions of one of the three major geographic regions participate.

b. Small conferences of some of the USAID missions within a region.

c. Conferences including representatives from more than one of the major regions.

3. Regional conferences include the conferences for:

a. mission directors
b. project and program officers
c. financial management officers
d. executive officers
e. contract officers
f. commodity management officers
g. training officers
h. information resources management officers
i. investigators and auditors
j. interfunctional, general or specific
k. private enterprise officers

11B. Initiating Regional Conferences

1. Because of the time and expense involved in holding a regional conference, these factors and criteria should be considered before proposing a regional conference:

11B1

a. The proposed conference agenda must contain subjects of sufficient importance and urgency to justify the expense and diversion of key staff time involved.

b. Availability of funds to finance a conference. Local currency use defrays local costs at the site of the conference and should be used wherever possible.

c. Conferences of any one type in any regional area are scheduled about every 18 months. However, it is logical to hold conferences annually when cyclical program changes or budget plans are principal topics.

d. The length of conferences are normally 5 days or less.

e. AID/W offices and regional bureaus are expected to use prudence in determining the number of representatives from their jurisdictions to attend overseas conferences.

f. When possible, AID/W representatives are to plan their attendance at a conference to substitute for, or in connection with, country-to-country visits.

g. In those instances where AID/W conference representatives have worldwide responsibilities, efforts should be made to hold AFR and ANE regional conferences successively in order to reduce travel costs and the time spent by AID/W representatives.

h. The hosting USAID mission, whenever possible, should appoint a Control Officer or key person to run the conference and serve as a principal point of contact.

2. A proposal to hold a regional conference may be initiated by any AID bureau, office, staff or USAID mission. Proposed conferences which affect their own region are to be approved by the responsible Assistant Administrators of regional geographic bureaus. Proposed conferences initiated by two or more geographic bureaus are to be approved by the Assistant Administrators of the affected regions. AID/W offices and central bureaus are to submit their proposals through their Office Directors or Assistant Administrators to the appropriate regional geographical Assistant Administrators for approval. USAID missions forward their proposals for conferences within their region to the appropriate regional Assistant Administrator for approval and coordination with the organizational component having primary interest and then to other appropriate components of the AID/W organization. Proposed conferences that are anticipated to exceed $1,000 in total operating expense (OE) funds (for guidance on determining conference costs see 11B.2.b. below) must be approved by the Deputy Administrator, AID. This is applicable to both AID/W and overseas missions. Proposals are in action memorandum form and shall contain the following:

11B2

a. Purpose, reasons for, and the expected results of the conference.

b. Total OE funds required for immediate costs of the conference along with an assurance that funds are available. The conference cost calculation is to include conference facilities, travel and per diem expenses to be incurred by all AID direct-hire attendees; salaries are excluded from the cost calculation. The costs should be broken down in two categories: (1) expenses that are applicable only to the sponsoring USAID, bureau or office, and (2) expenses of other Agency participants/ entities. The sum of both categories represent the estimated total OE cost. Requests for an additional allotment by USAID missions are to be accompanied by a full explanation.

c. Date such type of conference was last held.

d. Time, place, and duration of conference (if more than five days give justification). Primary consideration for the selection of the conference site is given to those countries where the U.S. holds local currency in excess of its foreseeable needs. Such currency shall be used to the maximum extent possible to pay the travel, transportation, per diem and related costs of all participants.

e. Which USAID missions and AID/W representatives are invited to participate in the conference.

f. Whether AID/W representatives are scheduled to visit USAID missions enroute.

g. Security situation at the conference location.

11C. Responsibility of AID-Sponsoring Component

1. Responsibility of AID-Sponsoring Component

a. Notification

After approval for the conference has been granted, the organizational component sponsoring the conference notifies:

(1) The host USAID mission of all pertinent information including the dates, names of AID/W participants, security clearance of participants, logistical and other support requirements, and special instructions. The host USAID mission is to be given adequate advance notification. Such notification should ordinarily be at least one month in advance.

11C1a

(2) All USAID missions involved, by cable, of the conference and proposed agenda. USAID missions are requested to designate the number and names of attendees and suggest modifications or additions to the agenda.

b. Availability of Funds

The sponsoring organizational component assures that funds are available to cover the expenses of the conference (see 11B.2b.). Procurement requests for conferences and meeting facilities which exceed $1,000 in operating expense funds must be approved by the Deputy Administrator prior to forwarding to the contracting officer. A copy of the conference proposal action memorandum containing the Deputy Administrator's approval is sufficient certification and may be attached to the procurement request.

c. Preparation of Conference Agenda

The sponsoring component develops the conference agenda based on the purpose of the conference and the suggestions from interested field and headquarters components. The final agenda is dispatched two weeks prior to the conference. The sponsoring component is also responsible for appropriate consultations with the participation of conference representatives from other concerned AID/W components. Washington representatives of the Department of State, USIA, and where appropriate, other U.S. Government agencies may be invited to participate in the conference.

d. Attendance by the Administrator

If the Administrator or the Deputy Administrator plans to attend the conference, the agenda and other messages concerning the conference are cleared by the Executive Secretary (ES) before transmittal to the field. In many cases, an ES officer may be assigned to assist the sponsoring AID/W organizational component and the host USAID mission in coordinating the preparation of briefing materials and in making other necessary arrangements for the Administrator's or Deputy Administrator's participation.

e. Security

Initial planning for the safeguarding of conference classified information and materials is the responsibility of the sponsoring organizational component, and in the discharge of this responsibility, the sponsor:

11C1e

(1) Confers with the Director, Office of Security, AID/W (IG/SEC), concerning security measures.

(2) Remains cognizant of security needs and gives full cooperation to the office of the Deputy Assistant Secretary for Diplomatic Security (DS/DSS), Department of State, who has prime responsibility for security arrangements at the conference site, and the Assistant Inspector General for Security, AIG/SEC, who provides liaison with DS/DSS.

2. Responsibility of Host USAID Mission

a. Conference Control Officer

The Mission Director appoints a Conference Control Officer who is responsible for all conference arrangements.

b. Conference Site

The conference site is determined promptly, bearing in mind security precautions and the fact that a round table arrangement is preferable to an auditorium. (See 11D.2. below).

c. Accommodations for Conference Participants

The host USAID mission arranges for accommodations as requested by AID/W and field conference participants.

d. Entertainment

The host USAID mission may be requested to undertake initial arrangements for special functions in those cases when the Administrator attends.

e. Security

If security arrangements are required, the host USAID mission will:

(1) Cooperate with the Department of State security representative at the conference site.

(2) Maintain close contact with the Security Officer and consult with him/her regarding the selection of the conference site, the clearance of those participating in the conference and all other security administrative arrangements.

11C2e

(3) Arrange for storage cabinets in order that all classified and administratively controlled materials may be stored in accordance with security regulations.

f. Secretarial, Space, Photocopy, and Computer Support Arrangements

The host USAID mission, when the need exists, arranges for secretarial assistance, office space for the conference delegates, photocopy and computer equipment.

g. USAID Reception Center

The host USAID mission, when the need exists, establishes a reception center to assist the conference participants. Services and information provided may include:

(1) A list of conference participants, their arrival plans, and hotel accommodations.

(2) Information concerning the administrative arrangements made for the conference, such as location of meetings, facilities and services provided, etc.

(3) Advice on health precautions, doctors, dentists, tipping, transportation, restaurants, etc.

(4) A map of the city indicating principal landmarks, together with a brief description of places of interest.

(5) The names, addresses, and phone numbers of key USAID mission, embassy, USIS, and other U.S. Government agency officials.

(6) Commissary cards.

(7) Accommodations for local currency exchange to cover initial incidental expenses upon arrival. (The host USAID mission is responsible for developing adequate procedures for control and repayment of local currency.)

(8) Assisting in travel arrangements.

(9) Setting up a message center for receiving and forwarding mail, telegrams and other messages.

11C

3. Responsibility of Participating USAID Missions and Offices

a. Make suggestions to the sponsoring organizational component on agenda content.

b. Provide conference participants with agenda.

c. Provide the host USAID mission with the names of conference representatives attending and their security clearances.

d. Provide funds for travel incurred by their conference representatives.

11D. Security

In preparing for the conference, security arrangements, if determined necessary by IG/SEC, are to include, but are not necessarily limited to:

1. Appointment of Conference Security Officers

a. STATE/DS/DSS appoints a Conference Security Officer to be present at the conference.

b. The AIG/SEC, AID/W, may appoint an officer to represent the sponsoring organizational component at the conference.

2. Conference Site

The Conference Security Officer is consulted on the selection of the conference site in order to determine if adequate security safeguards can be implemented. Areas which cannot be controlled, such as hotels, are not acceptable for classified discussion.

3. Security Clearance

All persons participating in discussions of U.S. classified or administratively controlled material must be certified as cleared to the Conference Security Officer prior to issuance of a pass granting access to meetings. AID/W and the USAID missions are to notify the host USAID mission of the security clearances held by their respective delegates.

4. Financial Support

Agreements are to be made with DS for the sponsoring component to furnish necessary funds to meet expenditures to effect security measures. This includes funds for the travel and per diem of SY officers and Marine guards if required to establish security procedures.

11D

5. Security Briefings

All persons participating in the conference are given an appropriate security briefing by the Conference Security Officer at the site of the conference.

6. Functional Security Control of Restricted Areas

A restricted area is to be established by the Conference Security Officer to insure the protection of all classified documents and functions connected with the conference. He will also have responsibility for the issuance of passes to the restricted area.

7. Technical Security

Arrangements are made at the site for counter measures to forestall visual and/or audio penetration.

11E. AID/W Conferences

1. When there is need for extensive consultations between AID/W and the field, conferences may be held in AID/W if approved by the Deputy Administrator. In such cases, the sponsoring organizational component notifies IG/SEC. Thereafter, a determination will be made as to what security factors must be considered.

2. Government-owned or leased facilities shall be sued whenever possible for AID/W conferences. When it is determined that no suitable U.S. Government facilities are available in the desired locale for the date(s) and/or time(s) needed, requests (on form AID 5-7) may be submitted to FA/AS/PP/AP for approval to hold conferences in privately-owned facilities. The procedure for requesting the use of privately-owned facilities is provided in more detail in AID HB 20, Chapter 8, section 8D. Procurement requests for conference facilities which exceed $1,000 in OE funds must be approved by the Deputy Administrator prior to forwarding to FA/AS/PP/AP.

11F. Conference Report

The sponsoring organization designates an officer who is responsible for preparing a report of the conference. The report is sent in duplicate to the Deputy Administrator, through the Office of the Executive Secretary, as soon as possible, but not later than one month after the conference is completed. Copies are also to be sent to participating USAID missions, AID/W participating offices and other interested AID/W offices.

CHAPTER 12

EMERGENCY PLANNING AT MISSIONS

12A. Introduction

1. The basic and ultimate responsibility for emergency planning of AID missions abroad is vested in the Department of State and carried out by the U.S. mission in the country where an emergency occurs.

2. An emergency is defined as any situation or occurrence of a serious nature, developing suddenly or unexpectedly, typically posing a threat to American lives, property or interests and demanding immediate action.

3. The Foreign Affairs Handbook on Emergency Planning, which is issued as a supplement to the Foreign Affairs Manual, serves as the principal reference for posts in emergency planning. Post specific emergency action plans are prepared by the post and reviewed and approved by the Department of State. These plans are kept current by the Emergency Action Officer at post.

4. In view of the complexity of AID programs, it is essential for the AID Mission Director or his/her designee to participate fully in every phase of emergency planning at the post. The AID Director or designee must serve as a member of the Emergency Action Committee.

5. The incidence of crises worldwide is high enough to warrant serious and constant attention to security problems and terrorism. USAID missions should strive to be active and helpful assets in emergency planning. Moreover, USAIDs should approach all drills and practices, i.e., bomb threats, fire, mob action, destruction drills with the total commitment and participation of all employees. Practice and a constant state of readiness will be the biggest asset a USAID can have in dealing with a crisis.

6. The purpose of this Chapter is to augment the guidelines developed at post to add more detail to those guidelines thereby accommodating the uniqueness of AID operations at any given post abroad.

12B. Related Information

Four Appendices are included in this Chapter which cover matters related to emergency planning.

Appendix 12A	Acts of Violence	2 FAM 180
Appendix 12B	Guidelines for Personnel Taken Hostage	3 FAM 623
Appendix 12C	Deaths, Serious Accidents or Serious Illness	3 FAM 697
Appendix 12D	Foreign Disaster Emergency Relief	2 FAM 060

12C. Crisis Management Committee/Disaster Assistance

1. An Emergency Action Committee is established at every Foreign Service post by the Chief of Mission or Principal Officer for the purpose of directing and coordinating the posts' response to contingencies. An Emergency Action Officer, a senior foreign service officer, is appointed by the Chief of Mission to lead the Emergency Action Committee and maintain central control of preparation and execution of post plans. A representative of the USAID mission serves on the Committee.

2. One category of emergency at a post, a disaster, normally deeply involves the USAID mission. A disaster is an occurrence causing widespread destruction and distress. It is distinguished from an accident by its magnitude and by its damage to the community infrastructure required to recover. AID's Office of Foreign Disaster Assistance (OFDA) is charged with the management of all U.S. Government disaster assistance. All U.S. diplomatic missions are required to formally designate a Mission Disaster Relief officer and maintain a current Mission Disaster Relief Plan. In countries where USAIDs are present, this responsibility of the Chiefs of Mission is usually delegated to the USAIDs. The USAID Disaster Relief Plan is to be filed with the post emergency action plan. For more specific guidance on foreign disaster preparations, see Appendix 12D and AID Handbook 8, Foreign Disaster Assistance, Chapter 3.

12D. Personnel

1. Administrative Planning

a. An emergency situation at post affects (1) all U.S. Government civilian employees and their dependents, including Participating Agency Service Agreement (PASA) personnel; (2) AID-financed U.S. citizen contract personnel and dependents; (3) third country nationals (TCNs) and their dependents; (4) foreign service national (FSN) employees, in certain select cases; and (5) AID-sponsored participants in the country for training purposes.

b. The success or lack of success in executing an evacuation in a critical situation is directly related to the general preparedness of each employee and adult dependent for such a contingency. Therefore, emergencies should be stressed in the USAID mission's orientation program. The USAID mission should brief newly-arrived employees and adult dependents regarding the post's plans. It must be impressed upon the employee that he/she is responsible for keeping passports and those of his/her dependents current and secure. Also, immunization records and powers of attorney should be current and accessible. Power of attorney is often required for a dependent to enjoy full accommodation exchange privileges at a safehaven, and is required by an agent to sell an employee's personally-owned vehicle.

c. All USAIDs must comply with requirements for the submission of form DS-1283, Foreign Service Emergency Locator Card. This designation should also be submitted immediately to AID/W for new arrivals and whenever emergency addresses are changed. USAIDs should urge each employee to complete an Inventory of Personal Effects.

2. U.S. Government Employees

a. In the event of an emergency requiring an evacuation, the USAID mission's foremost consideration is the relocation of its employees to a safe place as soon as possible. The USAID mission also assumes responsibility for the safety of AID-sponsored participants in the distressed country.

b. In a declared emergency, USAID missions should attempt to contact employees away from post (e.g., annual leave, rest and recuperation (R&R), temporary duty (TDY), medical evacuees, etc.) and inform them of the emergency and provide appropriate instructions in regards to their return to post as well as specific travel guidance. This information is to be repeated to AID/W.

12D2

c. The USAID mission advises AID/W of all employees in the United States on home leave, personal leave, consultation, or for any other reason, providing home leave addresses or other applicable addresses, status of leave, and position title and number. AID/W will notify the employee (or dependents) of an alternate course of action, viz, continue in home leave or annual leave status, report to AID/W for temporary duty or other appropriate action.

d. AID/W is to be advised of the number of dependent children away from post attending school. The Washington Liaison Group (WLG) of the Department of State will be requested to provide appropriate guidance applicable to student travel during evacuation periods. AID supplies the following data: name of dependent child, name of employee-parent, name and location of school.

e. The USAID mission, at the direction of the Chief of the U.S. mission, prepares and issues for all evacuees a standard authorization for emergency travel using form AID 5-8, Request and Authorization for Official Travel, or the Department of State travel authorization form.

f. USAID considers the desirability of shortening tours of employees who have completed 18 months of continuous service abroad. PRIOR AID/W APPROVAL IS REQUIRED. Also, when appropriate, approval and authorization for home leave and return to post/reassignment orders for this category of employment should be executed.

g. Early termination of temporary duty or other detail assignments, e.g., consultants, should be considered by the USAID post.

h. The Controller's operation may be relocated to another USAID mission instead of the designated safehaven. In such a case, Controller personnel and their dependents may be directed to the other USAID mission rather than to the designated safehaven.

i. At posts where Inspector General personnel are assigned, the USAID mission shall obtain the concurrence of the Regional Inspector General for Audit (RIG/A) on all personnel actions affecting RIG personnel. Shortened tours/reassignments require prior IG/W approval.

3. AID-Financed Contract Personnel

AID-financed contract personnel and their dependents should be an integral part of the post's overall emergency action plans. In the event that contract personnel or their dependents are required to be evacuated, reimbursement to contractors of salary and/or expenses as the

12D3

result of such evacuation are governed by the specific terms of their contract. Chiefs of party under a contract should be kept informed of all developments that may affect their personnel in an evacuation situation.

4. Foreign Service and Third Country Nationals

Upon U.S. Department of State approval, which is based upon the nature and extent of the emergency, FSNs and TCNs are assisted according to their conditions of employment.

12E. Participant Training Activities

AID-financed participants, including those under auspices of contract-administered projects, come from the private and public sectors of the host country. These participants are involved in various types of training, all of which are affected differently during an emergency and evacuation. The following procedures should be followed by the USAID mission, particularly by the person responsible for participant training activities.

1. For participants who have not left their country, regardless of the stage of their processing, and are still under host country jurisdiction, their programs may be terminated by the host government or the USAID mission. The USAID mission should assess the feasibility of scheduling training for a later date, contingent upon resumption of the program.

2. For participants en route to the United States or third countries, their personal status, host country wishes, and the type of program will determine the need to contact them at some intermediate point. The Office of International Training (OIT) will take appropriate action for participants en route to third countries from the United States; such contacts will be made by the U.S. embassy or the host country's diplomatic mission in the third country, where the training is to take place.

3. For participants in the United States or third countries, whose training has not yet started, their personal status, host country wishes, policy considerations, and the type of training will determine the nature of action to be taken. OIT will assist the appropriate regional bureau to help OIT-managed participants in the United States, by arranging for program continuation, cancellation and/or modification. The regional bureau, with guidance from OIT, will also be responsible for contractor-managed participants. The USAID missions of the sending and receiving third countries will notify each other of the current situation and recommend actions to be taken.

12E

4. For participants whose training has begun, but is not completed, interruption of a program by a participant's return is strongly discouraged. Where there is a rupture in relations, the Department of State should be consulted and the host government's wishes may be marginal. The host government should be advised that, in less extreme cases, the participant cannot resume his program once the emergency has passed. If the host government cannot be dissuaded from terminating the participant's program and the USAID agrees, every effort should be made to terminate at a natural break point; i.e., the end of a semester or at the end of a particular segment of the training program. The USAID mission should keep OIT or the contractor and regional bureau apprised of the host government's position in such cases.

5. For participants in the United States who request return, they are placed in contact with the host government's diplomatic representatives.

6. For participants who are political leaders who may be recalled by the host government or may unilaterally seek return, the USAID mission should base its decision upon the host government's comments. The appropriate officials of the U.S. embassy should be kept fully informed in all such cases. If appropriate, the participant's program may be terminated, with every assistance extended to assure the participant's prompt return. The USAID mission should keep OIT, or the contractor and regional bureau, informed of all actions taken.

7. For participants who are unwilling to return to their home country, it is preferable to deal with such cases by individual persuasion. Simple refusal to leave the United States makes the individual subject to deportation under the Immigration and Naturalization laws. In third countries, the USAID mission will keep appropriate host government officials advised of any change in sponsorship status of participants. If sponsorship is terminated, local laws concerning unsponsored aliens will apply. In cases where participants allege personal danger in view of a new regime in power, their predicament may be considered an asylum case, for which the Department of State's involvement is essential. The USAID mission and OIT should immediately advise the embassy or the Department of State whenever it determines participants do indeed, fit this category.

8. Since an AID-sponsored participant does not enjoy any special claim to asylum, if individuals openly request asylum, AID and OIT should again consult with the embassy and advise the Department of State, of the participant's request, so that it may consider initiating any action.

12E

9. For participants in training in third countries, the participant's personal status, home and host country wishes and attitudes, policy considerations, type of training, and consideration for the participant will determine the nature of the action to be taken. This applies to participants from countries in which the emergency has arisen as well as those in training in third countries where an emergency exists. If training is not to be continued, arrangements should be concluded to expedite the participant's return to the home country or evacuation to a neutral area prior to the USAID mission's closing. If time does not permit either of these actions, arrangements should be concluded with U.S. embassy officials in the country of training to coordinate the participant's travel. Under such circumstances, the U.S. embassy normally assumes responsibility for residual participant training activities.

10. For participants from countries which unilaterally sever relations with the United States, continued training of participants under AID auspices will be decided upon by a case-by-case review.

11. USAID missions of countries where an emergency has arisen will report as follows:

a. To the sending country USAID mission, the number of participants in the country for third-country training purposes;

b. To the AID/W regional bureau the number of participants in the country, by country of origin; and

c. To both a. and b. above, a brief situation report and other pertinent information or questions.

12F. Program Operations

Emergencies and evacuations affect USAID mission programs in varying ways, extending from a negligible degree, initially, to complete disruption. When AID/W determines that a program is to be modified, suspended, or terminated, the following actions should be taken:

1. USAID Mission Responsibilities

a. Submit a current assessment of the total country program with status of all projects, including, as appropriate, suggestions for project completion, modification, or curtailment.

12F1

b. Cite the level of dollar obligations for each project activity including amounts expended or unexpended.

c. Review the statement of termination provision in each assistance agreement or obligating document.

d. Review status of U.S.-use of local currencies.

e. Consider possible use of P.L. 480 commodities or other voluntary agency inventories related to USAID program activities if the emergency calls for disaster assistance.

f. Submit recommendations on the general status of economic assistance activities, including specific proposals for continuation, expansion, or termination in the absence of USAID participation.

2. AID/W Responsibilities

a. Geographic Bureaus

(1) Develop a plan for the distressed country, with the appropriate intra- and inter-agency coordination, which presents the U.S. Government's proposed courses of action and alternatives.

(2) Based upon the options contained in the plan, advise the USAID mission to:

(a) Discontinue all disbursements under direct financing.

(b) Stop issuance of program and/or project implementation documents.

(c) Revoke or reduce all outstanding program and/or implementation documents.

(d) Instruct the host government's approved applicant bank to discontinue immediately the issuance of any more letters of credit against USAID letters of commitment, and instruct the bank that no further payments are to be made by means other than outstanding letters of credit.

12F2

b. Office of Financial Management (FA/FM)

(1) Request banks holding letters of commitment to provide AID/W with a current listing of all outstanding credits. Instruct banks holding letters of commitment to cancel or reduce, as appropriate, all letters of credit where beneficiary's consent can be obtained by the office having primary responsibility for the loan or grant implementation within AID/W.

(2) Establish appropriate administrative reservations derived from funds currently allotted to the USAID, to cover the expected costs of abnormal charges incident to the emergency.

c. Office of Procurement (FA/OP)

Supply and procurement related to program activities usually involve a large volume of commodities and services. Responsible officials in FA/OP should, in consultation with the regional contracting and commodity management offices as well as the geographical bureaus, consider:

(1) Implementation of force majeure, termination, or stop work provision in all contracts whether supply, service or institutional.

(2) Immediately notify General Services Administration and Procurement Services Agents, Federal Highway Administration, Federal Aviation Administration, et al, to suspend or terminate all procurement actions for the distressed country.

(3) Arrange for the publication of a general notice in AID procurement issuances or other appropriate sources.

(4) Take necessary actions to reacquire title and/or divert commodity shipments.

(5) Take necessary actions to suspend or cancel all barter transactions.

(6) Instruct U.S. agencies to notify steamship and airline companies to direct shipments to neutral ports, advising either the USAID mission or the U.S. mission in the distressed country of the action taken, and solicit their assistance; i.e., customs clearance requirements, storage, etc.

12G. Program Resumption or Termination

1. Resumption of the Program

If it is determined that the USAID program is to be resumed, guidelines will be developed by AID/W and disseminated to the USAID mission.

2. Termination of the Program and Mission Closeout

If termination of the program is the final result, a few key personnel remain at post to implement the closeout. The U.S. mission will assist. Should the emergency result in the severance of diplomatic relations, a friendly power is petitioned to act in behalf of the U.S. interest. The guidelines prescribed for a normal closeout in Chapter 13 should be adhered to as closely as possible.

12H. Audit Activities

1. Pack all audit records, clearly identifying the cases in which they are packed and secure them in the USAID mission, the U.S. mission, or the establishment of a protecting power. Disposition of the records will depend upon a subsequent determination whether to resume operations or close out the program.

2. Inform the appropriate Regional Inspector General for Audit (RIG/A) and the Agency Records Management Officer (FA/AS/ISS/RM) of the location of the audit records, identifying them by the markings in the cases in which they are stored.

3. Advise (RIG/A) of the scope and relative importance of unfinished audit work.

4. The RIG/A will make the final determination on the disposition of all audit records in conjunction with the Agency Records Management Officer.

12I. Supply and Procurement Activities

1. Mission Responsibilities

a. Terminate or suspend USAID mission issued contracts. As appropriate, use the "termination" or "stop work" clause of the contracts. Notice should be given immediately to the local Chief of Party and to the contractor's home office. It should be accomplished by telephone, if possible, and confirmed by telegram and an official notice by special delivery registered air mail.

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b. Cancel or suspend all purchase orders.

c. Curtail further procurement.

d. Arrange to evacuate procurement files.

e. Arrange to evacuate essential journals and records and be prepared to continue operation from safehaven.

f. Submit to Office of Procurement (FA/OP) a listing of offshore procured undelivered commodities. Include if possible: specific dates, purchase order/requisition numbers, description of commodities, and a recommendation to cancel, suspend, or divert the order.

g. Submit to Office of Procurement (FA/OP) a listing of all AID/W contracts that will require termination, suspension, or modification; the listing should include the USAID mission's course of action. In addition, the following information should be included with the listing, if possible: contract numbers, names of contractors, personnel and their dependents, suggested departure dates for contract personnel, and such other information that should be forwarded to the contractor's office.

2. AID/W Responsibilities

a. Review all supply, service and university contracts negotiated by AID/W and determine whether they will be terminated, altered, or permitted to continue to normal completion.

b. If appropriate, take action in accordance with the "termination" or "stop work" clause in each contract by notifying the contractors as soon as possible. Notification should be by telephone followed up by telegram and an official notice by special delivery registered air mail.

c. Notify all U.S. Government participating agencies of the situation. Arrange a meeting with each agency to review supply and procurement contracts to determine action to be taken.

d. Upon receipt from the USAID mission of a listing of undelivered items, FA/OP will take prompt action to cancel, divert or arrange for temporary storage.

12J. U.S. Government-Owned Property

Initially, in an emergency situation, the primary concern regarding U.S.-owned property is its safekeeping, and the preservation of all property records.

1. U.S. Government-Owned Property

The success in safeguarding U.S.-owned property will depend upon the gravity of the emergency. If conditions permit, U.S.-owned property that is in use may remain in offices or residences, if the areas in which they are located are reasonably secure from housebreaking and pilferage. The U.S.-owned property, not issued, should be secured to the maximum degree possible in the USAID mission's warehouse.

2. Official Vehicles

Official vehicles should be dispersed or located according to the USAID vehicle disposition plan for crises.

3. Property Records

All property records shall be preserved for accounting and reconciliation of property. Inventory documentation and allied property records must be deposited in the safest place available. If necessary, arrangements should be made to safeguard the records at the U.S. mission, or in the custody of a friendly diplomatic mission. See Handbook 21, Part II, 6G.4., Reporting Requirements for Notification to the Records Management Officer.

12K. Employee Personal Property

1. If time permits, each employee should pack small moveable items of personal property and tag the cartons with identifying markings. The packed cartons may remain in the residence, or stored in another location that the USAID mission designates, viz, the USAID mission property warehouse, etc. Residential quarters should be guarded by USAID mission security guards to prevent housebreaking and pilferage. Articles of significant monetary or personal value, e.g., jewelry, bonds, family photos, etc., should accompany the evacuee to the safehaven. All other replaceable personal effects, e.g., books, toys, appliances, etc., should remain in the residence unless there are explicit instructions to store them elsewhere.

2. Personally-owned vehicles (POV) should be stored or located in accordance with the emergency action plan. Keys, certificates of ownership, powers of attorney and other pertinent documents should be placed in an envelope and given to a designated official who will remain at post and assume responsibility for any necessary disposal action.

12L. Real Property

When appropriate and in accordance with the emergency action plan, the USAID mission provides the U.S. mission with a list of real property privately leased by USAID employees. In turn, the U.S. mission forwards the list to the Foreign Office and solicits police protection. Further, the USAID will rely upon its security guard force to safeguard the USAID's real property interests.

12M. Records

1. Emergency Disposition of Records Other Than Financial Management Records

USAID mission personnel are to follow these procedures to the fullest extent possible:

a. Identify records to be removed, destroyed or abandoned.

b. Follow established priorities for removal or destruction of various groups of records.

c. Assure that classified and unclassified records are kept separately so that classified material can be destroyed quickly when necessary.

d. Be sure that designated personnel having responsibility for the removal or destruction of certain records are at post and have access to the records they are to act on at all times.

e. Have a clear understanding among assigned personnel responsible for removal or destruction of records as to when and with whose authority, and by what means they will begin records disposition.

f. Provide designated personnel with instructions for recording actual disposition actions taken by each group.

g. With the approval of the Mission Director or his designee, use the following alternatives in accordance with conditions at post for the actual removal or destruction of all records other than Controller records:

(1) Use available evacuation facilities to ship out classified and privileged records (privileged records are those which could compromise or invade privacy of personnel) and any unclassified records which can be accommodated beginning with "permanent" records followed by records with the longest retention period.

12M1g

(2) Transfer classified and privileged records to custody of U.S. embassy; destroy unclassified records.

(3) Destroy all records.

2. Memorandum Report to the Agency Records Management Officer Required Under Emergency Closeout Conditions

At the earliest possible time, send the Agency Records Management Officer, FA/AS/ISS/RM, a report of records disposition action taken which provides:

a. Description of USAID mission official files evacuated, volume, method of evacuation, the safehaven address, and names of any employees assigned custodial responsibility for records.

b. Description of USAID mission official files which were destroyed, volume and name of official who authorized destruction.

3. Financial Management Records

Missions shall follow the procedures as set forth in Chapter 13, 13G.1.b. for disposition of financial management records.

12N. Missing Persons

Refer to Handbook 26, Chapter 12E. for guidance pertaining to missing AID employees.

APPENDIXES

Appendix 12A	Acts of Violence (2 FAM 180)
Appendix 12B	Guidelines for Personnel Taken Hostage (3 FAM 623)
Appendix 12C	Deaths, Serious Accidents or Serious Illness (3 FAM 697)
Appendix 12D	Foreign Disaster Emergency Relief (2 FAM 060)

180
ACTS OF VIOLENCE

181 POLICY

(TL:GEN-236 10-10-85)
(Uniform State/AID/USIA Regulations)

181.1 In the United States

United States policy relative to demonstrations against diplomatic missions in Washington is outlined in section 231.3. This policy is practiced regardless of the nature of relationships between the United States and the individual country concerned.

181.2 Abroad

a. United States policy relative to demonstrations by individuals or groups in foreign countries against any component of an American diplomatic or consular post, including establishments located apart from diplomatic or consular offices, is to expect full host government protection against violent acts which adversely affect the welfare of American citizens and American private and official property.

b. It is the policy of the United States Government that, *in the event of failure of full protection*, host governments be requested to undertake immediately to pay directly for replacement of or repair to property damaged or lost by acts of violence, including riots, demonstrations, etc. Damaged United States property must be repaired or replaced promptly to ensure that there will be no undue interruptions to United States activities at the post. The United States Government looks to the host government for direct action to restore damaged property and make restitution for other losses. Direct host government financing of the cost of such repairs or replacements is expected, but in the interest of immediate action, the United States Government finances the work and bills the host government for the costs. (See section 184.2.)

c. In addition to the basic policies, there are special legislative requirements for aid-recipient countries. Section 620(j) of the Foreign Assistance Act of 1961, as amended (22 U.S.C. 2370) provides as follows:

1 "The President shall consider terminating assistance under this or any other Act to any country which permits, or fails to take adequate measures to prevent, the damage or destruction by mob action of United States property within such country, and fails to take appropriate measures to prevent a recurrence thereof and to provide adequate compensation for such damage or destruction."

d. When Americans are injured and/or property is damaged, posts affected should report the circumstances to the Department as soon as possible. AID and USIA establishments forward a copy of the report to their parent agencies: for AID, attention M/SER/EOMS; for USIA, attention IOA/SP.

e. Where conditions clearly indicate the host government is unable to make restitution promptly, the post may provide assistance to the host government by drafting the scope of work or other provisions of a contract for repair or replacement to ensure that the work is undertaken competently and promptly. However, caution should be exercised to ensure that the host government, in such cases, is contracting party and that the contract(s) will be let to contractors who are considered reliable by the post. Similarly, a post may offer advice on the procurement of materials and equipment which must be imported. In every case, such advice must not deviate from the principle that payments to vendors and contractors should be paid directly by the host government.

181.3 Responsibilities (AID Recipient Countries Only)

a. Each geographic bureau in the Department designates a deputy assistant secretary who is responsible for handling matters related to the destruction of U.S. property by mob action. The country director in the Department is responsible for immediately bringing any incident to the attention of the designated deputy assistant secretary and the Legal Adviser.

b. In AID, the assistant administrator of the geographic bureau is responsible for these matters. The AID desk officer is responsible for immediately bringing any incident to the attention of the responsible Assistant Administrator and the General Counsel.

c. The Office of the Legal Adviser (state) and the Office of the General Counsel (AID) determine jointly whether the incident is one which might fall within scope of the provisions of section 620(j) of the Foreign Assistance Act of 1961, as amended. If the determination is affirmative or is dependent upon the procurement of further information, the incident is thereafter handled as a joint State/AID matter.

d. The deputy assistant secretary has the primary responsibility for preparing communications concerning the incident, including communications designed to develop facts and communications instructing overseas posts. All communications are cleared in State and AID, including particularly the Offices of the Legal Adviser and the General Counsel.

e. Any decision to terminate or suspend aid will be made by the Administrator of AID, with the approval of the Secretary, upon the recommendation of the Assistant Secretary and Assistant Administrator, accompanied by the advice of the General Counsel and the Legal Adviser.

182 NATURE OF REPORTING REQUIREMENTS

182.1 American Citizen Government Employees Injured or Killed

Posts should follow the procedures provided in 3 FAM 697.

182.2 Other American Citizens Injured or Killed

Posts should follow the procedures provided in 7 FAM 200.

182.3 Missing or Compromised Classified or Administratively Controlled Documents

Posts should follow the procedures provided in 5 FAM 965.

182.4 Property

When demonstrations, riots, insurrections, or similar incidents result in damage or loss to real and personal property, posts are to prepare reports covering the following categories:

a. Property held by the United States Government, both leased and owned;

b. Property held by Government employees (U.S. citizen direct-hire, participating agency, and contractor including PASA and PASA contractor employees), whether privately owned or leased;

c. Property held by organizations involving Government participation; e.g., Binational Centers.

182.5 Telegraphic Report

A telegraphic report is required to cover the following items:

a. Whether there was advance information about the incident;

b. Whether the post alerted local authorities;

c. Whether protection was requested and provided, and, if provided, the adequacy thereof;

d. Description of the incident, including political orientation of the demonstrators, their nationality, and intent;

e. Description of the damages and estimated cost of repairs and replacements;

f. Whether a protest has been lodged and restitution has been requested; and

g.

Attitude of local authorities, including an opinion on any anticipated problems in obtaining immediate repairs to property and/or financial reimbursement.

182.6 Airgram Report of Damages

As soon as the substantially complete listing of damages and costs of repair is available, the post submits a report itemizing the required repairs and replacements, with dollar costs of each, according to the following breakdown:

a. Government-Owned and Long-Term Leased (FBO) Properties;

(1) Real Property
(2) Furniture and Furnishings
(3) Equipment
(4) Supplies

b. Short-Term Leased (S&E) Properties;

(1) Real Property
(2) Furniture and Furnishings
(3) Equipment
(4) Supplies

c. Short-Term Leased (USIA GOE) Properties;

(1) Real Property
(2) Furniture and Furnishings
(3) Equipment
(4) Supplies

d. AID-Owned and Short-Term Leased Properties;

(1) Real Property
(2) Furniture and Furnishings
(3) Equipment
(4) Supplies

e. Other U.S. Government Properties.

f. Privately held property (by Government employees only) indicating totals by employing agency.

g. Property held by organizations involving U.S. Government participation; e.g., Binational Centers.

182.7 Airgram Report of Restitution

As soon as possible, the post submits a detailed report concerning restitution by the host government. If restitution has not been requested, an explanation is required. If restitution has been requested, the post reports (1) the cost of repairs and replacements, and (2) whether the host government agreed. No settlement for less than full payment will be agreed to without prior approval of the Department. If the host government did not agree, the post reports cost details and an explanation of the host government's position. If agreement has been reached, the post reports the terms of settlement. If by cash, the report includes the datepayment is made and the exact amount received. If restitution takes the form of full repairs and replacements for all damages and losses, the post reports when the claim has been satisfied.

183 ACCOUNTABILITY

Loss or damage of property as defined in this section is to be treated as provided in 6 FAM 232, including the use of a survey board to estimate losses or damages.

184 FINANCING REPAIRS AND REPLACEMENTS

184.1 Restitution by Host Government

Every effort should be made to have the host government advance funds or itself finance the cost of restitution of property damages and losses, even if some materials must be imported, for the following reasons:

a. The U.S. Government does not budget for repairs to property damaged or destroyed abroad; and

b. A post's use of its own funds to make repairs and purchase replacements would penalize the post, since reimbursement therefor from the host government is deposited to the Miscellaneous Receipts account of the Treasury Department for reimbursements for properties funded by appropriations other than the FBO appropriations. The reimbursement for damages or losses to property funded by the FBO appropriation is deposited to that appropriation at the appropriation level and no assurance can be given that the post allotment will be increased by the full amount of the reimbursement.

184.2 Interim Repairs by U.S. Government

When the host government agrees to make restitution for property damages and losses, it is assumed that all material and labor will be provided for both interim and permanent repairs. The host government is urged to make direct payment to vendors where possible. If, however, for the purposes of security and preservation of premises, the post finds it necessary to make interim repairs itself pending action by the host government, it should do so. In this case, the host government should be advised of costs as soon as possible, for which reimbursement is expected.

184.3 Gift of Funds (State)

If the host government voluntarily offers a gift of funds, and the gift is in the form of an advance, for damages to short-term leased or other S&E-funded property (real or personal), such funds are deposited in a trust fund account (19X8822.1, Conditional Gift Fund, Department of State). Costs of reparation are paid out of the account and the balance, if any, refunded to the donor if so requested. If the unused balance is not to be returned to the donor, it will be transferred to Miscellaneous Receipts in the general fund of the Treasury.

If the gift of funds is in the form of a reimbursement to cover cost of reparation of damages, it is credited to the appropriation from which the cost of damages was paid. However, if there is a host government legal requirement that the host country pay reparation for damages to U.S. Government property, such payment for short-term leased or other S&E-funded property is not considered to be under the "gift" concept and would fall under the general rule which requires the deposit of such funds as Miscellaneous Receipts (31 U.S.C. 484).

184.4 Advance of Funds (AID and USIA)

If the host government offers an advance of funds for restitution of damages to AID and USIA facilities, such advances may be accepted and are accounted for as follows:

a. AID: 72X6824 for U.S. Dollars—72FT800 for Local Currency

Under authority of section 635(d) of the Foreign Assistance Act of 1961 as amended (22 U.S.C. 2395), the host government's advance of funds can be deposited, alloted, obligated, and expended; any balances remaining are to be returned to the host government on completion of repairs or other restitution.

b. USIA: 67X6167.1 A/R for U.S. Dollars

If any advance of local currency is received for restitution of USIA facilities, the USDO converts local currency into U.S. dollars.

Under authority of 22 U.S.C. 1479, the host government's advance of funds can be deposited, alloted obligated, and expended; any balances remaining can be returned to the host government on completion of repairs or other restitution.

185 through 189 (Unassigned)

623 GUIDELINES FOR PERSONNEL TAKEN HOSTAGE

(TL:PER-531 6-24-82)
(Uniform State/AID/USIA/Commerce/Agriculture)

623.1 Applicability

This regulation applies to employees, whether Foreign Service (except for Foreign Service national employees and non-U.S. citizen consular agents) or Civil Service, of the Department of State, the Agency for International Development (AID), the U.S. Information Agency (USIA), the Department of Agriculture, and the Department of Commerce.

623.2 Authority

a. 5 U.S.C. 301 authorizes the Secretary of State to prescribe regulations governing the conduct of the Department's employees. Section 206 of the Foreign Service Act of 1980 (22 U.S.C. 3926) (hereinafter referred to as the Act) authorizes the Secretary to prescribe regulations deemed appropriate to carry out functions under the Act. One of the objectives of the Act is to enable the Foreign Service to serve effectively the interests of the United States and to provide the highest caliber of representation in the conduct of foreign affairs.

b. For AID: 5 U.S.C. 301 and sections 202(a)(1) (22 U.S.C. 3922) and 206 (22 U.S.C. 3926) of the Act.

c. For USIA: 5 U.S.C. 301 and sections 202(a)(1) (22 U.S.C. 3922) and 206 (22 U.S.C. 3926) of the Act.

d. For Agriculture: 5 U.S.C. 301 and sections 202(a)(2) (22 U.S.C. 3922) and 206 (22 U.S.C. 3926) of the Act.

e. For Commerce: 5 U.S.C. 301 and sections 202(a)(3) (22 U.S.C. 3922) and 206 (22 U.S.C. 3926) of the Act.

623.3 Definitions

a. "Agencies" means the Department of State, AID, USIA, and the Departments of Agriculture and Commerce.

b. "U.S. Government personnel" means employees of the agencies, both Foreign Service (except for Foreign Service national employees and non-U.S. citizen consular agents) and Civil Service, serving abroad, including employees on detail.

623.4 Guidelines for U.S. Government Personnel Taken Hostage

a. U.S. Government personnel serving abroad are expected to be mature, responsible, and patriotic individuals for whom the concept of service has a real and personal meaning.

b. Individuals who are taken hostage should be aware that their captors may seek to exploit them. Their captors may be seeking information to be used to the detriment of the United States or of their fellow hostages, and are likely to use information obtained from one captive when interrogating another. Individuals should consequently be guided by the knowledge that whatever they say may be used to mislead or punish their colleagues and that their actions may result in reprisals.

c. Captured individuals should not discuss sensitive aspects of the work of their fellow hostages. They should not divulge classified or sensitive information. They should not sign or make statements or take action which they believe might bring discredit to the United States.

d. The decision to attempt escape rests with the individual concerned. However, the decision should be consistent with the considerations set forth above.

e. Hard and fast rules are not always helpful and the U.S. Government recognizes that the ability of individuals to resist extreme pressure differs. But, to the extent possible, one must help one's colleagues and avoid exploitation. Sound judgment is essential.

623.5 Suitability for Continued Employment

Foreign Service employees of the agencies (except for Foreign Service national employees and non-U.S. citizen consular agents) also should be aware of and familiar with the contents of 3 FAM 622, Suitability Guidelines for Appointment and Continued Employment, especially subsections 622.7 through 622.9. Civil Service employees of the agencies who are or are being assigned or detailed overseas should also be aware of and familiar with the contents of part 731 (Suitability) of title 5 of the Code of Federal Regulations.

End State/AID/USIA/Commerce/Agriculture Regulations.

697 DEATHS, SERIOUS ACCIDENTS, OR SERIOUS ILLNESS

(TL:PER-117 12-1-88)
(State Only)

697.1 American Employees and Dependents Abroad

697.1-1 Post Responsibility

a. Telegraphic Report to Department

In the event of death, serious accident, or serious illness while abroad of an American employee or dependent of such employee, exclusive of resident employees, the following information is communicated immediately by telegram at Government expense to the Department:

(1) Name of employee, or , in the case of a dependent, name and relationship of dependent and name of employee, and employee's agency (State, AID, USIA, etc.).

(2) Place, cause (if known), and time of death, accident, or illness. If details are not known at time telegram is sent, inform Department immediately when known.

(3) Specific instructions to notify next of kin, legal representative, or other person, including name and address of such person.

(4) In case of death when there are no members of family at post making funeral arrangements:

(a) Minimum cost of local burial, of cremation (if available), of embalming and preparing remains for shipment, of air and surface shipment of embalmed remains, and of air and surface shipment of cremated remains, and

(b) Maximum period of time before local burial is mandatory.

b. Captioning Telegram

(1) Death

In case of death of a Department of State employee, or any dependent of such employee, the telegram shall bear the special caption "OBIT/STATE" (see 5 FAM 212.7c).

Telegrams reporting the death of employees of other agencies (AID, USIA, etc.), or of any dependents of such employees, must be specifically marked for the employing agency for its action (e.g., "OBIT/AID." "OBIT/USIA," etc.).

(2) Serious Accident or Illness

In the case of serious accident or serious illness of an American employee or dependent who is covered by the Department's Medical Program (see section 681.1), the telegram shall bear the special channel caption "MED CHANNEL" (see 5 FAM 212.3f).

Telegrams reporting accident or illness of employees or dependents not covered by the Department's Medical Program must be specifically marked for the employing agency for its action. (The Department's Medical Division has no record of individuals not covered by the Medical Program and no responsibility in such cases.)

c. Further Actions

Posts shall furnish information or take action in the matters listed below:

(1) Deaths, disposition of remains, and personal estates of U.S. citizens (7 FAM 200).

(2) Allowable travel and transportation expenses (6 FAM 100).

(3) Proceeds of undelivered check (s) due deceased payee (4 FAM 343.3 and 482).

(4) Death benefits and claims under Federal Employees Group Life Insurance (3 FAM 694)

(5) Any benefits available under the Federal Employees Health Benefits Program (3 FAM 696).

(6) Payment of employee's unpaid compensation (3 FAM 221.7 and 4 FAM 482).

(7) Lump-sum payment for annual leave (3 FAM 498).

(8) Benefits payable under Foreign Service or Civil Service retirement (3 FAM subchapter 670).

(9) Compensation payable for work injuries under Federal Employees Compensation Act (3 FAM 689).

(10) Arrangements for burial in a national cemetery, if eligible and if desired by family.

(11) See also 3 FAM 752 for effective date of separation, 4 FAM 523 for payroll procedures, and the Standarized Regulations (Government Civilians, Foreign Areas) for termination of allowances.

697.1-2 Departmental Responsibility

a. Death

In death cases, it is the responsibility of the Department's Employee Services Center (OPR/FMSS/ESC) to notify immediately the next of kin or other person designated in the post's telegraphic report (see section 697.1-1a(3)). It is also the Department's responsibility to assist in related matters such as disposition of the effects of the deceased, payment of unpaid compensation and Federal Em-

ployees' Group Life Insurance, furnishing information regarding benefits due under retirement, etc.

b. Serious Accident or Illness

In a serious accident or illness case of an employee or dependent covered by the Department's Medical Program, it is the responsibility of the Medical Division to notify the employing agency. It is also the responsibility of the Medical Division to notify next of kin or other person in accident or illness cases, if so directed by the post (see section 697.1-1a(3)).

697.2 Death of Local and Resident Staff Employees

In case of death of a foreign service national or resident staff employee, the post is responsible for notifying next of kin and for rendering all necessary and appropriate assistance (see 3 FAM 972.5 and post compensation plan).

697.3 Departmental Employees in the United States

697.3-1 Bureau Responsibility

When a Departmental employee dies, the personnel/administrative officer immediately notifies the Office of Personnel (PER/FCA for Foreign Service personnel, PER/CCA in the case of Civil Service personnel), and the Employee Service Center (OPR/FMSS/ESC), furnishing the latter with the name and address of next of kin or legal representative or other person to be notified. For Foreign Service personnel posted overseas, the Bureau of International Organization Affairs or the regional bureau should also be notified. The executive director or administrative officer of the employing bureau shall complete a SF-52, Notification or Personnel Action, and send it to PER/FCA or PER/CCA. This same official also completes SF-2821, Agency Certification of Insurance Status, SF-2800A, Agency Certification for Death in Service, and SF-2810, Notice of Change in Health Benefits Enrollment, and sends the completed forms to OPR/FMSS/ESC. The responsible bureau should consider having two people witness and perform an inventory securing any personal items in the employee's office until arrangements can be made for the executor/executrix to claim such items.

697.3-2 Bureau of Personnel Responsibility

PER/FCA or PER/CCA is responsible for processing the SF-52. A representative will be available in the Department to meet with the next of kin or legal representative to discuss benefits such as survivor or children's annuity, thrift savings plan and unpaid compensation.

697.3-3 Employee Services Center (ESC) Responsibility

The ESC is responsible for sending the next of kin or legal representative a condolence letter and advising of benefits that may be payable, such as life insurance and unpaid compensation. The ESC will provide all pertinent forms to the next of kin or legal representative and provide assistance in completing required forms. The ESC will make arrangements for the next of kin or legal representative to meet with a representative from PER/FCA or PER/CCA to discuss other benefits for employees

697.4 Death of Contract Employees Abroad

In the event of the death of a Department of State contract employee while abroad, responsibility for notifying the contracting firm (when the contract is with a company) or next-of-kin (if a personal services contract) lies with the post's administrative section. The Administrative Officer may with wish to seek the advice and guidance of the Consular Officer regarding local requirements concerning disposition of remains, etc. If the post cannot reach the contracting firm/next-of-kin, post should contact the office in the Department responsible for the contract or, if after normal work hours, the appropriate duty officer for that contracting office. In case of death of a U.S. citizen contract employee who was hired at post, section 697.2 applies.

697.5 Human Immunodeficiency Virus Infection in the Workplace

697.5-1 Purpose

The Department of State recognizes that Acquired Immune Deficiency Syndrome, AIDS, raises a number of health, employment, legal, and economic issues for employees. This transmits the Department's policy on AIDS in the Workplace and is applicable to all DOS Civil Service and Foreign Service employees.

AIDS is a fatal disease that cripples the body's immune system by destroying certain white blood cell (known as T-lymphocytes). This destruction is caused by a virus called human immunodeficiency virus (HIV). Because of the damage to the immune system, the HIV infected individual becomes vulnerable to infections that healthy individuals can usually resist. Based on current medical and scientific data, the AIDS virus is an infectious disease that is transmitted by intimate sexual contact, intravenously through the use of contaminated needles, or by receipt of transfusions of contaminated blood. There is no medical evidence that the AIDS virus is transmitted through casual contact in a work environment, or through shaking hands, sneezing, coughing, eating foods prepared by a person with AIDS, or by sharing telephones or other office equipment. Therefore, subject to information changes from recognized medical authorities and directives, the Department has established the following guidelines for handling employee issues that may arise because of AIDS.

697.5-2 General Policy

The Department of State is committed to maintaining a safe and healthy environment for all employees. In as much as the provision of accurate and consistent information about AIDS is the most effective method of prevention, the Department will actively provide information to employees about AIDS through distribution of written materials and a program of educational seminars. This will include information about the nature of AIDS, its causes and means of prevention, the rights of employees who have AIDS, and the responsibilities of managers, supervisors and co-workers of employees with AIDS.

The Department will treat employees infected with the AIDS virus in the same manner as employees with any other serious illness. AIDS-related personnel issues will be addressed with the framework of existing Federal and Departmental policies, procedures, guidance, statutes, case law, and regulations.

HIV infected employees will be allowed to continue working as long as they are able to maintain an acceptable level of performance, and do not pose a health or safety risk to themselves or the other employees.

697.5-3 Reasonable Accommodations

AIDS is considered a handicapping condition and the medical condition of HIV infected employees may be sufficiently disabling to entitle the employee to be considered for reasonable accommodation. Reasonable accommodations will be made as long as the HIV infected employee is able to perform the essential functions of his/her position. Job restructuring and reassignments will be made in the same manner as they are for other employees whose medical conditions impact job performance.

697.5-4 Testing

All applicants for the Foreign Service will be tested for infection with HIV as part of the routine pre-employment medical screening process. Applicants who test positive for HIV infection will be medically disqualified for the Foreign Service because of their inability to serve worldwide. Such applicants will, however, be afforded the same opportunity for a management review of this decision as are applicants with other disqualifying medical conditions.

Foreign Service employees and dependents will be tested for HIV infection as part of the required biennial medical examination for overseas clearance. Testing for HIV was prompted by the realization that our health care facilities overseas are unable to provide adequate care for those with this infection and that exposure to infections and vaccinations may hasten the disease's course. Since these conditions do not generally exist domestically, and HIV testing program of Civil Service employees is not deemed necessary.

Foreign Service personnel who test positive and show evidence of immune suppression and/or symptoms will be assigned only to positions within the United States (Class 5 clearance). Those infected with HIV without immune suppression and/or other symptoms can be assigned to posts with both adequate medical facilities and experience with this type of medical problem (Class 2 Clearance). This assignment policy is no different than the assignment policy applied to Foreign Service employees with other potentially serious medical problems.

697.5-5 Leave Use

An HIV infected employee may request sick or annual leave or leave without pay to pursue medical care or the recuperate from the effects of his/her medical condition. Medical documentation may be required to make responsible decisions about an employee's ability to work. It is the employee s responsibility to produce medical documentation regarding the extent to which a medical condition affects job performance. Where an AIDS infected employee fails to submit proper documentation, the Department may require the employee to take a

physical examination. Any determination to grant or deny leave will be made in the same manner as it would for employees with other medical conditions.

697.5-6 Access to Medical Records

Medical documentation submitted for the purposes of making employment decisions will become a part of the file pertaining to that decision and will become a record covered by the Privacy Act. Generally, the Privacy Act forbids the disclosure of records without the consent of the subject of the record. However, access to medical documentation may be granted to Department officials with the need to make managerial decisions. Officials who have access to such information are required to maintain the confidentiality of that information.

697.5-7 Employee Benefits

Employees with AIDS will be appropriately informed of their rights to such benefits as group life and health insurance, disability retirement, leave usage and any other benefit to which they are entitled.

Employees with AIDS continue insurance coverage under the Federal Employees' Health Benefits (FEHB) and/or the Federal Employees' Group Life Insurance(FEGLI) Program. Participation in either or both of these programs cannot be jeopardized because of one's health condition. Any employee who is in a leave without pay status for 12 continuous months faces statutory loss of FEHB and FEGLI coverage but may convert to a private policy without having to undergo a physical examination.

Employees with AIDS may be eligible for disability retirement. Employees covered by the Civil Service Retirement System (CSRS) or the Foreign Service Retirement and Disability System (FSRDS) must have 5 years of covered Federal service to be eligible. Employees covered under the Federal Employees Retirement System (FERS) or the Foreign Service Pension System (FSPS) must have 18 months of covered Federal Service to be eligible. Applications for disability retirement from employees with AIDS are considered in the same manner as for other employees, focusing on the extent of the employee's incapacitation and ability to perform assigned duties.

697.5-8 Counseling

All employees with personal concerns about AIDS and its related conditions are encourage to contact Medical Service's (M/MED) Employee Consultation Service (ECS). The Employee Consultation Service can provide employees with useful information about AIDS, appropriate referrals to other resources and services within the Department, as well as referrals to other community based programs and services. The Employee Consultation Service is located in Room 2237 NS.

(End State Only Regulations).

060
FOREIGN DISASTER EMERGENCY RELIEF

061 GENERAL POLICY

(TL:GEN-219; 9-20-84)
(Uniform State/AID)

In the event of foreign disaster the United States may provide emergency relief assistance as a humanitarian service consistent with U.S foreign policy goals. Assistance shall to the greatest extent possible reach those most in need of relief and rehabilitation. U.S. assistance supports and encourages host country participation in disaster preparedness activities and supplements rather than replaces host country disaster relief resources.

061.1 Foreign Disaster

(TL:GEN-270; 4-1-91)
(Uniform State/AID)

A foreign disaster is an act of nature (such as a flood, drought, wild-fire, hurricane, earthquake, volcanic eruption, or epidemic) or an act of man(such as a riot, violence, civil strife, explosion-fire) which is or threatens to be of sufficient severity and magnitude to warrant U.S. emergency relief assistance outside of the United States and its Trust Territories. The severity and magnitude of a foreign disaster is determined by taking into account the extent of damage compared to indigenous resources available for alleviating the suffering caused, and the extent of social or economic disruption. The U.S. Government, through *the Agency for International Development's Office of U.S. Foreign Disaster Assistance* (AID/OFDA, see §066.2), can provide technical specialists to support interested governments faced with emergency situations which do not warrant a formal disaster determination. Often these services are provided on a reimbursable basis to governments or the private sector, through the U.S. Embassy in the affected country.

061.2 Disaster Assistance

(TL:GEN-270; 4-1-91)
(Uniform State/AID)

Disaster assistance includes:

(1) The analysis and study of the causes of disasters for the purpose of planning, in advance, the type of U.S. assistance that may be needed when disaster occurs;

(2) Disaster preparedness or mitigation activities such as training foreign nationals in disaster management, vulnerability and risk analysis,public awareness, and damage assessment; promoting bilateral, regional, and international information exchange; conducting disaster-related research and applying technology (e.g., satellite early warning, tracking, and monitoring systems); and

(3) Developing operational disaster plans and rendering emergency relief (in coordination with other governments, their embassies, international agencies, U.S. voluntary agencies, and U.S. and foreign private assistance) to victims of natural and manmade disasters.

061.3 Emergency Relief

(TL:GEN-219; 9-20-84)
(Uniform State/AID)

a. Emergency relief is aid which can be used immediately to alleviate the suffering of victims. Normally, it includes services and commodities as well as the rescue and evacuation of victims; the provision and transportation of food, clothing, medicines, beds, and bedding, temporary shelter, the furnishing of medical equipment, medical and technical personnel; and making repairs to essential services.

b. Emergency relief may be made available normally during an initial 60-day period following sudden onset of disaster (earthquake, cyclone,tsunami, etc.). During this emergency phase, the chief of mission may commit up to $25,000. Commitments in excess of the initial $25,000, and/or extension of the emergency phase beyond 60 days require prior approval of AID/W's Office of U.S.Foreign Disaster Assistance (AID/OFDA).

c. Short-term rehabilitation assistance is limited to help required to restore self-sufficiency to disaster victims. Such assistance is subject to AID/W approval and is normally limited to an additional 90 days beyond emergency relief phase. Assistance required for long-term rehabilitation or full recovery (such as reconstruction) is subject to normal AID programming procedures, and is eligible for funding from the International Disaster Assistance Account, only when so authorized by Congress.

061.4 Disaster Preparedness

(TL:GEN-270; 4-1-91)
(Uniform State/AID)

a. AID/OFDA maintains inventories of commonly required disaster relief commodities in one U.S. and four regional stockpiles from which they maybe deployed rapidly to a scene of disaster only upon instruction from AID/OFDA. Commodities are located in:

(1) New Windsor, Md.;
(2) (Leghorn) Italy;
(3) Panama;
(4) Guam; and
(5) Singapore.

b. Disaster preparedness includes:

(1) Seminars and training for foreign disaster officials in disaster management;

(2) Direct technical assistance in national disaster planning for disaster-prone countries;

(3) Assistance to U.S. missions in the development of mission disaster plans;and

(4) Disaster-related technical assistance and technology transfer.

These services in all aspects of emergency management are available to all countries and can be provided on a cost-sharing or reimbursable basis.

061.5 Authorities

(TL:GEN-270; 4-1-91)
(Uniform State/AID)

a. Department of State Delegation of Authority No. 104 of November 3, 1961, delegated to the Administrator, Agency for International Development, provides authority for funding and operational coordination of emergency disaster operations and disaster preparedness. This authority is derived from the Foreign Assistance Act of 1961, as amended (22 U.S.C. 2292), (FAA) and from the Agricultural Trade Development and Assistance Act of 1954, as amended (Pub. L. 480, 83rd Congress; (7 U.S.C. 1704, 1721).

b. FAA Section 106: This section authorizes the President to furnish assistance to programs of reconstruction following natural and man-made disasters.

c. FAA Sections 491-493: These sections provide the basic authorities and guidelines for the Agency's involvement in disaster relief,rehabilitation, preparedness, prediction, and contingency planning. Section 493 authorizes the President to appoint a Special Coordinator for International Disaster Assistance.

062 CHIEF OF MISSION RESPONSIBILITIES

(TL:GEN-219; 9-20-84)
(Uniform State/AID)

Responsibilities of the Chief of Mission are delineated in *AID Handbook 8*. (See §065.)

063 OBLIGATION OF FUNDS AND FISCAL REPORTING REQUIREMENTS

(TL:GEN-270; 4-1-91)
(Uniform State/AID)

a. To utilize the authority to obligate the $25,000 initial relief assistance, AID/W has established an allotment account known as the "International Disaster Assistance Account." The USAID (or in countries where there is no AID mission, the chief of the diplomatic mission), or AID's Foreign Disaster Assistance Director is authorized to issue obligations against this allotment account up to $50,000.

b. Should larger amounts of funds be necessary, recommendations should be made through channels and appropriate action will be taken in Washington to establish appropriate funding levels. OFDA may obligate, subject to availability of funds verified by the Program Accounting Division, Office of Financial Management (M/FM/PAD), an amount which does not exceed $3,000,000. Greater amounts require the approval of the AID Administrator.

c. Chiefs of missions shall make no commitments of assistance in excess of the $25,000 authority until additional funding levels have been approved by AID/W and missions notified of the appropriation, budget plan code, and control numbers.

d. Copies of the obligation documents issued by the diplomatic missions, the USAID, or by AID/W will be dispatched immediately to M/FM/PAD,AID/W.

064 REPORTING

(TL:GEN-219; 9-20-84)
(Uniform State/AID)

Without delaying necessary and authorized emergency action, an immediate notification of a disaster, situation reports, follow-through actions, and a full summary report of each disaster relief operation is to be communicated to AID/OFDA. Guidelines for these reports are contained in Chapter 3 and Appendix F of *AID Handbook 8 (See §065)*.

065 FOREIGN DISASTER ASSISTANCE HANDBOOK

(TL:GEN-270; 4-1-91)
(Uniform State/AID)

For detailed information and guidelines on U.S. Government foreign disaster policies, disaster preparedness activities, disaster operations,funding, reporting, surveys and assessments, procurement, stockpiling, health and technical assistance, see *AID's Foreign Disaster Assistance Handbook (AID Handbook 8)* subject handbook. Copies of the handbook have been distributed to all diplomatic and AID missions.

066 RESPONSIBILITIES AT WASHINGTON HEADQUARTERS

066.1 General Responsibilities

(TL:GEN-219; 9-20-84)
(Uniform State/AID)

The Department of State provides foreign policy guidance to AID in carrying out disaster relief activities. The Administrator of AID determines the extent to which AID funds and resources will be committed under this policy guidance.

066.2 Agency for International Development (AID)

(TL:GEN-270; 4-1-91)
(Uniform State/AID)

a. The focal point of the U.S. Government disaster relief activity in Washington is the Office of U.S. Foreign Disaster Assistance (an independent office reporting directly to the Administrator of AID), Foreign Disaster Coordination Center. A disaster duty officer is on-call 24-hours a day including weekends and holidays. The OFDA Director is authorized by the AID Administrator to respond to U.S. mission requests for disaster assistance, to organize and coordinate the total U.S. Government disaster relief response, to procure supplies, services, and transportation, and to engage in disaster preparedness activities. AID reimburses other Federal departments and agencies for supplies and costs associated with personnel provided at AID's request.

b. AID geographic bureaus work with OFDA in determining the nature and extent of disasters to determine suitable plans of action. They provide additional temporary professional and clerical staff when the magnitude of a disaster requires augmentation of OFDA staff. When the emergency and short-term rehabilitation phases of a disaster evolve into reconstruction, the responsibility for disaster reconstruction passes fro OFDA to the appropriate geographic bureau of AID.

c. The Office of Food for Peace (FFP) is responsible for all matters relating to Pub. L. 480 food commodities utilized in emergency relief. (See *AID Handbook 9: Food for Peace (Pub. L. 480, Titles I, II, and III)*). FFP keeps OFDA informed of related mission and AID/W actions.

d. There are many other offices within AID which provide important services, resources, or administrative assistance in the disaster program. These are delineated in *AID Handbook 8*, Chapter 1.

066.3 Department of State

(TL:GEN-270; 4-1-91)
(Uniform State/AID)

a. AID/OFDA receives foreign policy guidance from the Department of State through the appropriate regional bureau and office director. Other components of the Department often participate with OFDA in foreign disaster operations.

b. The Bureau of Consular Affairs (CA) is concerned with disasters in foreign countries as the affect U.S. citizens. It provides information on the welfare of private U.S citizens residing abroad who are affected by disasters to concerned relatives in the United States. The Bureau assists in the transfer of emergency funds to U.S. citizens in disaster stricken areas and in arranging for the medical treatment and/or evacuation. In the case of death of a U.S. citizen abroad, the Bureau assists the next of kin in arranging for the disposition of the remains and settlement of the estate;

c. The Bureau of International Organization Affairs (IO) provides guidance to State/AID regional bureaus and to OFDA in communicating with the United Nations and its specialized agencies or other international organizations when U.S. Government disaster assistance involves these organizations;

d. The Bureau of Refugee Programs (RP) has responsibility for coordinating assistance to refugees who cross the border from one country to another. AID/OFDA has the responsibility for assisting people displaced within their own country as a result of natural or manmade disasters. A single disaster may involve both situations, and interaction between OFDA and RP is essential to a balanced U.S. effort; and

e. The State Operations Center (S/S-O) relays to OFDA or the OFDA Disaster Duty Officer communications received pertaining to foreign disasters and assists

OFDA during evening hours and on weekends in the dispatch of immediate communications.

066.4 Department of Defense (DOD)

(TL:GEN-270; 4-1-91)
(Uniform State/AID)

Department of Defense Directive 5100.46, of December 4, 1975, authorizes the designation of a Foreign Disaster Relief Coordinator in the Department of Defense. The DOD Coordinator responds to OFDA requests for assistance by providing and coordinating available U.S. military resources(equipment, supplies, transportation, personnel) necessary for rescue and relief operations. The Department of Defense Directive 5100.46 on its foreign disaster policy is contained in *AID Handbook 8* as Appendix B.

066.5 Department of Health and Human Services (HHS)

(TL:GEN-219; 9-20-84)
(Uniform State/AID)

HHS's Office of International Health makes its Foreign Disaster Relief Liaison Officer regularly available to OFDA to provide guidance on health problems of actual or potential victims of foreign disasters. At AID's request, the Centers for Disease Control at Atlanta, Georgia, and the Public Health Service provide medical personnel, equipment, and supplies.

066.6 Other Federal Departments

(TL:GEN-219; 9-20-84)
(Uniform State/AID)

Other Federal departments which are frequently involved in foreign disaster assistance include, but are not limited to, the Department of Agriculture, Department of Commerce, Department of Interior, the Executive Office of the President, and the Federal Emergency Management Agency.

066.7 U.S Voluntary Agencies and the American National Red Cross

(TL:GEN-270; 4-1-91)
(Uniform State/AID)

a. U.S. voluntary agencies registered with AID's Advisory Committee on Voluntary Foreign Aid, having educational, social, and health programs in less-developed countries, are eligible to receive grants of Pub. L. 480, Title II food in furtherance of such programs. AID may authorize voluntary agencies to utilize these stocks of Title II commodities for emergency relief under procedures specified in *AID Handbook 9 - Food For Peace (Pub. L. 480, Title I, II, III)*.

b. Voluntary agencies often initiate their own disaster assistance programs in cooperation with the host governments. AID may assist these activities by making special grants of Pub. L. 480 food in addition to stocks on hand in the country, under procedures set forth in the aforementioned Handbook.

c. AID may make cash grants to voluntary agencies and to the American National Red Cross for foreign disaster assistance purposes. Decisions on grant assistance are made on a case-by-case basis and depend on the structure and capabilities of the agencies to launch and carry out anticipated projects.

066.8 International Community

(TL:GEN-219; 9-20-84)
(Uniform State/AID)

a. The term "international community" includes donor countries and international organizations which participate in disaster relief and preparedness activities, such as the United Nations, World Food Program, League of Red Cross Societies, Internal Committee of the Red Cross,Organization of American States, Pan American Health Organization, and the North Atlantic Treaty Organization (NATO).

b. The U.S. Government encourages and participates with the international community in a multilateral approach to disaster preparedness and relief.

c. The U.S. Government, through AID, may, at its discretion, make contributions to internationally recognized organizations that are capable and willing to undertake a comprehensive disaster assistance program, if acceptable to the cooperating country. These contributions may be in the form of supplies, services, transportation, or cash grants, the extent of which is based on actual requirements and the contributions of other donor countries.

d. Contributions mac to international organizations do not necessarily preclude the U.S. Government relief efforts for the same disaster on a bilateral basis or through U.S. voluntary agencies as long as such efforts are not duplicative.

067 Through 069 Unassigned

CHAPTER 13

CLOSING A USAID MISSION

13A. Introduction

This Chapter outlines the general conditions, procedures and responsibilities for closing a USAID as an operating entity. The closing out of a USAID may or may not include closing out all United States assistance activities. The closing out of a USAID can take place as a "normal" closing, an "immediate" closing, or an "emergency" closing, as follows:

1. A normal closing out usually will occur as a consequence of a joint agreement of understanding between the United States and the cooperating country.

2. An immediate closing out occurs because of unusual circumstances and in most instances is the result of unilateral action either on the part of the United States Government or on the part of the cooperating country. This may call for the termination of assistance pursuant to the Foreign Assistance Act or other U.S. Government prohibitions. Whereas, a normal closeout permits a relatively unhurried approach, in an immediate closeout situation time may be severely limited.

3. An emergency closing out occurs because of critical conditions at post such as war, civil disturbance or natural disaster. The provisions of this Chapter do not apply to an emergency closing. (See Chapter 12, Emergency Planning.)

13B. Post-AID, Self-Financed Technical Services

General Policy

a. Following formal termination of AID assistance to a country, it is usually in the United States Government's long-range national interest to maintain association with the country's development.

b. In the case of a normal closing of a USAID, and concurrent with negotiation of a joint termination agreement, the Country Team takes all reasonable steps to assist the cooperating government to develop appropriate mechanisms to facilitate its continued access, on a self-financed basis, to U.S. public and private resources.

13C. AID/W Task Force

AID/W management responsibilities for a USAID closeout may be assumed by a task force consisting of representatives of the Directorate for Operations and the Directorate of Finance and Administration.

13D. Planning the Closing Out of Assistance Activities

1. Mission Responsibilities

After the determination is made to close a USAID, the Mission Director is instructed by AID/W to submit recommendations for closing out assistance activities. The Mission Director prepares a report on each assistance activity including:

a. The extent to which each activity is completed; the nature of the steps required to complete each activity; whether any uncompleted parts of the program can be cut from the activity as a whole, and the effect of failing to complete any part of the activity.

b. The amount of dollar funds obligated for each activity and the amounts expended and unexpended.

c. A statement of any termination provisions in each assistance agreement or obligating document.

d. The amount of U.S.-use local currency funds on deposit and to be generated and deposited under outstanding authorizations with recommendations for its use, including financing of post-AID transitional technical assistance.

e. Recommendations on how each economic assistance activity, including contracts made pursuant thereto, such as Food for Peace, etc., can be continued or expanded without AID participation.

2. Preparation of Policy Plan

Upon receipt of the recommendations on closing out assistance activities and the report from the Mission Director, the appropriate geographic bureau Assistant Administrator prepares a policy plan for closing out United States assistance activities with appropriate intra-and inter-agency coordination; including all elements of the Agency involved in program planning. The policy plan sets forth the

13D2

policy position which forms the basis for the decision to closeout the USAID and how it affects the existing United States assistance activities. The plan also sets forth the procedures to be followed, assigns responsibility for particular actions necessary to implement the closing; and:

a. Indicates action required for each activity and approximate time to complete the action.

b. Designates which activities are to be transferred to another U.S. Government agency, non-government entity, or to the cooperating government.

c. Indicates the necessity of further bilateral discussions or exchange of diplomatic notes regarding the closeout arrangements, such as confirmation of the decision, public announcement of the closeout, and responsibility for action on these matters.

d. Estimates and provides administrative and program funds needed for personnel, travel, space, disposition of property and records, taking into account the reductions possible in each successive stage of the closeout.

e. Indicates disposition of letters of commitment and letters of credit.

f. Indicates action regarding materials and commodities in the pipeline.

g. Indicates use to be made of all counterpart funds.

h. Covers the subject of notifying USAID personnel of the closeout plan.

3. Special Problems of Immediate Closeout

In planning an immediate closeout, the geographic bureau Assistant Administrator takes into consideration the possibility of exercising termination rights under agreements, discontinuing disbursements, transfer of residual financial management functions, stopping issuances of, or termination of assistance implementation documents, stopping procurement, termination of FSN personnel including those employed under contract, phase-down and transfer of U.S. citizen and eligible third country national (TCN) employees and U.S. Government-owned personal property to a safehaven, diverting AID-financed shipments in transit and continuing participants in training in the United States and third countries.

13E. Planning the Closeout of the USAID Mission

1. Preparation of Operation Plan

Upon receipt of the regional Assistant Administrator's policy plan for closing out assistance activities, the Mission Director prepares an operational plan for closing out the USAID. The Mission Director's plan conforms with and implements the regional Assistant Administrator's policy plan to closeout assistance activities and includes provisions covering:

a. The retention of sufficient and suitable staff members and the delegation of authority and assignment of specific responsibility to each to carry to completion the required closeout action with respect to each assistance activity in accordance with the plan and the time schedule.

b. The estimates of personnel, space, and funds required to complete the closeout, taking into account the reduction possible by each successive stage of the plan.

c. A timetable for the phasing out, transferring, or terminating of U.S. direct-hire, participating agency, and contract personnel; and replacement of assistance from other resources.

d. The action for terminating services of cooperating country and third country national employees.

2. USAID Mission Responsibilities

In the execution of the closeout plan the Mission Director maintains appropriate coordination with the U.S. diplomatic mission and other U.S. Government agencies. He/she establishes procedures for close control and follow-up on the progress of the closeout action taken by the staff. The Mission Director submits reports to the geographic bureau Assistant Administrator on the progress of the closeout action, taking such precautionary action as is practicable to protect U.S. interests in the country, including arrangements for continuing access into the country to U.S. technical services on a self-financed basis.

13F. Closing Out Personnel Activities

Normal and Immediate Closeout

1. Applicability

These procedures apply to the closing of USAIDs under both normal and immediate circumstances. (The principal difference is the accelerated pace required in an immediate closeout.) They apply to all direct-hire employees of AID, both U.S. citizens and foreign nationals, U.S. Participating Agency (PASA) and contract employees.

2. Announcement

a. When the Mission Director receives an AID/W determination that the USAID Mission is to close, he/she may, unless otherwise instructed by AID/W, inform all employees of the pending action. This early announcement is made strictly out of consideration for the employees and they should be cautioned to be discreet.

b. When the final schedule for transfer and reassignment of employees has been approved, but prior to, or at least simultaneously with, any public announcement, the Mission Director, or his designee, informs all employees (at an all-employee meeting, if feasible, otherwise by printed announcement) of the (a) organizational time schedule for closing the USAID; (b) Agency responsibility for transfer, reassignment, or placement outside the Agency; (c) employees' responsibility for continued cooperation and submission of individual information to aid in placement activities; (d) name of the officer responsible for coordinating the personal aspects of the closeout to whom employees may look for guidance.

3. Completion of Duty

a. Direct-Hire U.S. Citizen U.S. Government Employees

(1) The parent agency in the United States is responsible for the future employment status of its employees.

(2) The USAID submits to AID/W a tentative schedule for reassignment on every AID U.S. direct-hire employee.

(3) The USAID submits to AID/W a form AID 4-253, Completion of Assignment Report (COAR), available from AID/W, FA/AS/PP, on every AID direct-hire employee if such a report has not already been submitted as part of the normal reassignment process. In the case of an immediate closeout when it is necessary to evacuate employees, the COAR, or the gist of the COAR, is prepared at and submitted from the safehaven.

13F3a

(4) Subsequently, AID/W authorizes the USAID by cable to prepare form AID 5-8, Request and Authorization of Official Travel, available from FA/AS/PP, AID/W, for U.S. direct-hire AID employees for the purpose of (1) reassignment to another USAID or to AID/W; (2) consultation in AID/W and home leave - post to be determined; or (3) separation, reduction-in-force, termination of time-limited appointment, or any other action that applies. The separation of an employee, the transfer of an employee to another USAID or AID/W, and the temporary detail of an employee to another USAID requires prior AID/W authorization.

(5) The USAID submits a list of all PASA employees to the appropriate geographical bureau of the overseas division of the Office of Procurement (FA/OP) in AID/W for referral to the parent agency for action.

b. Local Employees and Third Country Nationals

To the maximum extent possible, the USAID will assist the employees to secure new employment and in cooperation with the U.S. mission, the Personnel Officer will contact all potential employers, such as, the U.S. mission; other U.S. Government agencies; foreign diplomatic missions; the cooperating government; international organizations; public and private employment services; private industry; and other USAIDs. Termination of local employees and TCNs must be in accordance with AID Handbook 31 and the approved local compensation plan.

13G. Closing Out Financial Management Activities

1. Normal closeout

a. AID/W Responsibilities

(1) Prepare and transmit to the USAID Controller a checklist of specific items to be reviewed prior to departure.

(2) The Office of Financial Management (FM) designates an office to assume responsibility for residual Controller functions and/or loan servicing.

(3) Advise other USAIDs of the closeout and the name of the office assuming residual financial functions.

13G1a

(4) Based on decisions in the policy plan prepared by the appropriate geographic bureau Assistant Administrator, with respect to modifying or terminating financing activities, AID/W may:

(a) Discontinue or advise the USAID to discontinue all disbursements under the agreements and cease all AID/W disbursements under direct financing;

(b) Stop issuance of program and/or project implementation documents;

(c) Revoke or reduce all outstanding program and/or project implementation documents;

(d) Instruct banks to issue no more letters of credit against AID letters of commitment and to make no further payments by means other than letters of credit;

(e) Request banks holding letters of credit to provide AID with listing of outstanding credits. Instruct banks to cancel or reduce all letters of credit where beneficiaries' consent can be obtained by AID/W.

(f) Advise borrowers of USAID closeout and name of office assuming loan servicing responsibilities.

(g) AID/W initially estimates funds available for reprogramming as a result of closing out of assistance. Estimates are confirmed subsequently on the basis of information obtained from the USAID. The responsible AID/W bureau or office establishes administrative reserves, derived from funds available from the closed out program, for the payment of abnormal charges incident to the closing out of the program. Equipment or commodities diverted to other USAIDs or cooperating countries are furnished at cost to be determined by the Administrator or appropriate Assistant Administrator. Additional charges incident to closing out are funded as above from administrative reserves.

b. <u>USAID Responsibilities</u>

(1) Make plans for the transfer or destruction, as appropriate, of USAID Controller files and records, including memorandum loan records. See Handbook 21, Part II, 6G.2.b.

13G1b

(2) Ascertain that sufficient funds are available to the disbursing office servicing those USAIDs where the technical assistance Trust Fund Account exists to cover all foreseeable obligations to be paid from this account and return any unnecessary balance to the source from which received; estimate other fund requirements during the phaseout period; and assure that salary, leave and other final payments to local employees can be paid from current-year funds.

(3) Where necessary, train personnel designated to assume residual accounting functions for USAIDs financial management activities. Prepare for them a kit of the handbooks and internal operating instructions on which AID financial management activities are based.

(4) Establish special controls over the creation of new obligations as may be necessary during the closeout period.

(5) Perform the following fiscal operations where necessary:

(a) Obtain refunds of outstanding advances.

(b) Assemble or review and update documentary file of all controversial advances.

(c) Effect collection of all receivables; i.e., personal use of USAID vehicles and loan receivables and make immediate deposit to the appropriate accounts.

(d) Assemble or review and update documentary file of all controversial accounts receivable.

(e) Send to FA/FM/CAR, copies of files on controversial accounts receivable from foreign officials and private obligors (Report U-141a) that could become difficult to collect if USAID were to resume activities at a future date. Particular attention should be given to receivables from governments of a foreign country and any subdivision, agency or instrumentality thereof.

(f) Close out miscellaneous cash funds held by individuals other than Cashiers or Alternate Cashiers.

13G1b(5)

(g) Advise Cashiers or Alternate Cashiers at outlying posts of their resonsibility for the funds under their control and arrange for closing of these accounts as quickly as possible.

(h) Advise local suppliers to submit their invoices on a current basis if they are not already doing so.

(i) Advise FSN employees to submit any pending travel claims for immediate settlement.

(j) Determine whether or not American employees are to continue receiving local currency in reimbursement for local travel; if so, advise American employees to submit all pending claims for immediate settlement.

(k) Assemble documentary file of all controversial unpaid invoices, travel claims, contracts, etc.

(l) Assemble separate documentary file of all controversial unpaid notices of payment due on loans.

(m) As of the established cut-off date for reporting purposes, prepare and submit to AID/W final fiscal reports from the USAID. These should include all reports required as for a year-end closing unless AID/W indicates to the contrary. Mark said reports as final.

(n) Prepare a detailed listing of all unliquidated obligations which may not yet be recorded but which should be recorded to the final closeout date. Thereafter, continually adjust this listing as well as the supporting documents to reflect any subsequent liquidations.

(o) Arrange with servicing disbursing office to establish a final cut-off date for processing vouchers and to obtain an Account Current as of the close of business date.

(p) Clear all pending Advices of Charge.

(q) Provide assistance to the Executive Office and designated program officers with respect to financial matters incident to the disposition of USAID property; termination of USAID leases and contracts and updating of USAID property lists and supply inventories.

13G1b(5)

(r) Advise geographic bureau Controller of the adequacy of the current operating expenses funding to carry it through closeout period. In the event additional funds are required, detail of such requirement should reach the AID/W geographic bureau Controller well in advance of actual need.

(s) Advise the embassy six months in advance of the closing and arrange for the appropriate reduction in the Foreign Affairs Administrative System (FAAS), if applicable.

(t) Prepare three backup tapes of MACS database. One copy each will be forwarded to the receiving USAID and FA/FM/CAR. The final tape will be stored at post.

c. Transfer of Financial Management Responsibilities

(1) The USAID office transferring the financial function is responsible for following the procedures outlined above. The USAID Controller financial books, files, and records must contain sufficient detail to permit the receiving USAID office to perform the residual or required financial functions. The individual responsible for the transfer of the USAID Controller financial books, files, and records must prepare a memorandum (see Exhibit A) together with a complete listing of all books, records, and files being transferred to the receiving USAID office, with a copy to the Controller in AID/W, relating to the transfer with certification concerning specific required actions and inclusion of the verification statement below in paragraph (3).

(2) The USAID office assuming residual financial functions is responsible for assuring the smooth transfer of financial operations, thereby avoiding, to the extent possible, a disruption of service.

(3) A Controller Verification Statement must be signed by the individual responsible for the transfer of the USAID Controller financial books, files, and records, as follows:

> "I attest to the correctness and completeness of the books, files, and records being transferred from my responsibility to the USAID/_____ Controller's responsibility. The financial management closeout procedures have been performed according to AID Handbook 23, Section 13G, with the exception of the disclaimers and qualifications noted above."

_____
Mission Controller, or Designee

_____
USAID

_____
Date

13G1c

(4) The receiving USAID office must review the complete listing of all books, records, and files against items actually received to ascertain that no items are missing in transit. The importance of the preparation of and the review of this complete listing can not be overemphasized.

2. Immediate Closeout

Actions taken by both AID/W and the USAID under an immediate closeout situation are identical to those listed under 13G.1. above. The only difference is timing in that many of the items could be phased under normal circumstances.

13H. Closing Out Supply and Procurement Activities

1. Normal Closeout

a. AID/W Responsibilities

(1) Contracts, task orders, and delivery orders issued by AID/W:

(a) Review affected contracts, task orders, and delivery orders against the USAID closeout schedule to determine, subject to USAID concurrence, whether they should be terminated, amended, or allowed to continue to completion.

(b) If appropriate, take action in accordance with the "termination" or "stop work" clause in each contract by notifying the contractors as soon as possible. Such notice should be made to the contractor's home office, when possible, by telephone and confirmed immediately by telegram and an official termination notice by special delivery airmail.

(2) For participating U.S. Government agencies' (PASA) procurements:

(a) Provide a closeout schedule to participating U.S. Government agencies; e.g., General Service Administration (GSA), Federal Highway Administration (FHWA), Federal Aviation Administration (FAA), Trade and Development Program (TDP).

(b) Provide instructions, including change conditions, schedule, and scope of work to the agencies at the time of the notice.

(c) Arrange a joint meeting as soon as possible with each agency to review all supply and procurement contracts to determine what action is to be taken. There may be special circumstances or arrangements that will permit completion of a part or all of a contract.

b. USAID Mission Responsibilities

(1) Determine closeout schedule and commodity needs thereunder.

(2) Take action to accelerate or terminate USAID negotiated contracts in accordance with closeout schedule. As appropriate, use the "termination" or "stop work" clauses of the contracts. Such notice should be given immediately to the contractor's local Chief of Party and to the contractor's home office. It should be accomplished by telephone, where possible, and confirmed by telegram, and follow-up with a written official notice by special delivery airmail. It may be necessary to accelerate, or extend, some contracts in order to ensure adequate commodities and/or services until the closeout date.

(3) Review all purchase orders issued (such as those for administrative and technical support commodities) to determine appropriate action in relation to the closeout schedule - cancel, revise delivery schedule, or take other appropriate actions.

(4) Curtail all new procurement except for required commodities and utilities until the final closeout date.

(5) Check and clear procurement files for:

(a) open actions,

(b) claims,

(c) warranties and titles,

(d) inventory records,

(e) receiving and inspection reports, and

(f) disposition instructions of commodities and spare parts.

13H1b

(6) Determine disposition of procurement and supply files.

2. Immediate Closeout

a. AID/W Responsibilities

(1) Take the same action as outlined in 13H.1.a. for a normal closeout.

(2) Upon receipt of an itemized listing of undelivered commodities from the closing USAID, FA/OP/COMS will take appropriate action to cancel, divert, and/or arrange for temporary storage of commodities no longer required.

b. USAID Mission Responsibilities

(1) Take the same action as outlined in 13H.1.b. for a normal closeout.

(2) Submit to AID/W, FA/OP/COMS, a report on the status of offshore procured undelivered items. The report lists the supplier, commodity, quantity, and other particulars. This listing provides detailed information to enable FA/OP/COMS to take appropriate action with the supplier to cancel, divert, or arrange temporary storage of commodities no longer required.

13I. Closing Out Personal Property

1. Normal Closeout

a. Preparation for Disposal

Take current inventories of all personal property titled in AID, issued or in storage, both program and administrative, expendable and nonexpendable, property on loan, and contractor procured property.

(1) Group expendable and nonexpendable property separately by like items and list them on Form AID 5-73, Personal Property Disposal Record.

(2) List passenger and nonpassenger vehicles separately.

(3) List separately property procured with trust funds from that procured with operating expenses or program funds.

13I1a

(4) These lists should show the quantity, description of item, and condition. For instance, the description of the typewriter would show make, manual or electric, carriage size, elite or pica type, serial number, voltage and cycle. Codes should be used to describe the condition of the property; i.e., the codes set forth in Chapter 4, 6 FAM 220, Exhibit 227.3c. When the condition of personal property scheduled for disposal is classified at or below 2, 5, 6, 8 and X, such property is to be disposed of through sales and not redistributed to other USAIDs.

b. JAO Preparation for Disposal

(1) In a JAO setup, when required, an AID/W Executive Officer should be assigned on TDY to the closing USAID for five to ten workdays to prepare a personal and real property closeout plan in line with the procedure stated in paragraph a. above. TDY assistance may also be provided to a USAID which has an Executive Officer at post when circumstances warrant. The closeout plan is to include:

(a) assessment of condition of personal property;

(b) recommendations of which other posts should be notified of property availability;

(c) recommendations as to priority of items to be disposed of and priority of recipients;

(d) problems concerning personal property disposal which may arise and possible solutions;

(e) an inventory of USAID-owned and -leased buildings and residences, including trust funded real property;

(f) a realistic schedule to delease buildings;

(g) list of possible problems in terminating any leases; and

(h) recommendations for disposal of Agency-owned real property.

(2) The Executive Officer can also assist the embassy Personnel Officer by identifying potential jobs for FSN support operations employees whose positions will be terminated.

13I1b

(3) A second TDY assignment consisting of four to eight weeks by an AID/W Executive Officer, preferably the same Executive Officer involved at the initial stage, is normally necessary during final closeout to assist the JAO staff or post Executive Officer in implementing the administrative portion of the closeout plan. The person sent TDY should be scheduled to arrive after most of the American staff are scheduled to depart post and the local staff is to have their employment terminated; thereby, remaining personal and real property can be disposed of which is not being used by the staff. The person sent TDY should stay until the remaining embassy, or another agency, administrative staff is able to complete the AID property disposal plan without staff augmentation.

(4) To formalize authority of disposals, the Mission Director should have the JAO Director appoint the TDY Executive Officer as Disposal Officer for AID property at the USAID; thereby, all AID property disposal decisions will be formalized by an AID employee. The appointment should be effective only during the duration of the TDY visit.

c. Methods of Disposal

The priority method for disposal will normally be considered in the order shown hereunder:

(1) Redistribution

(a) Property in condition good enough to warrant the cost of packing and shipping is first considered for redistribution. A listing of this property is circularized to other USAIDs located in the same geographical area, allowing thirty days for reply before taking other disposal action.

(b) Posts which will receive the redistributed personal property of the closing post may not be identified, or have full funds available to initiate shipments within thirty days; therefore, the closing USAID may request funds for USAID personal property packing and storage. This process will expedite preparing items for shipment to other posts while potential recipients are determining what they need and can obtain needed packing and shipping funds. The closing USAID may, if adequate funds are available, permit some or all of the recipient posts to pay only for the shipping with the closing USAID paying for the packing costs.

13I1b

(2) Transfer to Other U.S. Government Agencies

Transfer of replacement property to other U.S. Government agencies located overseas may be effected if reimbursement at fair value, either U.S. or local currency, is received. Fair value is the amount equivalent to the best estimate of proceeds that could be derived if the property were to be sold locally on a competitive basis. (In no case will the transferee pay more for the property than the landed cost to the USAID.) The transferee bears all costs incident to the transfer, including packing and transportation.

(3) Sale

Property may be sold if it cannot be redistributed or transferred. Sale proceeds are to be deposited to AID's Replacement Account Number 72-F-3845. Competitive sealed bid sales and auctions are the preferred methods of sale. Retail sales and negotiated sales are used only when the Property Disposal Officer considers it to be in the best interest of the U.S. Government.

(4) Transfer to Cooperating Government

Property may be transferred to the cooperating government in the form of a project contribution or Grant-in-Aid. Use the following format for documentation:

GRANT-IN-AID

For purpose of implementing the cooperative program and to improve the capability or capacity of_____in the_____ Office-Field Works Ministry, the Agency for International Development, represented by the Director of USAID to _____, hereby makes a grant-in-aid and transfers title for the property listed below to the Ministry of _____.

Item #	Description	Serial Number	Vehicle Number	Quantity	Unit	Value

Accepted by: _____
Director, USAID

_____
Date

Ministry of_____Date:_____

The signatures of the USAID Property Management Officer, Accountable Property Officer, Program Officer and Controller are shown only on the clearance copies of the agreement.

13I1b

(5) Donation

If personal property cannot be disposed of by redistribution, transfer, or sale, and has little or no commercial value, or the cost of handling and storage would exceed the estimated proceeds of sale, it may be considered for donation. Institutions and organizations eligible to receive donations are specified in this Handbook, Chapter 4, Appendix 4A (2 FAM 227.3-5).

(6) Destruction or Abandonment

If the property is in a condition that it cannot be advantageously disposed of according to one of the aforementioned methods, it can be disposed of by destruction or abandonment as a last resort. Property in this condition will not be given to the cooperating government because experience has shown that it is not always within the best interest of either party.

Refer to Chapter 4, Appendix 4A (6 FAM 227.3) of this handbook, for more detailed guidance on methods of disposal.

c. Disposal of Trust Fund Property

In accordance with the terms and conditions of the Trust Agreement or other documents of understanding, all personal property procured with trust funds will either revert to the cooperating government, or be sold; proceeds are to be turned over to the cooperating government.

d. Disposal of Property Held by AID Contractors

All property in the custody of contractors which is titled in AID is disposed of in accordance with the procedures set forth in Section 13I.1.c. above.

e. Disposal of Project-Titled Property

Project-titled property is disposed of in accordance with the terms and conditions of the project agreement.

2. Immediate Closeout

When disposing of property under immediate closeout conditions, the USAID, to the extent practicable, follows the procedure outlined above for a normal closeout. If it is not possible to proceed as in a normal closeout, alternate courses of action are authorized; for example, since

13I2

disposal by redistribution entails a delay of 30 days, said property may be transferred to another U.S. Government agency at fair value reimbursement, or be disposed of by sale. The proceeds are to be deposited to AID's Replacement Account. In an immediate closeout situation the disposal officer must be resourceful and judicious in determining the alternate means of disposal when conditions compel him/her to deviate from normal procedures.

13J. Employee Personal Property Normal and Immediate Closeout

The degree of support rendered an employee in handling personal effects differs only slightly between a normal and an immediate closeout. Whereas a normal closeout permits a relatively unhurried approach to packing and shipping personal effects, during an immediate closeout, time will be limited. Packing and shipping of personal effects are accomplished in accordance with 6 FAM 100.

13K. Closing Out Real Property

1. Normal Closeout

a. U.S. Government-Leased Property

(1) The USAID initiates action to terminate, transfer, or assign all leases, coordinating the terminations with scheduled departures of employees in order to provide facilities for as long as the need exists.

(2) If the lessor seeks restoration of the vacated premises, the USAID is guided by the following considerations:

(a) The terms of the lease.

(b) The following language taken from a decision of the Comptroller General (18 Comp. Gen. 8):

> "Where lease of building provided for restoration of premises to condition existing at time of entering upon same, reasonable and ordinary wear and tear, etc., excepted, and damage during occupancy was only such as might be presumed to result from reasonable use for purpose for which leased, there is no government liability for the damages claimed."

(c) Whether it would be more economically feasible not to make restorations of any alterations when the landlord agrees to accept the premises in an altered condition, and when the cost of making restoration would exceed the salvage value of the material that would be removed, or to pay an agreed upon sum in lieu of restoration in order to effect a savings.

13K1a(2)

(d) The U.S. Government is not responsible for restoring leased property whenever the premises or any essential part thereof shall be destroyed by fire, earthquake, war, civil disturbance or other casualty.

(3) If advance payments have been made, seek a refund of the unearned portion. Since refunds are difficult to obtain, the unearned portion may be considered when negotiating restoration of the premises.

b. U.S. Government-Owned Property

The USAID submits to AID/W, FA/OMS, a list identifying the property estimate of the current market value, prospective buyers, and recommendations for disposal. Upon receipt of instructions from FA/OMS, dispose of the property accordingly.

2. Immediate Closeout

Since the time element in an immediate closeout situation is of shorter duration than in a normal situation, disposal action should be completed as soon as possible. If all property is not disposed of as the closeout date approaches, the USAID may detail a residual staff to the U.S. mission, request the U.S. mission to complete the disposal actions, or request AID/W Executive Officer assistance (see Section 13I.1.b. above).

13L. Records Closeout

1. Introduction

This section prescribes procedures for continued good maintenance of USAID files in anticipation of a closeout and for the actual closeout of USAID files. Good maintenance is essential to lay the foundation for and facilitate closeout operations under any of the three closeout conditions.

2. Maintenance Procedures That Will Facilitate Closeout

a. Ensure that all classified and administratively controlled records are maintained separately from unclassified files in a restricted area.

b. Develop a plan for the disposition of records under "immediate" and/or "emergency" conditions. A copy of the plan is to be sent to the Agency's Records Management Officer (FA/AS/ISS/RM). Assign responsibility to designated personnel and make sure that each understands his/her duties.

13L2

c. Instruct files custodians to:

(1) On current files maintained in office space;

(a) Official Files (Yellow-banded Labels)

1. Mark "Permanent" or other appropriate retention period on the OFFICIAL FILE (yellow-banded label) now in use and

2. Include appropriate retention periods on these file folder labels as they are initially typed each year.

(b) Working Files (Green-banded Labels)

1. Place all reference, extra copy, and nonrecord materials in these WORKING FILES (green-banded label folders), and

2. Maintain these files in separate file drawers, if possible.

(2) On inactive official files ready for removal from office space:

(a) Pack records in record shipping boxes (size: 15"x12"x10");

(b) Separate Subject files from Case files;

(c) Pack "Permanent folders" (whether Subject or Case files) separately from those authorized for eventual destruction;

(d) Pack items with like retention periods together, unless volume is less than one box (one cubic foot);

(e) Pack records in their original folders in the same order as they were in file drawers (subject to (c) and (d) above), all folders facing the same direction;

(f) Combine boxes into groups. All files within a given group must have the same disposition date and must not contain a mix of classified and nonclassified files.

(g) Type a listing of each box by folder title type on SF 135A, Records Transmittal and Receipt, available from (AID/W), FA/AS/ISS/RM.

13L2c(2)

(h) Mark boxes to show the disposal authority and actual destruction date of their contents, e.g., "27080, Excess Property Files, Destroy 9/30/98."

d. Establish a local records storage area, within easy access, to house inactive files forwarded by files custodians (described in paragraph C. (2) above) and maintain the contents of this storage area as follows:

(1) Organize boxes according to office of origin; e.g., Education Division, Program Office, etc.;

(2) Edit shelf lists, check if retention periods are correct and clearly identified (these lists are the key to the location of the "Permanent" items as well as to items scheduled for retirement and/or eventual destruction);

(3) Identify records that should be given priority in removal from post under IMMEDIATE and/or EMERGENCY conditions; and

(4) Maintain a supply of records shipping boxes and SF 135A's for additional packing and listing of records during an emergency.

e. For more detailed information on establishing a local records storage area, refer to Handbook 21, Part II, Chapter 6H, Managing Local Storage Facilities.

3. Records Closeout Guidance

When official notification is received that the USAID is closing out, and the closeout conditions are announced (normal, immediate or emergency), the CRM Supervisor and other management personnel, as necessary, employ the following appropriate guidelines in preparing records for closeout:

a. Normal Closeout

(1) Initial Steps

(a) Consult with appropriate personnel to determine if selected records held by the USAID will be needed by other USAIDs, the U.S. mission, or other organizations assuming AID residual functions.

(b) Advise the Agency Records Management Officer (FA/AS/ISS/RM) of records to be transferred to other U.S. Government agencies and obtain clearances for the transfer of these records. No official files may be transferred to other than a U.S. Government institution.

13L3a(1)

(c) Consult the U.S. mission Pouch Supervisor to determine the most effective and economical way to ship records, considering their security classification, volume and prevailing conditions at post.

(d) Notify the U.S. mission Pouch Supervisor of probable dates and volume of records to be transported to AID/W or other post through the courier service.

(e) Arrange for the use of post destruction equipment to destroy records eligible for destruction.

(f) Prepare a final accounting report of volume of records to include the following information:

1. volume of records (cubic feet) in current file rooms and offices; and

2. volume of records (cubic feet) in staging, holding, and other storage areas.

(2) Disposition of Records

(a) Segregate and deliver to custody of a designated AID officer, those records determined necessary for performing residual functions.

(b) Transfer records approved for transfer to the U.S. mission or another U.S. Government agency.

(c) Identify official and working files eligible for destruction according to the Records Disposal Schedule in the AID Records Management Handbook. (Handbook 21, Part II, Appendix 6B.)

(d) Ship records to be retired to AID/W following instructions contained in the AID Records Management Handbook (see Handbook 21, Part II, Chapter 6, Section 6C.5.b. and Appendix 6B).

(e) Check the total volume transferred, destroyed, and shipped, against the volume indicated on the latest Files Maintenance and Disposition Plan, form AID 520-2 (Box 4), to determine if any records have been overlooked. If the total cubic feet handled during the closeout is less than the amount on hand at the last report, this may indicate that some records are unaccounted for. Every reasonable effort is to be made to locate the missing records and dispose of them properly.

13L3a(2)

(f) Submit to the Agency Records Management Officer (FA/AS/ISS/RM) a final memorandum report of all actions taken. Include as attachment to the memorandum the following:

1. Description and volume of records selected for residual operations and of records transferred to other agencies. (See (2)(a) and (b) above.);

2. A copy of shelf lists (SF 135A) listing all records transferred to AID/W:

3. Final accounting of volume of records prepared in 3a.(1)(f) above.

b. Immediate Closeout

(1) Initial Steps

Upon official notification of an immediate closeout, responsible records management personnel should follow as many of the steps prescribed in 13L.3.a (Normal Closeout) as practicable. If time does not permit, apply the following procedures:

(a) Consult with responsible USAID and embassy personnel to identify records to be held in the embassy and those to be transferred to other USAIDs for residual functions, or to other U.S. Government agencies.

(b) Obtain the Mission Director's or his/her designee's approval to transfer records to other U.S. Government agencies and notify the Agency Records Management Officer after records have been transferred, if lack of time prohibits prior clearance. No official files may be transferred to other than a U.S. Government installation.

(c) Arrange with responsible U.S. mission personnel to ship records to their assigned destination (i.e., AID/W, other USAID, etc.). If lack of time precludes typing shelf lists before shipment, arrange for records to be shelf-listed at point of destination.

(d) Arrange for use of post destruction equipment to destroy records designated for destruction.

13L3b

(2) Disposition of Records

(a) Segregate and deliver to custody of a designated USAID officer those records determined necessary for performing residual functions.

(b) Transfer records approved for transfer to the embassy or other U.S. Government agency.

(c) Identify and destroy those records designated for immediate destruction.

(d) Ship remaining records to safehaven point.

(e) Submit a memorandum report to the Agency Records Management Officer (FA/AS/ISS/RM) of all records actions taken. Provide a written description of records, volume, and disposition actions taken supplemented by shelf lists or other documents originated in the disposition process.

13M. Closeout of Participant Training Activities

1. Normal Closeout

Even after the formal closeout of AID assistance to a country, it is usually in our long-range national interest to maintain U.S. association with the country's development. The Participant Training Program deserves particularly close attention if AID is to stimulate and assist the cooperating country, and countries of the region to continue their development. The continuation of these programs, even at a greatly reduced level, should be considered in consultation with the host country government, the USAID, the Office of International Training (OIT) and other appropriate offices in AID/W. A review will be made of the following activities prior to the closeout, and the phased closeout or extension of training activities should be planned and arranged to include both AID's bilateral training program for the country (sending participants to the United States and third countries); and AID's third country training program for participants from neighboring countries.

13M1

a. Bilateral Program for the Closing Out USAID Mission

(1) Financing

(a) Dollar Funds - Where necessary, dollar funds should be included to cover the costs of concluding essential third country and U.S. training which might not otherwise be met, including "pipeline" cases. These provisions should be covered in the USAID's training or closeout agreement with the recipient country.

(b) Local Currencies - In the pre-closeout period, consideration should be given to provision of local currencies for use over a transitional period following the closeout in that country for training the country's own nationals, as well as incoming participants from other countries in a region.

(c) Partially Financed Training - Training resources, program development and arrangements through OIT or a contractor in the U.S. and in third countries can be made available for partially financed training after the closeout. These provisions should be included in a specific training agreement or in the closing agreement.

(2) Selection Procedures and Regional or Centrally Funded Training Grants

The country should be encouraged to establish procedures to assure continued quality selection of participants for regionally or centrally funded training when the training is AID financed.

(3) Follow-up of Returned Participants

Interest in the participant's development does not end when he/she returns home. Follow up support whenever feasible should be explored with the United States Information Agency (USIA) prior to the closeout date. The following activities should be reviewed:

(a) Technical Materials - Establishing a means for the receipt of professional publications and technical journals and magazines or newsletters written by and for returned participants.

(b) U.S. Cultural Presentations - Provide for the inclusion of returned participants in cultural and other activities sponsored by the U.S. and benefit to the host country.

13M1

b. Regional Use of Resources in the Country

In those countries where large third country training programs are being conducted for others of the region, AID does not necessarily closeout the third country training program to coincide with the end of AID's bilateral program. It is usually essential that the third country training resources in the country continue to be used by other countries of the region. Third country training is required when comparable training is not available in the United States. The cost of third country training can be significantly lower and there is the availability of local currency. This regional self-help should be encouraged so that countries continue to share their newly trained participants and their training resources with others from developing countries. OIT recommends actions to be taken to provide for the continuance of this program to countries that usually send participants to the closing out country. Sending countries may utilize host country services, if available, or contract with a local organization in the training country to backstop its participants.

The USAID should also send to OIT and the regional bureau the following data report:

(1) The Bilateral Training Program (a list of those in training in the U.S. or third countries and those selected for future fully-funded training programs, who are in the pipeline.)

(2) The Third Country Training Program (those now in the country in training, or those who are in process but who have not yet arrived).

c. Post-Closeout Assistance

OIT and the regional bureau notifies the USAID of the possibilities of post-closeout assistance in both the bilateral and third country programs. OIT also informs the United States Information Agency's Bureau of Educational and Cultural Affairs of the closeout of AID's training program.

2. Immediate Closeout

The guides set forth in above applies to the Participant Training Program in a situation that results in an immediate closeout. However, whereas a normal closeout is agreed to in a harmonious climate, an immediate closeout may be the result of unilateral action. Consideration for continued U.S. support of participant training may therefore be tempered.

Attachment: Exhibit A - Sample Memorandum for the Transfer of Mission Controller Financial Books, Files, and Records

ATTACHMENT A

SAMPLE MEMORANDUM FOR THE TRANSFER OF MISSION CONTROLLER FINANCIAL BOOKS, FILES, AND RECORDS

TO: Receiving USAID Office (Copy to the Controller in AID/Washington)

FROM: The USAID Office Transferring Financial Functions

SUBJECT: Closing Out Financial Management Activities

As part of the transfer of Mission Controller financial books, files, and records, I certify that I have followed the procedures prescribed in AID Handbook 23, Section 13G. The following specific actions were taken in order to assure that there was a complete and successful transfer of all records and supporting documentation.

1. Appropriate documentation exists to support all recorded USAID/_____ accounts receivable and follow-up action has been taken in an effort to collect delinquent receivables. For each delinquent receivable, a listing has been prepared which summarizes actions taken along with a recommendation for final resolution.

2. Appropriate documentation exists to support all recorded USAID advances and follow-up action has been taken in an effort to collect delinquent advances. Where necessary, accounts receivable have been established and bills of collection issued for delinquent advances.

3. Documentation exists to support all recorded obligations and the liquidation record accurately reflects the current status of each. A detailed listing of all unliquidated obligations has been prepared and made part of the financial records.

4. All outstanding cashier funds have been reconciled and accounted for along with all other cash advances that were outstanding to individuals.

5. All claims by suppliers, contractors and employees have been settled where possible and those that remain unpaid are identified in a separate file with a summary listing of individual recommended actions for resolution.

6. All required reports have been prepared and submitted to AID/Washington.

7. The Allowance Ledgers, Project Ledgers, and Commitment Liquidation Control Records have been balanced and reconciled, one to the other.

8. An interim Section 1311 has been performed to ensure that all obligations are valid at the time of transfer.

9. The document files (i.e., project files, agent/contractor files, etc.) have been reviewed and updated as necessary to assure backup information for the books and records will be complete and readily available.

CHAPTER 14

PURCHASING FOR AID'S OVERSEAS ACTIVITIES

14A. Purpose and Scope

Under Title 48 of the Code of Federal Regulations, the Federal Acquisition Regulations (FAR) System (48 CFR, Chapter 1) and the Agency for International Development Acquisition Regulations (AIDAR) (48 CFR, Chapter 7) present codified policies and procedures for acquisition of services, supplies, and personal property by the Agency for International Development. The AIDAR and FAR are contained in Handbook 14, Volumes I and II respectively. Within the broad framework of the FAR and AIDAR, this Chapter:

1. Describes the special purchasing functions of the Office of Administrative Services (FA/AS) in providing operational support for USAIDs.

2. Outlines procedures to be followed by USAIDs in obtaining services and/or commodities for operational support. When specific procedures are covered in other chapters or handbooks, appropriate references are provided.

14B. Authorities

1. Contracting authority for AID is derived from the Foreign Assistance Act of 1961, as amended, and is delegated either by position (i.e., Mission Director or principal AID officer at post), pursuant to the Agency for International Development Acquisition Regulations (AIDAR), Handbook 14, or through the Associate Administrator for Finance and Administration (AA/FA) to individual Contracting Officers and most Executive Officers, in writing, pursuant to the Federal Acquisition Regulations (FAR) on a "Certificate of Appointment" (SF-1402). Each "Certificate of Appointment" is subject to the monetary limitations specified on the Certificate of Appointment and the limitations contained in the AIDAR.

Purchasing authority as described in this Chapter has been delegated to the Director of the Office of Administrative Services (FA/AS) by virtue of his/her position and includes:

a. Authority to make small purchases (up to $25,000) for the acquisition of supplies and services except professional non-personal services and personal services;

14B1

b. Unlimited dollar value authority (within the terms of the agreements) when ordering against GSA and other U.S. Government ordering agreements; and

c. Issuing warrants to qualified individuals for exercise of the authority in a. above.

2. Acquisition of supplies and non-personal services, up to $25,000, is authorized under the small purchase authority of FAR Part 13. Under AIDAR Part 713, this ceiling applies to the cost of supplies and services exclusive of the cost of transportation and accessorial costs if the destination is outside the United States.

3. Additionally, the heads of AID contracting activities are vested with broad authority to carry out programs and activities for which they are responsible. AIDAR 701.601(b) (5) describes the authorities pertinent to this Chapter. It specifies that each Mission Director or principal AID officer at post is authorized to:

a. Execute contracts and amendments thereto, where the cumulative amount of the contract, as amended, does not exceed $250,000 for personal services contracts and $100,000 for all other contracts including the authority to order up to this amount against GSA and other U.S. Government ordering agreements; and

b. Issue warrants for small purchases (up to $25,000) authority directly to individuals on his/her staff.

14C. Procurement Conducted by FA/AS/PP/AP for AID Missions

Excluding furniture procurements outside the scope of the State Department furniture contract, the following major categories of furniture, representational furnishings, and equipment shall be procured by FA/AS/PP/AP when purchasing from United States sources.

1. Household Furniture

a. Guidelines for the Procurement of Furniture

USAIDs may fulfill new furniture requirements through (1) local purchase; (2) third country purchase; (3) U.S. vendor purchase; or (4) the State Department's formal furniture contract. The following guidelines are to be applied when purchasing new furniture:

14C1a

(1) When purchasing local or third country furniture the concept of quality without ostentation or luxury applies, with due consideration given to the policy for local and third country procurement. Furniture should be comparable as to type and composition (and wherever possible, quality) with that available under the State Department contract. See Section 14E concerning USAID administrative procurement of foreign end products.

(2) When purchasing from U.S. vendors, compliance with FAR and AIDAR is required.

(3) When purchasing under the State Department furniture contract, all styles are available for AID personnel. Current catalogs which display and list items offered under the State Department furniture contract are available at each embassy. The contract provides a selection of different styles of groupings in various sizes in living room, dining room, and bedroom sets. Accent or decorator pieces may be ordered in addition to complete rooms, but not in substitution for items in the room groupings as listed in the catalog. Orders for furniture under this contract shall be forwarded to AID/W, Attention: FA/AS/PP/AP for purchasing action (see b. below).

(4) AID considers furniture and decorative pieces available under the State Department furniture contract adequate for representational and other requirements of officers listed in Handbook 23, Chapter 5, Appendix 5A, 6 FAM 761e. Therefore, specially-procured items (e.g., dining room table to accommodate more than twelve persons, custom-made stereo equipment cabinets) shall not be ordered under this contract or from other sources.

b. Requisitioning Procedures - State Department Furniture Contract

(1) All requisitions for the purchase of furniture under the State Department contract, including requisitions prepared by JAOs, must be forwarded to AID/W, Attention: FA/AS/PP/AP, for review and purchasing action. Orders placed directly with the contractor will be returned without action.

(2) Furniture is requisitioned by cable or on a form AID 5-7, Supplies/Equipment/Services Requisition, signed by the Mission Director, AID Representative, or their designee. Under description, furniture is listed as one line item in accordance with the criteria in the catalog. e.g.,

"Transitional, House C; 3 Bedroom unit L/R, D/R, B/R I, II, III, Color Scheme II."

14C1b(2)

or:

"Student Bedroom"

If additional pieces and/or accessories are required, these should be listed as "additions" or "accessories" giving item number, fabric color, and name of item, e.g.,

-- 02-2950, C-12'x15' Carpet, Color, Buckskin 1 ea., $253.00;

-- 15-5315, Wardrobe, 1 ea. $500.00

Do not list by item when a complete room or home is required.

Include on the requisition the USAID's funding obligation amount and appropriation, allotment, and budget plan code symbols.

(3) FA/AS/PP/AP, upon receipt of the requisition or cable, will prepare a purchase order and assign it a number (referred to as "purchase order number") which will become the obligation number. Each USAID should set up some form of identification numbering system for its requisitions to facilitate cross referencing with the purchase order number when a copy of the completed purchase order is received.

(4) Freight costs may be obligated when furniture is requisitioned, with copies to the U.S. Despatch Agency (USDA), or USAIDs may opt to provide the USDA with the fiscal data and funding obligation amount separately after FA/AS/PP/AP has advised them of the purchase order number. If the former method is used, USAIDs must later cross reference their requisition number with the purchase order number and submit it, by cable, to the USDA. All requisitions and purchase orders forwarded to the USDA should identify the designated paying office, usually the USAID Controller, with instructions to submit invoices to that office.

2. ADP Equipment

a. All requests for OE-funded ADP equipment must be processed through AID/W, Attention: FA/IRM/CLS. Requests should be made by cable and include the USAID's appropriation, allotment, and budget plan code symbols and funding obligation amount. FA/IRM/CLS will process the purchase orders for OE-funded equipment through either FA/AS/PP/AP or FA/OP, who will forward copies to the USAIDs.

14C2

b. All requests for program-funded ADP equipment with an estimated value of greater than $100,000 during the life-of-the-project must be reviewed and cleared by AID/W, Attention: FA/IRM/CLS. Requests should be made by cable.

3. Representational Furnishings (Chinaware, Crystal, and Flatware)

a. Agency policy concerning authorized representational furnishings is specified in Handbook 23, Chapter 5. A listing of representational items available for purchase and their costs is available at each embassy. The procedure for procurement of representational furnishings is as follows:

(1) Representational furnishings are requisitioned by cable or on a form AID 5-7, Supplies/Equipment/Services Requisition, signed by the Mission Director, AID Representative or their designee. The requisition or cable must include the funding amount and the USAID's appropriation, allotment and budget plan code symbols. The cable or requisition must be forwarded to AID/W, Attention: FA/OMS. The cable must bear the ADM AID caption.

(2) FA/OMS will review the request to ensure that the items ordered are within the established quantity limitations (as specified in Handbook 23, Chapter 5) and to determine whether the requested items are available within existing USAIDs' inventories for transfer. When necessary, FA/OMS will seek clarification on the order from the requesting USAID. Valid orders will be initialed by FA/OMS and forwarded to FA/AS/PP/AP for procurement action.

(3) FA/AS/PP/AP reviews the order to ensure its completeness. The processed order is then attached to a cover memorandum from FA/AS/PP/AP marked approved, and is transferred to FBO for action.

(4) FBO, upon receipt of the memorandum with attached order, will issue a purchase order (for flatware) or delivery order (for crystal and chinaware). FA/AS/PP/AP is provided copies of the purchase order or delivery order and, in turn, forwards copies to the requesting USAID and retains one in-house. USAIDs will also be advised by cable upon the issuance of a purchase order or delivery order.

(5) The shipment of representational items is arranged by FBO.

14C3a

(6) The companies under the State Department furnishings contracts will issue invoices (only for flatware and the shipment of all ordered representational items) and forward them to FBO. In turn, FBO will send this documentation to FA/AS/PP/AP for forwarding to the USAID Controller for processing and payment.

(7) FBO will prepare a Journal Voucher (SF-1081) to request reimbursement (which is accomplished through the transfer of funds from USAID to STATE) on purchases of chinaware and crystal. The Journal Voucher is forwarded to FA/AS/PP/AP who, in turn, will send it to the USAID Controller for processing and payment.

4. Responsibilities of FA/AS/PP/AP

In carrying out its delegated purchasing responsibilities in support of USAID missions, FA/AS/PP/AP:

a. Logs and assigns a control number to each requisition.

b. Reviews and evaluates each requisition to assure that the request is in accordance with Agency policies, established authorization standards, and sound management practice; or that any exceptions are fully and adequately justified.

c. Notifies requesting office of approval/disapproval of each request, and periodically informs requestor of status of procurement action.

d. Accomplishes procurement action as necessary.

e. Forwards copies of the purchase order to the Executive Officer, USAID Controller, and the U.S. Despatch Agent.

14D. Procurement by USAID Missions

USAIDs are encouraged to purchase other requirements directly from the suppliers in compliance with the FAR and AIDAR. The following major categories of personal property and services should normally be ordered directly from the vendor subject to the additional policies and procedures stated:

14D

1. Telephone Equipment for Administrative Use

USAIDs wishing to upgrade or replace all or part of USAID installed telephone equipment should consult first with the appropriate embassy Administrative Officer. The Regional Communications Officer can then be contacted to assist with the selection of a system and equipment best suited for post requirements, environment, and connectivity with the host country and embassy system. FA/IRM/TCO is also available for consultation with queries being channeled through FA/OMS. Prior to the selection of equipment, normally the Regional Communications Officer or a STATE/OC Officer will conduct a survey. After the survey is completed, the Communications Officer will submit the USAID's requirements to STATE/OC for approval. STATE/OC will forward to the USAID their approval and recommendation of equipment for purchase, and identity of vendors from which items and price quotes can be obtained.

Upon receipt of STATE/OC's recommendations, USAIDs can procure telephone equipment by: (1) ordering directly from the vendors by using a purchase order; (2) requesting STATE/OC to order the equipment by providing them with appropriate fiscal data; or (3) submitting to FA/AS/PP/AP a requisition (form AID 5-7) with appropriate fiscal data and supporting documentation as required under FAR to support the procurement.

FA/OMS is to receive information copies of all correspondence or cables transmitted between the field and STATE/OC pertaining to the repair, installation and procurement of USAID telephone equipment.

2. Vehicles

Are procured directly from vendors (see Handbook 23, Chapter 6, Section 6G.5). FA/AS/PP/AP will buy vehicles for USAIDs if requested.

3. Records Management Services

Records management services may be obtained under contracts within the FAR and AIDAR regulations. AID/W, FA/AS/ISS/RM is to be contacted for consultation prior to USAID initiation and release of a bid for record management services. Upon the issuance of the contract award, one copy of the contract is to be forwarded to FA/AS/ISS/RM.

4. USAIDs without an AID Executive Officer or similar expertise may submit requisitions to FA/AS/PP/AP for assistance in the procurement of supplies, equipment, and vehicles.

14D

5. USAIDs may request information from FA/OMS concerning the procurement of supplies, equipment, or vehicles if sufficient information is not available to them.

14E. Mission Administrative Procurement of Foreign End Products and Services Under the Balance of Payments Program

FAR 25.302 and Handbook 1, Supplement B, Chapter 26, prescribes the policies and procedures to use in support of the United States Balance of Payments Program when procuring supplies, services or construction materials with AID operating funds for use outside the United States. AID policy on source origin and nationality is contained in Handbook 1, Supplement B, Chapter 5.

14F. Small Purchase Transactions by USAID Missions

1. Policy

Imprest funds should be employed whenever such use will be advantageous to the U.S. Government by reason of economy or ease of operation. FAR Part 13.4 covers procedures for use of imprest funds. Under the terms of FAR 13.4, in order to save time and reduce paper work, USAIDs may pay for small purchases of articles or services, other than personal services, using cash from an imprest fund when appropriate. This applies to both administrative and program funds.

2. Authority

a. The Mission Director or his/her designee (usually the Executive Officer) will determine which persons may engage in procurement transactions which entail payment in cash. Designations and revocations will be made to such persons in writing with a copy furnished to the USAID Controller.

b. Funds for cash payments under this Chapter are controlled by cashiers designated by the Chief Disbursing Officer, Treasury Department, in accordance with instructions issued by the Office of Financial Management (FA/FM).

14F

3. Disbursements

a. Limitation on Individual Cash Transactions

The cost of articles or services for any one cash transaction may not exceed the local currency equivalent of $500.00. USAIDs may establish a lower limit for cash transactions as deemed appropriate. Under emergency conditions (see paragraph b. below), the limitation for any one cash transaction may be increased to $1,500.00.

b. Use of Emergency Authority

Internal controls and criteria are established by the USAID Controller for determining that an "emergency" situation exists requiring individual cash payments up to the $1,500.00 maximum (or in excess of $1,500.00 when a waiver is granted).

c. Waivers to Limitations

Waiver requests are to be made to AID/W, FM/CAR. All requests must specify the limit of the increased authority required and include a justification.

4. Procedure

a. Requisition

Purchases to be paid from funds under this order will normally be based on form AID 5-7, Supplies/Equipment/Services Requisition, or similar form, approved by an authorized procurement official.

b. Advance of Funds and Reimbursements

(1) If the cashier makes the purchase, he or she will get a receipt for the cash payment from the vendor.

(2) If an employee other than the cashier makes the purchase, the cashier may advance an estimated amount of cash needed on the basis of the approved requisition.

14F4b(2)

(a) If an advance is made, the cashier will have the employee sign the Interim Receipt for Cash stub on SF 1165, Receipt for Cash-Subvoucher (Exhibit 14A) or an equivalent receipt form and give him or her the Receipt for Cash-Subvoucher part of SF 1165 or equivalent receipt.

(b) When the employee makes the purchase, he or she shall obtain a receipt from the vendor and give it to the cashier together with any change; the cashier shall return the SF 1165 stub to the employee. If the amount of cash advance does not cover the purchase, the cashier shall reimburse the employee for the difference.

(3) If an employee advances personal funds for authorized purchases, the cashier may reimburse him or her on presentation of a vendor's approved receipt. The receipt will be marked "approved as advantageous to the Government" by an authorized procurement officer. The employee will acknowledge on the vendor's receipt itself, reimbursement by the cashier of the cash advanced by the employee.

c. USAID Policies and Procedures

Each USAID is responsible for establishing, for AID personnel, policies and procedures appropriate to local requirements and within the framework of the foregoing provisions. Each USAID shall include in its regulations the specific documentation it requires from the suppliers under this procedure. At a minimum, each purchase should be supported by one of the following: the original bill, sales slip, cash register ticket, detailed invoice, SF 1165, parcel post receipt, or other receipt form itemizing the articles or services purchased, and their cost. All receipts for purchases must be secured in accordance with instructions issued by FA/FM. Where appropriate, certificate of inspection or manufacturer's guarantee or warranty should also be obtained.

d. Use of Purchase Orders in Lieu of Imprest Funds

Purchase orders should not be used for local purchases of under $500 unless they are required by the vendor, are needed to obtain government discounts or tax exemptions, or are needed to document the negotiated purchase price.

14G. Use of Purchase Orders

Purchase orders shall be used in compliance with the FAR, Part 13. The preferred form to use when buying from U.S. vendors is the OF-347 with continuation sheet OF-348. This form contains preprinted terms and conditions required for U.S. vendors. When using a foreign vendor, nonapplicable terms and conditions should be deleted from the OF-347. The form usually used by overseas missions for buying from non-U.S. vendors is the OF-206, which contains no preprinted terms and conditions. USAIDs may use any form to buy from U.S. or non-U.S. vendors as long as all the data listed on the OF-347 (purchase order, contractor's name, etc.) is listed on the substitute form and terms and conditions appropriate to the vendor's nationality (U.S. or non-U.S.) are attached to the purchase order.

14H. Responsibility for Compliance with AID Regulations and Policies

Ultimate responsibility for compliance with the provisions of this Handbook including selection, procurement, and management of U.S. Government property (Personal Property, Chapter 4; Real Property, Chapter 5; and Motor Vehicles, Chapter 6) rests with the AID principal officer at post unless a specific waiver or approval is granted by AID/W. This responsibility is not affected by procurement actions which may be accomplished by FA/AS/PP/AP or any other agent as a service to USAID under the provisions of this Chapter.

Attachments: Exhibit A, SF 1165, Receipt for Cash-Subvoucher
Exhibit B, OF-206, Purchase Order Receiving Report and Voucher
Appendix A, Small Purchase Competition Requirements

EXHIBIT 14A

Standard Form 1165
7 GAO 8100
1185-108

RECEIPT FOR CASH—SUBVOUCHER

(To be used when invoice is not available)

Subvoucher No. _____

Date _____

Received in cash from AGENCY FOR INTERNATIONAL DEVELOPMENT

_____ and _____/100 ($_____) for the following:

QUANTITY	ARTICLES OR SERVICES	AMOUNT

Vendor _____

Address _____

_____

By _____
(Signature of Vendor/Agent)

Title _____
(DO NOT SIGN IN DUPLICATE)

PURPOSE (*Project, etc.*)

APPROPRIATION AND ACCOUNTING CLASSIFICATION

INTERIM RECEIPT FOR CASH

Date _____

Received of Imprest Fund Cashier $_____ for which I hold myself accountable to the United States.

_____
(Signature)

NOTE TO SIGNER

Be sure this receipt is marked "VOID" and returned to you when the transaction is completed or the funds returned to the Cashier.

☆ GPO : 1981 O - 335-791

EXHIBIT 14B

Form approved by the Comptroller General of the United States

PURCHASE ORDER, RECEIVING REPORT AND VOUCHER

PURCHASER: THE UNITED STATES GOVERNMENT, DR. - THIS DOCUMENT PREPARED AT

VENDOR:

ORDER IS HEREBY PLACED WITH THE ABOVE-NAMED VENDOR FOR THE ARTICLES DESCRIBED BELOW, TO BE FURNISHED TO -

PURCHASE ORDER NO.

OF-263

CONTRACT NO.

DATE

ACCOUNT

DATE

D. O. VOU. NO.

SU. VOU. NO.

PAID BY

ITEM NO.	ARTICLES OR SERVICES	QUANTITY	UNIT PRICE COST	UNIT PRICE PER	AMOUNT

SIGNATURE OF ORDERING OFFICER

TITLE

TOTAL AMOUNT

I CERTIFY THAT THE ORDERED ITEMS LISTED WERE RECEIVED ON _____ (DATE) EXCEPT AS FOLLOWS:

(Signature of Receiving Officer)

TITLE

AVAILABILITY OF FUNDS

PAYMENT

COMPLETE ☐

PARTIAL ☐

FINAL ☐

AMOUNT BILLED, AS PER ATTACHED BILL(S) . .

DIFFERENCES

AMOUNT VERIFIED CORRECT FOR . .

APPROVED FOR

PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THAT THIS VOUCHER IS CORRECT AND PROPER FOR PAYMENT

Date (Authorized Certifying Officer) (Title)

EXCHANGE RATE TO $ 1.00

ACCOUNTING CLASSIFICATION

CHECK NO. _____ DATED _____ M _____ FOR $ _____ ON TREASURER OF U.S.

CHECK NO. _____ DATED _____ M _____ FOR $ _____ ON _____

CASH $ _____ ON _____ M _____

PAYEE (SIGNATURE AND TITLE)

NSN 7540-00-140-6005

ORIGINAL - D.O. VOUCHER

OPTIONAL FORM 206 (REV. 7-87)

Form approved by the Comptroller General of the United States

PURCHASE ORDER, RECEIVING REPORT AND VOUCHER
(CONTINUATION SHEET)

PURCHASE ORDER NO.

PAGE NO.

DATE

PURCHASER: THE UNITED STATES GOVERNMENT, DR. - THIS DOCUMENT PREPARED AT

VENDOR:

ITEM NO.	ARTICLES OR SERVICES	QUANTITY	UNIT PRICE		AMOUNT
			COST	PER	

NSN 7540-00-140-6000

ORIGINAL - D.O. VOUCHER

OPTIONAL FORM 208A
(REV. 7-67)

APPENDIX 14A

SMALL PURCHASE COMPETITION REQUIREMENTS

NOTE: Purchase requirements may not be fragmented to avoid competition requirements. In accordance with FAR Part 13.105, small purchases are to be small business set-asides.

For small purchases to $1,000: Purchases to $1,000 may be made without obtaining competitive quotations if the contracting officer considers the price to be reasonable. Repetitive purchases must be distributed equitably among qualified suppliers.

For purchases over $1,000 to $10,000: Generally, purchases over $1,000 to $10,000 may be made after soliciting oral quotations from at least three sources. Written solicitation should be used when a large number of line items is being purchased on one requisition, obtaining oral quotations is not considered economical or practical, unusual specifications are involved, or suppliers are located outside the trade area. Written solicitations shall be used for construction contracts over $2,000. Quotations may be obtained directly by the requesting office subject to the following considerations which must be sufficiently documented to support the purchase:

-- Whenever possible, three small business firms should be solicited.

-- If there are no small businesses which can provide the supplies or services, that fact should be documented and large businesses may be solicited.

-- If there are less than three reasonably available sources, that fact should also be documented for the contracting officer.

For purchases over $10,000 to $25,000: A written solicitation must be prepared for each proposed purchase expected to exceed $10,000 but not in excess of $25,000. A notice of the solicitation must be posted, for a period of not less than ten calendar days, in a public place at the contracting office issuing the solicitation, unless exempted. See FAR 5.101(a)(2) in HB 14. If the contracting officer does not have a reasonable expectation that at least two offers will be received in response to the public posting, the proposed purchase must be publicized in the Commerce Business Daily (CBD) (See Attachment 8-B). However, pursuant to AIDAR 705.202, publicizing in the CBD is not required for such purchases by overseas Missions.

CHAPTER 15

TORT CLAIMS - DOMESTIC OR FOREIGN

15A. General

This Chapter establishes the policy and procedures for adjudicating and paying tort claims arising out of personal injury or death, loss of property, or property damage when such claims are due to the negligent or wrongful act or omission of an employee of AID in the United States, or in those foreign countries where AID personnel are on official duty.

15B. Authority for Settlement of Tort Claims

1. Tort claims arising abroad shall be processed in a manner consistent with those arising in the United States. Authority to settle such overseas claims derives from Section 636(b) of the Foreign Assistance Act of 1961, as amended.

2. Tort claims arising in the United States are processed in accordance with the provision of the Federal Tort Claims Act, as amended, contained in Sections 2671-2680 of Title 28, United States Code. Administrative agencies have the authority to adjust certain claims in accordance with Section 2672 of Title 28, as follows:

> "The head of each Federal Agency or his designee, in accordance with regulations prescribed by the Attorney General, may consider, ascertain, adjust, determine, compromise, and settle any claims for money damages against the United States for injury or loss of property or personal injury or death caused by the negligent or wrongful act or omission of any employee of the agency while acting within the scope of his office or employment, under circumstances where the United States, if a private person, would be liable to the claimant in accordance with the law of the place where the act or omission occurred: Provided, that any award, compromise, or settlement in excess of $25,000 shall be effected only with the prior written approval of the Attorney General or his designee."

15C. Areas of Authority

1. Under Delegation of Authority No. 1500 (see Handbook 5), the General Counsel or Deputy General Counsel is authorized to determine the validity of, and to settle all tort claims arising in the United States or arising abroad, provided that those in excess of $25,000 are approved by the Department of Justice.

2. Authority for the settlement of claims has been further redelegated to principal AID Mission officers if the amount of settlement is $25,000 or less. The principal AID officer at an overseas mission includes, for the purpose of this chapter, the senior AID officer at delegated posts or other organizational units. However, the principal Mission officer must first obtain approval of a Regional Legal Advisor to settle any claim or the approval of the General Counsel or Deputy General Counsel to settle any claim when:

a. To the best of his/her knowledge, a new precedent, a new point of law, or an important question of policy is involved.

b. The United States is, or may be, entitled to indemnity or contribution from a third party and the claim against the third party has not been settled.

c. The United States is involved in litigation based on another claim arising out of the same accident or incident.

3. The authority to settle tort claims is not available to settle a claim for which another law provides an exclusive remedy. For example:

a. Compensation for employee work-related injuries is provided by the Federal Employees' Compensation Act, contained in Sections 8101-8150 of Title 5, United States Code. (See Handbook 29, Chapter 1G, Compensation for Injury, Disability, or Death Under the Federal Employees' Compensation Act.)

b. Compensation for injuries sustained by employees of contractors covered by the Defense Base Act, contained in Section 1651-1654 of Title 42, United States Code.

15C

4. The General Counsel or Deputy General Counsel with respect to domestic claims and the principal AID Mission officer with respect to foreign claims may designate Tort Claims Officers to process or assist in the processing of tort claims. The principal Mission officer is the Tort Claims Officer unless he/she delegates that authority to a member of his/her staff. The principal Mission officer may delegate full or partial authority as he/she sees fit, to another to process, review, and settle claims pursuant to this Chapter.

15D. Policy and Responsibility

1. It is the policy of AID that tort claims be processed expeditiously and in accordance with the principles set forth herein in order that the interests of the Government, the employees, and the claimant(s) are protected. Tort Claims Officers are responsible for carrying out this policy and are to see that established procedures insuring adequate reporting of accidents, full investigation, and prompt processing are followed.

2. A tort claim must be presented within 2 years after the claim occurred; i.e., within 2 years of the incident which gave rise to the claim, or within 2 years of the date the damage was first discovered or, in the exercise of due diligence, should have been discovered.

15E. Determination of Claims

Relevant issues such as, but not limited to, reasonable care, scope of employment, proximate cause, joint tortfeasors, negligence, comparative negligence, contributory negligence, the allowance of damages for pain and suffering and loss of earning capacity, local custom, and the rights of subrogees and lienholders, are to be determined according to the law of the place where the accident or incident occurred for foreign claims of non-U.S. citizens and in accordance with U.S. law for claims by U.S. citizens. In the event advice on local law or other legal assistance is needed, local counsel may be retained if approved by the principal Mission officer after consultation with the General Counsel of AID or with the Mission/Regional Legal Adviser. In consulting with the General Counsel or Deputy General Counsel of AID on the retention of local counsel, pertinent information relating to the claim including, if identifiable, the issues of local law are to be presented in support of said retention. An estimate of the local counsel's fee also is to be provided. If said consultation is sought with the Mission/Regional Legal Advisor, it is to be the latter's responsibility to satisfy himself/herself that the aforesaid information has been weighed.

15F. Procedures for Handling Tort Claims

1. By Claimant

a. Claims may be presented directly by the claimant, his/her agent, or his/her duly authorized representative. If not filed by the claimant, the Tort Claims Officer must be certain that he/she is negotiating with a properly designated agent, representative, guardian, executor, administrator or other fiduciary.

b. Claims for Damage or Injury (SF-95) (Attachment 15-A) is the form to be used for submitting claims for damages or injury. Copies of this form are to be furnished the claimant, his/her agent, or his/her duly authorized representative. When possible, translation is to be provided.

c. The amount of claim is to be substantiated by appropriate competent evidence, to the extent available, such as:

(1) Personal injury claims are to have attached the physician's report showing the nature and extent of injury and treatment, the degree of any permanent disability, the period of any hospitalization, the extent of incapacitation, and the prognosis. Also itemized bills or receipts are to be attached, showing either actual expenses incurred or payments which have been made. In the event some of the above documentation is not obtainable, the best alternative evidence is to be presented together with an explanation of why the substitution is necessary.

(2) Any claim for loss of income is to include, when feasible, documentary evidence showing loss of income such as a written statement from the employer stating actual time lost, whether the claimant is a full or part-time employee, and the wages or salary actually lost. If the claimant is self-employed, he/she is to provide evidence of business expenses or losses incurred as a result of his/her incapacity.

(3) Claims for death are to contain as much of the foregoing information as is pertinent, material, and available; plus, when feasible, bills for burial expenses. When loss of earnings is a factor in the settlement, proof of earnings, if obtainable, is to be required.

15F1c

(4) When feasible, claims for damage to property which can be repaired are to be accompanied by signed estimates of the cost of repairs by at least two disinterested, qualified parties, or if repair and payment have already been made, itemized receipts are to be attached. If the Tort Claims Officer has need for further information, bearing on the reasonableness of the bill, he/she is to seek competent advice.

(5) Claims for property damaged beyond economical repair, or for property which has been destroyed, are to be supported by information, appropriately documented as to the date of purchase, the original cost, and the value of the property at the time of the incident. When doubt exists as to value at the time of the incident, accompanying certification by two qualified disinterested persons may be required.

2. By AID

a. Reporting of Accidents

(1) When a motor vehicle accident occurs, reports must be made by the operator of the vehicle, the immediate supervisor or the investigating officer, and by any other AID employees who witnessed the accident. Such reports also are to be sought from a reasonable number of other witnesses. The following forms are to be used; similar bilingual forms are to be devised locally when necessary:

(a) Operator's Report of Motor Vehicle Accident (SF-91) (Attachment 15-B) is to be completed by the Government motor vehicle operator as promptly as possible after the accident, preferably at the time and scene of the accident. A supply of these forms is to be kept in each Government-controlled motor vehicle.

(b) Investigation Report of Motor Vehicle Accident (SF 91-A) (Attachment 15-C) is to be completed as soon as possible by the person investigating the accident.

(c) Statement of Witness (SF-94) (Attachment 15-D) is to be completed by each witness. If the number of witnesses is large, the form is to be completed by a sufficient number to assure an accurate account of the accident.

15F2a

(2) Accidents not involving motor vehicles are to be reported by the employee involved, through his/her immediate supervisor. Report of Accident other than Motor Vehicle AID-352-3 (Attachment 15-E) shall be prepared as soon as possible after the accident by the employee. An AID-352-3 is to be completed for each injured person. The immediate supervisor is to complete sections 12 and 13 of the accident report. The Executive or Administrative Officer is to complete sections 14 and 15 of the report.

b. Processing of Tort Claims

(1) By the Tort Claims Officer:

(a) The Tort Claims Officer is to receive, examine, and review all supporting material and evidence pertinent to tort claims, obtaining other or additional documentation, as appropriate. This may involve interviews with parties involved in the accident or incident, and with witnesses, supervisors, and other people having knowledge of the accident or incident from which the tort claim arises.

(b) The Tort Claims Officer is to prepare a statement of his/her findings, and recommend a determination of the claim to the General Counsel or Deputy General Counsel, unless delegated to another pursuant to paragraph 15C4 above, to the principal AID Mission officer, or his/her designee, as appropriate.

(2) By the General Counsel, the Deputy General Counsel, or the principal AID Mission officer, unless full authority has been delegated to another pursuant to 15C4 above. The General Counsel, the Deputy General Counsel, or the principal Mission officer, or his/her designee, reviews the claim and all the accompanying evidence, makes a written determination, and takes the following action:

(a) Advises claimant of his/her determination.

(b) Notifies claimant of award or disallowance of claim.

(c) Initiates action for payment if determination is for the claimant.

(3) When appropriate, the principal Mission officer may authorize payments of hospital bills prior to final decision on a claim.

15F2

c. Payment of Tort Claims

(1) Voucher for Payment Under Federal Tort Claims Act (SF-1145) (Attachment 15-F) is to be submitted by the Tort Claims Officer to the Controller's office having jurisdiction. A copy of the written determination described in paragraph 15F2b(2) above will be attached.

(2) The SF 1145 contains a release which must be signed by the claimant, or in the event of his/her death, by his/her legal representative or agent. A bilingual form may be devised locally when necessary.

Attachments:

A. Claim for Damage or Injury (SF-95)
B. Operator's Report of Motor Vehicle Accident (SF-91)
C. Investigation Report of Motor Vehicle Accident (SF-91A)
D. Statement of Witness (SF-94)
E. Report of Accident Other Than Motor Vehicle (AID-352-3)
F. Voucher for Payment Under Federal Tort Claims Act (SF-1145)

CLAIM FOR DAMAGE, INJURY, OR DEATH

INSTRUCTIONS: Please read carefully the instructions on the reverse side and supply information requested on both sides of this form. Use additional sheet(s) if necessary. See reverse side for additional instructions.

FORM APPROVED
OMB NO.
1105-0008
EXPIRES 4-30-88

1. Submit To Appropriate Federal Agency:

2. Name, Address of claimant and claimant's personal representative, if any. *(See instructions on reverse.) (Number, street, city, State and Zip Code)*

3. TYPE OF EMPLOYMENT	4. DATE OF BIRTH	5. MARITAL STATUS	6. DATE AND DAY OF ACCIDENT	7. TIME *(A.M. OR P.M.)*
☐ MILITARY ☐ CIVILIAN				

8. Basis of Claim *(State in detail the known facts and circumstances attending the damage, injury, or death, identifying persons and property involved, the place of occurence and the cause thereof) (Use additional pages if necessary.)*

9. **PROPERTY DAMAGE**

NAME AND ADDRESS OF OWNER, IF OTHER THAN CLAIMANT *(Number, street, city, State, and Zip Code)*

BRIEFLY DESCRIBE THE PROPERTY, NATURE AND EXTENT OF DAMAGE AND THE LOCATION WHERE PROPERTY MAY BE INSPECTED. *(See instructions on reverse side.)*

10. **PERSONAL INJURY/WRONGFUL DEATH**

STATE NATURE AND EXTENT OF EACH INJURY OR CAUSE OF DEATH, WHICH FORMS THE BASIS OF THE CLAIM. IF OTHER THAN CLAIMANT, STATE NAME OF INJURED PERSON OR DECEDENT.

11. **WITNESSES**

NAME	ADDRESS *(Number, street, city, State, and Zip Code)*

12. *(See instructions on reverse)* **AMOUNT OF CLAIM** *(in dollars)*

12a. PROPERTY DAMAGE	12b. PERSONAL INJURY	12c. WRONGFUL DEATH	12d. TOTAL *(Failure to specify may cause forfeiture of your rights.)*

I CERTIFY THAT THE AMOUNT OF CLAIM COVERS ONLY DAMAGES AND INJURIES CAUSED BY THE ACCIDENT ABOVE AND AGREE TO ACCEPT SAID AMOUNT IN FULL SATISFACTION AND FINAL SETTLEMENT OF THIS CLAIM

13a. SIGNATURE OF CLAIMANT *(See instructions on reverse side.)*	13b. Phone number of signatory	14. DATE OF CLAIM

CIVIL PENALTY FOR PRESENTING FRAUDULENT CLAIM

The claimant shall forfeit and pay to the United States the sum of $2,000. plus double the amount of damages sustained by the United States. *(See 31 U.S.C. 3729.)*

CRIMINAL PENALTY FOR PRESENTING FRAUDULENT CLAIM OR MAKING FALSE STATEMENTS

Fine of not more than $10,000 or imprisonment for not more than 5 years or both. *(See 18 U.S.C. 287, 1001.)*

PRIVACY ACT NOTICE

This Notice is provided in accordance with the Privacy Act, 5 U.S.C. 552a(e)(3), and concerns the information requested in the letter to which this Notice is attached.

A. *Authority:* The requested information is solicited pursuant to one or more of the following: 5 U.S.C. 301, 28 U.S.C. 501 et seq., 28 U.S.C. 2671 et seq., 28 C.F.R. Part 14.

B. *Principal Purpose:* The information requested is to be used in evaluating claims.

C. *Routine Use:* See the Notices of Systems of Records for the agency to whom you are submitting this form for this information.

D. *Effect of Failure to Respond:* Disclosure is voluntary. However, failure to supply the requested information or to execute the form may render your claim "invalid".

INSTRUCTIONS

Complete all items - Insert the word NONE where applicable

A CLAIM SHALL BE DEEMED TO HAVE BEEN PRESENTED WHEN A FEDERAL AGENCY RECEIVES FROM A CLAIMANT, HIS DULY AUTHORIZED AGENT, OR LEGAL REPRESENTATIVE AN EXECUTED STANDARD FORM 95 OR OTHER WRITTEN NOTIFICATION OF AN INCIDENT, ACCOMPANIED BY A CLAIM FOR MONEY DAMAGES IN A **SUM CERTAIN** FOR INJURY TO OR LOSS OF PROPERTY, PERSONAL INJURY, OR DEATH ALLEGED TO HAVE OCCURRED BY REASON OF THE INCIDENT. THE CLAIM MUST BE PRESENTED TO THE APPROPRIATE FEDERAL AGENCY WITHIN **TWO YEARS** AFTER THE CLAIM ACCRUES.

Any instructions or information necessary in the preparation of your claim will be furnished, upon request, by the office indicated in item #1 on the reverse side. Complete regulations pertaining to claims asserted under the Federal Tort Claims Act can be found in Title 28, Code of Federal Regulations, Part 14. Many agencies have published supplemental regulations also. If more than one agency is involved, please state each agency.

The claim may be filed by a duly authorized agent or other legal representative, provided evidence satisfactory to the Government is submitted with said claim establishing express authority to act for the claimant. A claim presented by an agent or legal representative must be presented in the name of the claimant. If the claim is signed by the agent or legal representative, it must show the title or legal capacity of the person signing and be accompanied by evidence of his/her authority to present a claim on behalf of the claimant as agent, executor, administrator, parent, guardian or other representative.

If claimant intends to file claim for both personal injury and property damage, claim for both must be shown in item 12 of this form.

The amount claimed should be substantiated by competent evidence as follows:

(a) In support of the claim for personal injury or death, the claimant should submit a written report by the attending physician, showing the nature and extent of injury, the nature and extent of treatment, the degree of permanent disability, if any, the prognosis, and the period of hospitalization, or incapacitation, attaching itemized bills for medical, hospital, or burial expenses actually incurred.

(b) In support of claims for damage to property which has been or can be economically repaired, the claimant should submit at least two itemized signed statements or estimates by reliable, disinterested concerns, or, if payment has been made, the itemized signed receipts evidencing payment.

(c) In support of claims for damage to property which is not economically repairable, or if the property is lost or destroyed, the claimant should submit statements as to the original cost of the property, the date of purchase, and the value of the property, both before and after the accident. Such statements should be by disinterested competent persons, preferably reputable dealers or officials familiar with the type of property damaged, or by two or more competitive bidders, and should be certified as being just and correct.

(d) Failure to completely execute this form or to supply the requested material within two years from the date the allegations accrued may render your claim "invalid". A claim is deemed presented when it is received by the appropriate agency, not when it is mailed.

Failure to specify a sum certain will result in invalid presentation of your claim and may result in forfeiture of your rights.

INSURANCE COVERAGE

In order that subrogation claims may be adjudicated, it is essential that the claimant provide the following information regarding the insurance coverage of his vehicle or property.

15. Do you carry accident insurance? [ ] Yes, If yes, give name and address of insurance company *(Number, street, city, State, and Zip Code)* and policy number. [ ] No

16. Have you filed claim on your insurance carrier in this instance, and if so, is it full coverage or deductible?

17. If deductible, state amount

18. If claim has been filed with your carrier, what action has your insurer taken or proposes to take with reference to your claim? *(It is necessary that you ascertain these facts)*

19. Do you carry public liability and property damage insurance? [ ] Yes, If yes, give name and address of insurance carrier *(Number, street, city, State, and Zip Code)* [ ] No

14. OPERATOR'S STATEMENT OF ACCIDENT AND USE OF SAFETY EQUIPMENT

Tell in your own way how the accident happened:

WAS VEHICLE EQUIPPED WITH SEAT BELTS? ☐ YES ☐ NO *If "Yes," were they in use at time of accident?* ☐ YES ☐ NO

● *Have you answered ALL the questions as completely as possible?*

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as it is the first step in the Government's investigation of a motor vehicle accident. The principal purposes for which the information is intended to be used are to provide necessary data for use by legal counsel in legal actions resulting from the accident and to provide accident information/statistics for use in analyzing accident causes and developing methods of reducing accidents. Routine use of the information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

OPERATOR SIGN HERE ▶ DATE SIGNED

☆ U.S. Government Printing Office: 1985—481-273/20158

OPERATOR'S REPORT OF MOTOR VEHICLE ACCIDENT

This form is to be completed by the Government operator at the time and the scene of the accident if possible. See the Privacy Act Statement on page 4.

DEPARTMENT OR AGENCY

NAME AND LOCATION OF ORGANIZATION TO WHICH YOU ARE ASSIGNED

1. OPERATOR DATA

Print clearly LAST NAME — FIRST NAME — MIDDLE INITIAL | AGE

RANK, RATING OR TITLE | SERVICE NUMBER OR SOCIAL SECURITY NO. | GOVT. MOTOR VEHICLE OPERATOR PERMIT NO.

HOME ADDRESS (*Number, street, city, State, ZIP code*) | HOME TELEPHONE NO.

2. ACCIDENT TIME AND LOCATION

ACCIDENT OCCURRED ▶ DATE / / | DAY OF WEEK | TIME a.m. p.m. | NUMBER OF HOURS ON DUTY PRIOR TO ACCIDENT

PLACE OF ACCIDENT (*If in city, give number, street, city and State, if outside city limits, indicate mileage to nearest city, or other landmark.*)

ORIGIN OF TRIP | DESTINATION

PURPOSE OF TRIP

3. FEDERAL VEHICLE (*Including privately owned Federally operated*)

MAKE | TYPE | REGISTRATION NUMBER OR OTHER IDENTIFICATION

PARTS OF VEHICLE DAMAGED (*Describe*) | OPERATOR'S ESTIMATED AMOUNT OF DAMAGE $

IF THIS WAS A BACKING ACCIDENT, WAS A GUIDE AVAILABLE? ☐ YES ☐ NO *If "Yes," was guide used?* ☐ YES ☐ NO

4. OTHER VEHICLE INVOLVED (*If more than one, show in item 12, page 3*)

MAKE | TYPE | YEAR

OPERATOR'S STATE PERMIT NUMBER | VEHICLE LICENSE NUMBER AND STATE

OPERATED BY: NAME

HOME ADDRESS (*Number, street, city, State, ZIP code*)

OWNED BY: NAME

ADDRESS (*Number, street, city, State, ZIP code*)

PARTS OF VEHICLE DAMAGED (*Describe*) | OPERATOR'S ESTIMATED AMOUNT OF DAMAGE $

5. OTHER PROPERTY DAMAGED (*Explain. If more space is needed, continue in item 12, page 3.*)

	NAMES	HOME ADDRESSES
6. PERSONS INJURED		
7. OCCUPANTS IN YOUR VEHICLE		
8. OCCUPANTS IN OTHER VEHICLE(S)		
9. WITNESSES AND POLICE		
	POLICE OFFICER	BADGE NUMBER / PRECINCT OR HEADQUARTERS

10. ACCIDENT CONDITIONS

INDICATE:	FEDERAL VEHICLE (*Includes privately owned Federally operated*)	OTHER VEHICLE (2)
DIRECTION OF TRAVEL		
SIDE OF STREET OR HIGHWAY		
APPROXIMATE SPEED	MILES PER HOUR	MILES PER HOUR

CONDITION OF ROADWAY (*Wet or dry, icy, etc.*)	WEATHER (*Clear, foggy, rain, snow, etc.*)	TYPE OF ROADWAY (*concrete, macadam, etc.*)

OTHER INFORMATION (*Explain stop signs, traffic signals, obstructions, etc.*)

11. EVENTS AFTER ACCIDENT

STATE WHO GAVE MEDICAL AID, IF ANY WAS GIVEN	WHERE WAS INJURED TAKEN

CONDITION OF OTHER DRIVER

If other driver or persons injured made statements as to cause of accident and extent of personal or property damage, relate conversation, also, give names and addresses of others hearing such statements.

12. OTHER VEHICLE OR PROPERTY INVOLVED CONTINUATION—*If more than one vehicle involved*

MAKE	TYPE	YEAR
OPERATOR'S STATE PERMIT NUMBER	VEHICLE LICENSE NUMBER AND STATE	

OPERATED BY	NAME
	HOME ADDRESS (*Number, street, city, State, ZIP code*)
OWNED BY	NAME
	ADDRESS (*Number, street, city, State, ZIP code*)

PARTS OF VEHICLE DAMAGED (*Describe*)	OPERATOR'S ESTIMATED AMOUNT OF DAMAGE $

OTHER PROPERTY DAMAGED (*Explain*)

13. DIAGRAM WHAT HAPPENED BY USING THESE SYMBOLS, BELOW

1. Number Federal vehicle as 1—other vehicle as 2—additional vehicle as 3, and show direction of travel by arrow (*Example* → 1 → 2 ← 3)
2. Use solid line to show path before accident — 2
   Broken line after accident - - - - 2
3. Show pedestrian by → O
4. Show railroad by +++++++++
5. Give names or numbers of streets or highways
6. Indicate north by arrow at the curb N

INVESTIGATION REPORT OF MOTOR VEHICLE ACCIDENT

Please read the Privacy Act Statement at the bottom.

1 DEPARTMENT OR AGENCY

2 REPORTING UNIT (Name and location)

3. GENERAL LOCATION OF ACCIDENT *(If accident was in the city, complete item 3a; if outside city limits, complete a, b, c and d.)*

a CITY OR TOWN, COUNTY AND STATE	b MILES	c DIRECTION	d FROM CITY/TOWN *(shown in a)* ☐ LIMITS ☐ CENTER

4. EXACT TIME OF ACCIDENT

a DATE *(Day, Mo., Yr.)*	b DAY OF THE WEEK	c HOUR a.m. p.m.

5. EXACT LOCATION OF ACCIDENT

a ACCIDENT OCCURRED ON *(Street name)* *(Highway)*

b AT INTERSECTION *(Street name, alley or highway identification)* *(Highway)*

c NOT AT INTERSECTION EXACT DISTANCE DIRECTION OF *(Street or other identity)* AND EXACT DISTANCE DIRECTION OF *(Street or other identity)*

Mark 5b or c and complete appropriate information. "Other identity" could be nearest intersecting street, house number, power or telephone pole (give number), highway curve, bridge railroad crossing, filling station, alley, driveway, culvert, guardrail, milepost, underpass, or other identifying landmark

6. FEDERAL VEHICLE (Fed.) *(Includes privately owned, Federally operated)*

a. YEAR | b. MAKE | c. BODY TYPE | d NO OF PASSENGERS | e KIND OF CARGO | f EXTENT OF CARGO DAMAGE (If none, so state)

g REGISTRATION NUMBER

h PARTS OF VEHICLE DAMAGED AND NATURE OF DAMAGE

i OPERATOR'S PERMIT *(State and Number)* *(Federal No.)*

j LIMITATION OF PERMIT

k TRAVELING DIRECTION

l STREET/HIGHWAY ON WHICH VEHICLE WAS TRAVELING

m TYPE PERMIT ☐ OPERATOR ☐ TRUCK DRIVER ☐ CHAUFFEUR

n YEARS DRIVING EXPERIENCE: TOTAL | TYPE VEHICLE IN WHICH ACCIDENT OCCURRED

o NUMBER OF HOURS ON DUTY BEFORE ACCIDENT OCCURRED

p DISTANCE DANGER WAS NOTICED ft.

q ESTIMATED SPEED THEN m.p.h.

r ESTIMATED SPEED AT IMPACT m.p.h.

s LAWFUL SPEED ft.

t LAWFUL SPEED m.p.h.

u MAXIMUM SAFE SPEED m.p.h.

v DRIVER (Name)

SEX

AGE

w DRIVER'S ADDRESS

Use page 4 for continuation of any item requiring additional space

7. OTHER VEHICLE (2)

a YEAR | b MAKE | c BODY TYPE | d NO OF PASSENGERS | e KIND OF CARGO | f EXTENT OF CARGO DAMAGE (If none, so state)

g REGISTRATION NUMBER

h PARTS OF VEHICLE DAMAGED AND NATURE OF DAMAGE

i OPERATOR'S PERMIT *(State and number)* *(Federal No.)*

j LIMITATION OF PERMIT

k TRAVELING DIRECTION

l STREET/HIGHWAY ON WHICH VEHICLE WAS TRAVELING

m TYPE PERMIT ☐ OPERATOR ☐ TRUCK DRIVER ☐ CHAUFFEUR

n YEARS DRIVING EXPERIENCE: TOTAL | TYPE VEHICLE IN WHICH ACCIDENT OCCURRED

o NUMBER OF HOURS ON DUTY BEFORE ACCIDENT OCCURRED

p DISTANCE DANGER WAS NOTICED ft.

q ESTIMATED SPEED THEN m.p.h.

r ESTIMATED SPEED AT IMPACT m.p.h.

s LAWFUL SPEED ft.

t LAWFUL SPEED m.p.h.

u MAXIMUM SAFE SPEED m.p.h.

v DRIVER (Name)

SEX

AGE

w DRIVER'S ADDRESS

8. WITNESSES *(Name)*

	ADDRESS	TELEPHONE NO	LOCATION AT TIME OF ACCIDENT
A			
B			

In compliance with the Privacy Act of 1974, the following information is provided:
Solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as it is the first step in the Government's investigation of a motor vehicle accident. The principal purposes for which the information is intended to be used are to provide necessary data for use by legal counsel in legal actions resulting from the accident and to provide accident information/statistics for use in analyzing accident causes and developing methods of reducing accidents. Routine use of the information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

9. KILLED OR INJURED

A

a NAME | SEX | AGE | b ADDRESS

c *Mark "X" in two appropriate boxes*: ☐ KILLED ☐ INJURED ☐ DRIVER ☐ HELPER ☐ PASSENGER ☐ PEDESTRIAN

d IN WHICH VEHICLE: ☐ FED ☐ OTHER (2)

e LOCATION IN VEHICLE

f FIRST AID GIVEN BY

g TAKEN BY

h TAKEN TO

i REGISTRATION NUMBER

B

a NAME | SEX | AGE | b ADDRESS

c *Mark "X" in the two appropriate boxes*: ☐ KILLED ☐ INJURED ☐ DRIVER ☐ HELPER ☐ PASSENGER ☐ PEDESTRIAN

d IN WHICH VEHICLE: ☐ FED ☐ OTHER (2)

e LOCATION IN VEHICLE

f FIRST AID GIVEN BY

g TAKEN BY

h TAKEN TO

i REGISTRATION NUMBER

10. PEDESTRIAN

a DIRECTION PEDESTRIAN WAS GOING

b ☐ ON ☐ ACROSS *Street name or highway.*

c WHERE WAS PEDESTRIAN GOING *(SW corner to NE corner, E side to W side, etc.)* FROM | TO

d DESCRIBE WHAT PEDESTRIAN WAS DOING AT THE TIME OF THE ACCIDENT *(Crossing intersection with signal, against signal, diagonally, in roadway working, playing, walking, hitching on vehicle, etc.)*

11 DAMAGE TO PROPERTY OTHER THAN MOTOR VEHICLES OR CARGO (Name objects, show ownership, state nature of damage)

12. KIND OF LOCALITY *(Mark one)*

- a Manufacturing/industrial
- b Shopping/business
- c. Residential
- d School/playground
- e Open country
- f Industrial premises
- g Home/domestic premises
- h Other *(specify)*

13. LIGHT *(Mark one)*

- a Daylight
- b Dusk
- c Dawn
- d Darkness with
  - (1) Artificial light
  - (2) No artificial light

14. WEATHER *(Mark one)*

- a Clear
- b Raining
- c. Showering
- d Fog
- e Other *(specify)*

15. CONDITION OF DRIVERS AND PEDESTRIAN

FED	2	PED	*Mark one for each person*
			a Had not been drinking
			b Had been drinking *("Mark (1), (2), or (3) below")*
			(1) Ability impaired
			(2) Ability not impaired
			(3) Not known whether impaired
			Mark one or more for each person
			c Physical defect
			d Other handicaps, carrying bundles, umbrella, etc
			e Sleepy, fatigued, etc.
			f Apparently asleep
			g Apparently normal

16. CONDITION OF VEHICLES

FED	2	*Mark one or more for each vehicle*
		a Defective brakes
		b Headlights out ☐ One ☐ Both
		c Taillight out or obscured
		d Dim, cowl or fender lights only
		e Signal lights defective
		f Other lights/reflectors defective
		g Tire blew out
		h Defective steering mechanism
		i No apparent defects
		j Other defects *(Specify)*

17. VISION OBSCURED BY

FED	2	*Mark where applicable*
		a Rain, snow, etc. on windshield
		b Cracked windshield
		c Dirty windshield/windows
		d Windows/windshield not glass
		e Trees, crops, etc
		f Building
		g Embankment
		h Signboards
		i Parked vehicle
		j Moving vehicle
		k Other *(Specify)*

18. ROAD CONDITIONS *(Mark one)*

- a Dry
- b Wet
- c Muddy
- d Snowy
- e Icy

Continued next column

ROAD CONDITIONS, *Cont'd — Mark one or more*

- f Loose material on surface
- g Holes, deep ruts
- h Defective shoulders
- i No defects
- j Other defects *(Specify)*
- k Road under construction or repair ☐ YES ☐ NO

19. TRAFFIC CONTROLS

FUNCTIONING	NOT FUNCTIONING	*Mark appropriate column for each control present*
		a Railroad crossing gates
		b Railroad automatic signal
		c Officer or watchman
		d Stop and go light
		e Stop sign
		f Warning sign or signal
		g Flags or flares

If none, mark here ☐ *h. No controls present*

20. ROAD DESCRIPTION

a WIDTH OF ROAD OR PAVEMENT

b NUMBER OF LANES

c LANES MARKED ☐ YES ☐ NO

d LANES SEPARATED ☐ NO ☐ YES *If "Yes," describe separation.*

21. DRIVER' ACTIONS		
FED	2	*Mark one for each driver*
		a Making right turn
		b Making left turn
		c Making U turn
		d Going straight ahead
		e Slowing down/stopping
		f Overtaking/passing
		g Forward from parking space
		h Backward from parking space
		i. Other backing
		j Stopped in traffic lane
		k. Other *(Specify)*

DRIVER'S ACTIONS, *Continued*		
FED	2	*Mark if applicable*
		l Skidding
		m Avoiding vehicle, object or pedestrian
		n Emerging from alley or driveway
		o Disabled vehicle parked
		p Gave warning *(horn, signal, indicator)*
22. VIOLATIONS		
FED	2	Mark one or more
		a Exceeding lawful speed
		b Following too closely
		c. Disregarded stop sign
		d Disregarded stop/go signal
		e Disregarded police officer

l OTHER IMPROPER ACTION *(Specify)*	
FED	
2	
23. POLICE ACTION *(If any)*	
a CHARGE	
b NAME OF PERSON CHARGED	
c POLICE OFFICER'S NAME	d BADGE NO
e POLICE OFFICER'S DEPARTMENT	

24. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED

Use one of these outlines to sketch the scene. Write in street or highway names or numbers.

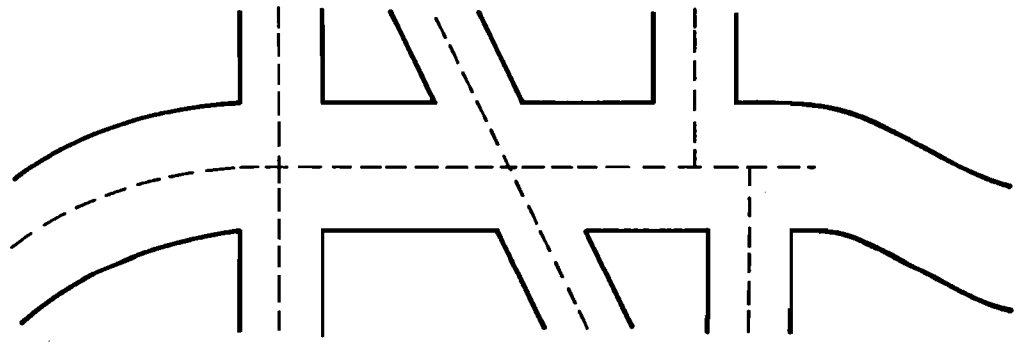
a *Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3, and show direction of travel with arrow. Example* → 1 ⟨ 2 ←

b Use solid line to show path before accident ——— 2 and broken line the accident — — — — 2

c Show pedestrian by ——→ ○

d. Show railroad by +++++++++++

e Place arrow in this circle to indicate *NORTH* ○



25. POINT OF IMPACT		
FED	2	*Mark one for each vehicle*
		a Front
		b Right front
		c Left front
		d Rear
		e Right rear
		f Left rear
		g Right side
		h Left side

26. DESCRIBE WHAT HAPPENED *(Refer to vehicles as "Fed" and "2")*

27. REVIEWING OFFICIAL'S STATEMENT *(The back of this form may be used for additional space to continue any item)*

a SHOW CONSEQUENCES OF ACCIDENT AFFECTING AGENCY PERSONNEL SHOWN IN ITEM 9. BY COMPLETING ITEMS BELOW

A	TYPE OF PERSONNEL ☐ MILITARY ☐ CIVILIAN	PROBABLE DISABILITY
	DATE STOPPED WORK	NATURE OF INJURY AND PART OF BODY
	DATE RESUMED WORK	
B	TYPE OF PERSONNEL	PROBABLE DISABILITY
	DATE STOPPED WORK	NATURE OF INJURY AND PART OF BODY
	DATE RESUMED WORK	

b. REMARKS *(If any)*

c. REVIEWING OFFICIAL	SIGNATURE	TITLE *(Military or civilian)*	DATE

STATEMENT OF WITNESS

(Attach additional sheets if necessary)

1. DID YOU SEE THE ACCIDENT?	2. WHEN DID THE ACCIDENT HAPPEN?		FORM APPROVED O.M.B. NUMBER 3090-0118
	a. TIME a.m. p.m.	b. DATE	

3. WHERE DID THE ACCIDENT HAPPEN? *(Give street location and city)*

TELL IN YOUR OWN WAY HOW THE ACCIDENT HAPPENED

5. WHERE WERE YOU WHEN THE ACCIDENT OCCURRED?

6. WAS ANYONE INJURED, AND IF SO, EXTENT OF INJURY IF KNOWN?

7. DESCRIBE THE APPARENT DAMAGE TO PRIVATE PROPERTY

8. DESCRIBE THE APPARENT DAMAGE TO GOVERNMENT PROPERTY

9. IF TRAFFIC CASE, GIVE APPROXIMATE SPEED OF:

a. GOVERNMENT VEHICLE *Miles per Hr.*

b. OTHER VEHICLE *Miles per hr.*

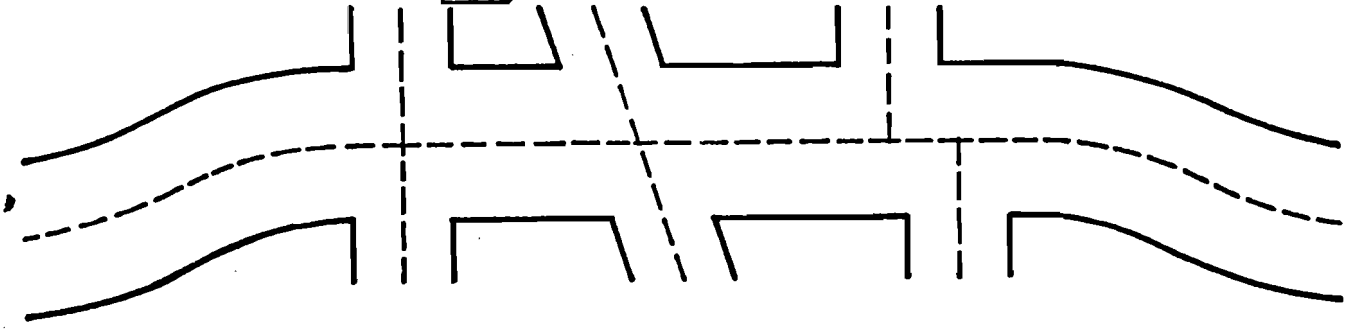
GIVE THE NAMES AND ADDRESSES OF ANY OTHER WITNESSES TO THE ACCIDENT *(If known)*

NAMES	b. ADDRESSES *(Include ZIP Code)*

WITNESS COMPLETING THIS FORM	11. HOME ADDRESS *(Include ZIP Code)*	12. WITNESS (Print Name)	a. HOME TELEPHONE NO.
		Sign here ►	b. TODAY'S DATE
	13. BUSINESS ADDRESS *(Include ZIP Code)*		TELEPHONE NO.

14. INDICATE ON THE DIAGRAM BELOW WHAT HAPPENED:

1. Number Federal vehicle as 1—other vehicle as 2—additional vehicle as 3, and show direction of travel by arrow (*Example:* → 1 2 ←)
2. Use solid line to show path before accident —— 2
   Broken line after accident - - - - - 2
3. Show pedestrian by ——→ O
4. Show railroad by +++++++++++++++++
5. Give names or numbers of streets or highways
6. Indicate north by arrow in this circle ◯



FILE REFERENCE:

This office has been notified that you witnessed an accident which occurred

It will be helpful if you will answer, as fully as possible, the questions on the other side of this letter. Please read the Privacy Act Statement below.

Your courtesy in complying with this request will be appreciated. An addressed envelope, which requires no postage, is enclosed for your convenience in replying.

Sincerely

Enclosure

Use by the public is voluntary. In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as it is the first step in the Government's investigation of a motor vehicle accident. The principal purposes for which the information is intended to be used are to provide necessary data for use by legal counsel in legal actions resulting from the accident, and to provide accident information/statistics for use in analyzing accident causes and developing methods of reducing accidents. Routine use of the information may be by Federal, State or local governments or agencies, when relevant to civil, criminal, or regulatory investigations or prosecution.

★ U.S. GPO: 1987-181-247/60112

REPORT OF ACCIDENT OTHER THAN MOTOR VEHICLE

(INSTRUCTIONS ON REVERSE)

1. MISSION OR BUREAU AND OFFICE

2. ACCIDENT OCCURRED IN: Government Operation | Contractor Operation

3. NAME AND ADDRESS OF EMPLOYEE REPORTING THE ACCIDENT

4. DATE OF ACCIDENT

5. TIME

6. EXACT LOCATION OF ACCIDENT

7. FULL DESCRIPTION OF ACCIDENT

DESCRIPTION *(What Led Up to the Accident and How Did the Accident Happen?)*

8. PERSON INJURED

a. NAME

b. ADDRESS

c. NATURE AND EXTENT OF INJURIES

d. PROBABLE DISABILITY *(Check one)*

(1) ☐ Death
(2) ☐ Permanent Total
(3) ☐ Permanent Partial
(4) ☐ Temporary Total
(5) ☐ Temporary Partial
(6) ☐ First Aid

e. REGULAR OCCUPATION OF INJURED

f. DATE INJURED STOPPED WORK

g. DATE INJURED RETURNED TO WORK

9. PROPERTY DAMAGED

a. NAME OF OWNER

b. ADDRESS OF OWNER

c. DESCRIPTION AND LOCATION OF PROPERTY

d. NATURE AND EXTENT OF DAMAGE

e. DOLLAR ESTIMATE OF PROPERTY DAMAGE

10. WITNESSES

IMPORTANT - Secure the names and addresses of witnesses, bystanders, or persons in the immediate vicinity who may have seen the accident or heard any statement made by the person injured.

a. NAMES	b. ADDRESSES

11. SIGNATURE OF PERSON EXECUTING THIS FORM | TITLE OR POSITION | DATE OF THIS REPORT

SUPERVISOR'S REVIEW AND COMMENTS

12. COMMENTS ON ACCIDENT

13. SIGNATURE OF SUPERVISOR | TITLE | DATE

ADMINISTRATIVE REVIEW

14. COMMENTS ON ACCIDENT AND CORRECTIVE ACTION TAKEN, OR PLANNED, TO CORRECT CONDITION(S) CAUSING THE ACCIDENT

15. SIGNATURE OF EXECUTIVE OR ADMINISTRATIVE OFFICER | DATE

INSTRUCTIONS

ITEM 1: Self explanatory.

ITEM 2: Self explanatory.

ITEM 3: Self explanatory.

ITEM 4: Date of accident.

ITEM 5: Hour of day or military time.

ITEM 6: Building or other exact location of accident. Include city and state or foreign country.

ITEM 7: Provide all possible information on what happened. *(Use additional sheet, if necessary.)*

ITEM 8a: Provide name of person injured. If a single accident involves injury to more than one person a separate form is to be filled out for each injured person.

ITEM 8b: Provide the address of the injured person.

ITEM 8c: Give a complete description of the condition resulting from the injury. Specify the loss or injury of any member or part of the body.

ITEM 8d: (1) Death - Self explanatory.

(2) Permanent Total - An injury which permanently and totally incapacitates a person from following any gainful occupation.

(3) Permanent Partial - An injury which results in the loss of any member or part of a member of the body, or any permanent impairment of functions of the body or part thereof to any degree less than permanent total disability.

(4) Temporary Total - An injury other than the above which renders the injured person unable to perform a regularly established job on any day or shift subsequent to the day of injury *(including Saturdays, Sundays, and days off)*.

(5) Temporary Partial - An injury which prevents the injured person from performing his own job on any day or shift subsequent to the day of injury, but does not prevent his/her performing another regularly established job.

(6) First Aid *(Medical Treatment Case)* - An injury which requires medical treatment only and does not result in loss of time.

ITEM 8e: Self explanatory.

ITEM 8f: The date of the first day *(subsequent to the date shown in item 4)* when the injured commenced losing time.

ITEM 8g: The day injured returned to work. *NOTE: This report should not be delayed beyond the end of calendar month for completion of this item.*

ITEM 9a: Provide the name of the owner of damaged property. If a single accident involves damage to the property of more than one owner, a separate form is to be filled out for each owner of damaged property.

ITEM 9b: Provide the address of the owner of damaged property.

ITEM 9c: Self explanatory.

ITEM 9d: Describe in detail the damage to property.

ITEM 9e: Two disinterested qualified persons should provide signed estimates of cost of repairs if the property can be repaired. The estimated amount should be documented in block 9e. When property has been damaged beyond economical repair, the estimated amount of property damage in block 9e. must be supported by information which documents the date of purchase, the original cost, and the value of the property at the time of the incident.

ITEM 10a: Specify the names of "eyewitnesses" if available or first person(s) hearing of accident from injured person(s) or other sources.

ITEM 10b: Specify the addresses of the "eye witnesses" as identified in block 10a.

ITEM 11: Self explanatory.

ITEM 12: The immediate supervisor is to review the adequacy of the report and provide any additional information relevant to the accident.

ITEM 13: Self explanatory.

ITEM 14: The executive or administrative officer shall specify the corrective action taken, or planned, to prevent a re-occurrence of the reported accident. *(Use additional sheets if necessary.)*

ITEM 15: Self explanatory.

Standard Form 1145
September 1973
1 TFRM 4-2000
1145-106

VOUCHER FOR PAYMENT UNDER FEDERAL TORT CLAIMS ACT

Voucher No. .....

Schedule No. .....

Claim No. .....

PAID BY

U.S. .....
(Department, bureau, or establishment)

Voucher prepared at .....
(Give place and date)

THE UNITED STATES, Dr.,

To .....
(Payee(s))

Address .....

Amount claimed, $..... Date claim accrued ....., 19.....

Amount of award, compromise, or settlement ..... $.....

BRIEF DESCRIPTION OF CLAIM: (See attachments for further explanation in detail.)

ACCEPTANCE BY CLAIMANT(S)

I, (We), the claimant(s), do hereby accept the within-stated award, compromise, or settlement as final and conclusive on me (us), and agree that said acceptance constitutes a complete release by me (us) of any claim against the United States and against the employee of the Government whose act or omission gave rise to the claim, by reason of the same subject matter.

Date ....., 19.....

SIGN ORIGINAL ONLY

.....
(Claimant)

.....
(Claimant)

This claim has been fully examined in accordance with the provisions of the Federal Tort Claims Act (28 U.S.C. 2672), and is approved in the

amount of $.....

.....
(Head of Federal agency, or authorized designee)

Date ....., 19.....

SIGN ORIGINAL ONLY

Title .....

Pursuant to the authority vested in me, I certify that this voucher is correct and proper for payment in the

amount of $.....

.....
(Authorized certifying officer)

Date ....., 19.....

SIGN ORIGINAL ONLY

Title .....

ACCOUNTING CLASSIFICATION

Paid by Check No. .....

☆U.S. G.P.O. 1983-381-526/8390

CHAPTER 16

PROCUREMENT OF LEGAL SERVICES ABROAD

16A. Applicability

This Chapter sets forth the procedures governing the future procurement of services of outside legal counsel by AID missions abroad to assist the mission in the performance of AID functions.

1. It does not authorize the retention of counsel to represent mission employees with respect to private matters.

2. It does not apply to mission employment of a cooperating-country national to serve in a legal capacity as an assistant to the Legal Advisor or Regional Legal Advisor assigned to the mission. Such employment is governed by Handbook 31, Foreign National Personnel.

3. Mission employment of legal counsel as consultants or experts is additionally subject to the requirements of Handbook 25, Employment and Promotion, Chapter 14.

16B. Policy

The General Counsel of AID is responsible for insuring that adequate legal services are provided to the Agency overseas as well as in Washington. Accordingly, except as provided in paragraphs C and D, below, no lawyer, solicitor, or other person, or firm thereof, shall be engaged or retained by an AID mission to provide legal services unless the approval of the General Counsel or his/her representative has first been obtained.

16C. Procedures

1. Where there is identified a need for the advice of local counsel in the performance of AID functions, the mission shall forward a request for approval to the Regional Legal Advisor responsible for the provision of legal services to the particular mission.

a. The request should:

(1) Describe the situation, which gives rise to the need for the legal services and the nature of the legal services.

16C1a

(2) State the name, address, educational background, professional qualifications, legal and civic experience, and ability in the English language of the attorney or solicitor whose services are requested.

(3) State the terms upon which the services will be obtained, including length of time, estimated costs, and basis for billing.

(4) Include a commentary on consideration given to other attorneys.

b. The request must also include either (1) a statement of any personal or financial interests or client relationships of the proposed attorney or solicitor which, in light of the duties which he or she will be called on to perform for AID, might give rise to the possibility of a conflict of interest or the appearance thereof, or (2) confirmation that there are no such interests or relationships.

2. Upon receipt of such a request, the Regional Legal Advisor will expeditiously review the matter and, where appropriate, authorize the proposed arrangement with such instructions and guidance as he/she may deem appropriate. In the case of the extended absence from post of the Regional Legal Advisor, such request shall be forwarded to the General Counsel, AID/W, who will review and authorize the proposed arrangement.

3. Services contracted for with a firm will be made in accordance with AID and Federal Acquisition Regulations or, if made with an individual, in accordance with relevant Handbook 14 regulations. Any resultant contract shall be signed by an individual who has been delegated contracting authority by AID/W.

4. This Chapter is not applicable in those instances where a request for approval to engage local counsel abroad has been made by an AID/W Office, and where either the General Counsel or the Deputy General Counsel has approved said request; or, where the Regional Legal Advisor or an AID/W attorney on TDY at the mission has authorized the employment of local counsel.

16D. Emergency Situations

In those emergency circumstances in which it is evident that any delay would injure the interests of the Government, the Mission Director or other principal officer may procure temporary services of local counsel in advance of Regional Legal Advisor or General Counsel approval. In such instances, the procuring officer shall promptly inform the Regional Legal Advisor or the General Counsel, as appropriate, and provide the information required in the normal request.

16E. Counsel in Litigation Involving AID

The Department of Justice has primary responsibility for representing the United States in litigation for or against AID, including the responsibility for engaging and instructing local counsel (5 U.S.C. 3106, 2 FAM 284). (In addition, Section 26(b) of the State Department Basic Authorities Act of 1956, as amended, (22 U.S.C. 2698(b) authorizes the Director of IDCA to authorize IDCA officials to procure legal services under certain circumstances.) Accordingly, any such litigation, initiated or imminent, is to be promptly reported to the General Counsel (GC/LE) with full details as then available in order to permit coordination with the Department of Justice, as appropriate. A suit against an officer or employee of AID, when apparently based upon the individual's performance of his/her official duties, shall be treated and reported as a suit against the United States.

CHAPTER 17

USAID GUEST HOUSE FACILITIES

17A. Introduction

1. This Chapter outlines the general procedures for the establishment and operation of USAID guest house facilities worldwide.

2. The USAIDs at various locations overseas maintain USAID guest houses to provide temporary quarters to U.S. Government (USG) employees when they are on official travel status. USAID guest houses are operated for the benefit of both the USG and its employees. USAID Mission guest houses exist to offer a safe, comfortable, and cost-effective alternative to local hotels and other temporary residences when such facilities are either non-existent or limited, unsafe or generally overpriced.

3. USAID management provides direction and oversight of guest house operations.

17B. Policy

1. USAID guest houses may be operated either directly by the USAID or through a contractual agreement with an Embassy/Mission employee association (see Chapter 8A of this Handbook) or local contractor. Overall, the USAID Mission Director or his/her designee is responsible for ensuring that the guest house is managed within the guidelines as established at post and as set forth in this Chapter. Administrative direction and oversight of the guest house shall fall under the responsibility of the USAID Executive Officer with the USAID Controller providing advice and assistance on financial matters.

2. Guest house facilities must be structurally sound; have safe and reliable electrical, water and sewage systems; have smoke detectors and fire extinguishers; must be located in a secure area; meet all necessary security requirements (reliable locks, etc.) and have a dependable means of communication.

3. The USAID guest house is not to be used as a long-term alternative to the resolution of housing problems.

17C. Establishment of USAID Guest Houses

1. The principal AID officer at each post, after appropriate consultation with heads of other agencies at post, shall determine the need for and/or the economic feasibility of establishing AID guest house facilities.

2. When it has been determined that inadequate (in terms of safety, cost and sanitation) and limited lodging facilities exist in a particular region/location and adequate facilities are not available from other agencies or an employee association, the principal AID officer or designee should consult with FA/OMS in regard to establishing a guest house. Questions concerning establishment of a guest house may be directed to FA/OMS.

17D. Security

The post should obtain clearance/approval from the Regional Security Officer (RSO) or his designee before establishing any facility as a guest house. The RSO should also be queried for advice on security matters unique to the management of a guest house, its staff, and its patrons, as well as the real property and its surroundings.

17E. Eligibility

1. The following categories of personnel are eligible to use the USAID guest houses:

a. Direct-hire USAID, U.S. (PASAs and contractors) and third-country national employees and their authorized dependents awaiting housing assignment following arrival or upon departing post permanently.

b. Direct-hire AID employees on official TDY.

c. USAID FSNs and TCNs on official TDY.

d. Other USG or AID affiliated personnel (RSSA/PASA personnel, contractors, consultants) on official TDY who are involved in developing and/or implementing AID projects.

e. Foreign national employees of AID-financed contractors and sub-contractors on official travel status for USAID/Mission programs.

17E1

f. Dependents of direct-hire USAID employees traveling independently on official orders (educational travel, medical, etc.).

g. Other direct-hire USG personnel on official TDY and their authorized dependents.

h. USG direct-hire and personal services contract employees not in official travel status on a space-available basis.

2. Exceptions to the above may be authorized by the responsible official on a case-by-case basis. In addition, the responsible official should establish a priority ranking policy for occupancy when demand exceeds guest house space. The principle to be applied is that the guest house is under USAID control, and is available to as many people as possible.

17F. Services Provided

1. There are some services that can be appropriately provided by USAID guest houses to support AID and other USG employees and dependents while abroad. The services to be provided are left to the discretion of the operating entity and may include, but are not limited, to the preparation of meals, housekeeping, and laundry services.

2. The USAID Guest House Manager shall regularly consult with the USAID Officer responsible for guest house operations to review the costs of the services provided at the facility.

17G. Lodging Rates

1. For USAID-Operated Guest Houses

a. When a USAID-operated guest house is occupied by USG employees and contractors on TDY travel and lodging is provided at no cost, the per diem shall be reduced by 50 percent in accordance with 6 FAM 154.2-2 If lodging is furnished at a nominal cost, the per diem will be 50 per cent plus the actual cost of lodging. Note: Revenues generated from the operation of a USAID-operated guest house are to be deposited into the U.S. Treasury Department's Miscellaneous Receipts Account, therefore, it is not practical to charge USG guests for use of the guest house. See Section 17H.3. for program-funded travel.

17G1

b. When meals are furnished without charge at the USAID guest house, the applicable per diem rate is reduced 5 percent for each breakfast, 10 percent for each lunch, and 20 percent for each dinner. If meals are furnished at a nominal cost, the reductions will be offset by the amount actually paid by the traveller.

c. When a USAID guest house is used by USG employees (direct-hire USAID, PASAs, contractors, and TCNs) awaiting housing assignment following arrival or preceding final departure from the post, the employee will not be charged for lodging, for a period which may not exceed three months for new arrival personnel and one month for departing personnel. This accommodation is provided to the employee in lieu of a temporary lodging allowance.

d. Further guidance on per diem allowances when USG facilities are used is in AID Handbook 22, Chapter 6B-4 and Chapter 9, Appendix 9A, 6 FAM 154; FTR, 1-7.1.e, 1-7.7 and the Per Diem Supplement, Section 925 of the Standardized Regulations.

2. For Contractor-Operated Guest Houses

The contractor may charge the occupant lodging and meal fees which individuals claim on their travel vouchers. Special per diem rates (see Standardized Regulations, Section 925) have been established for those countries with contractor-operated guest houses that charge travelers directly for their lodging. Note: Unlike USAID-operated guest houses, proceeds from the management of a contractor-operated guest house need not be remitted to the U.S. Treasury (5 FAM 500).

3. Controls to Prevent Possible Overclaims on Vouchers

Missions with USAID guest houses should set up appropriate controls to help prevent overclaims on vouchers. Controls may include sending letters to contractors to remind them of AID's policy on claiming per diem (as specified in AID Handbook 22, Chapter 6) when USG quarters are occupied during TDY travel. Contractors should be warned that intentional claims on travel vouchers for amounts to which they are not entitled are subject to criminal, civil or administrative action being taken against them. Such notice might also be issued to all guests on official orders to serve as a reminder, as well as displaying it prominently in the guest house.

17H. Finances

1. These procedures apply only to USAID-operated guest houses. USAID guest houses operated by recreation associations or local contractors under contractual arrangements are not subject to the financial procedures outlined in this section. Employee-operated associations are governed by Chapter 8A of this Handbook, 6 FAM 520, which permits them to engage in activities for a profit and does not require them to remit profits or revenues to the USG.

2. Revenues generated by the USAID guest house may not be retained by the post or AID/W. They must be deposited into the U.S. Treasury Department's Miscellaneous Receipts account.

3. Under the authority of Section 632(b) of the Foreign Assistance Act of 1961, as amended, the USAID Controller can credit the O.E. account with reimbursements from the program accounts which fund AID contractors who stay at USAID guest houses.

4. Revenues and profits that are attributable to trust funds should be handled in accordance with the trust agreement, e.g. credited to the trust fund account.

5. Operating Expense Funds

The USAID Controller may advance to the Guest House Manager funds in amounts determined by the Executive Officer or the Mission Director or designee to meet guest house operating expenses. These funds can be expended for the following purposes:

a. Emergency maintenance and repair of guest house building.

b. Purchase of expendable operating supplies.

c. Salaries and wages of staff.

d. Medical examination and treatment for on-the-job injuries not covered by Worker's Compensation insurance.

e. Employees' uniforms, cleaning and repair of same. (See 6 FAM 240.)

f. Premium for locally bonded employees.

17H5

g. Expenditures relating to mess operation including food and drink purchases.

h. Other miscellaneous related expenses.

6. Mode of Payment

Guests should be billed in dollars for services (e.g., meals, laundry services) provided by the guest houses. The guests may pay the bills either in U.S. dollars or in local currency at the current rate of official exchange. Dollar payment may be made in cash or by personal check. Local currency payment must be made in cash. Bills must be settled before leaving the guest house.

7. Deposit of Collected Funds

Funds collected by the USAID guest houses should be turned in once a week to the USAID Controller. USAID guest houses located in regions remote from the USAID Controller should remit their funds to the USAID Controller once a month.

8. Replenishment of Funds

a. Replenishment of funds is obtained by presenting a voucher with documents, as outlined below, to the USAID Controller.

(1) OF-205, formerly FS-453 (Statement of Operating Cash Advance and Replenishment Voucher), in original and four copies, approved by the Executive Officer for the USAID Guest House, or by the Mission Director, or designee.

(2) SF-1034 (Public Voucher for Purchases and Services Other Than Personal) in original and four copies, itemizing expenditures in detail.

(3) Vendors' invoices and receipts in support of each item in the statement of expenditure in (2) above. Such invoices and receipts are signed by the USAID Guest House Manager to the effect that goods/services were received.

b. Upon receipt of the above, the Controller reimburses the USAID Guest House Manager for the expenses less any amounts in question.

17H

9. Custody of Cash

The cash in the guest house is placed in a properly secured container. A duplicate key to the container should be placed in a sealed, signed, unopened and dated envelope for retention by the Controller.

10. Inventory

The Manager should maintain an inventory system using bin cards for inventory and cost accounting of all food and perishable items (see illustrative format in Exhibit 1).

11. Profit & Loss Statement

At the end of each month, the Manager must prepare a statement of the ending inventory (see exhibits 2, 3 and 4 for sample forms). Reporting formats currently being used by USAID guest houses are acceptable provided they collect all data included in Exhibits 2 through 4. Retain one copy of each statement in the guest house files for audit purposes and forward one copy of each statement to the Executive Officer and the Controller.

12. Internal Accounting Procedure

a. The Manager shall maintain a Daily Cash Disbursement Ledger (Exhibit 5) and a Daily Cash Receipt Ledger (Exhibit 6).

b. Cash receipts and cash reimbursement funds for guest houses must be kept separately. Cash receipts are not to be used for expenses, but must be deposited as detailed in Section 17H.7.

13. Class B Cashier

Refer to AID Handbook 19, Chapter 13, for guidance pertaining to activities and responsibilities of Class B cashiers.

17I. Miscellaneous Operating Instructions

1. Each guest, upon arrival, fills out a Guest House Registration Card (see sample at Exhibit 7).

17I

2. A ledger or log book which will contain pertinent data on guests will be maintained to facilitate the Controller Office/Fiscal Manager review of operations. Specifically, the ledger should provide: names of all guests, dates of arrival and departure, where arriving from and departing to, type of employment (direct-hire, PASA, contractor, consultant), name of employer/contractor, contract no. if applicable, name of project to which assigned and no., permanent duty station, amount paid for lodging and other services. The Controller, or person responsible for fiscal management (if it is an employee association operated USAID guest house), must regularly review this document to ensure that procedures and fiscal operations are being maintained (see sample, Attachment A).

3. Guests and staff are charged for lost or damaged property excluding normal wear and tear.

4. Guest house employees must be covered by Worker's Compensation Insurance pursuant to the laws of the host country for injury or death in the course of employment.

5. The Manager will conduct an annual inventory of all government property in the guest house. An inventory will be taken any time there is a change in the management.

6. The Record for Long Distance Telephone Calls must be filled out for each long distance call placed through guest house telephones. Guests are billed for personal calls; official calls are itemized for reimbursement on SF-1035.

7. All business records are to be retained and made available for audit and inspection and are not to be disposed of except as authorized by the applicable records disposition regulations (AID Handbook 21).

17J. Guest House Operating Policy and Procedures

1. USAIDs will issue a Mission Order regarding the policies and procedures governing the operation of the guest house consistent with the guidelines set forth in this chapter. Staff notices may be issued as necessary to provide information on changing lodging rates, guest house rules, etc.

17J

2. Guest house rules (see sample at Attachment B) should be prominently displayed throughout the guest house, preferably on the bulletin board in the dining room and each room.

3. The guest house rules notice should include the following statement:

Claims for Losses of Personal Property from Guest Houses

Claims for the loss of a guest's personal property are processed in accordance with Handbook 23 Chapter 10. The Claims Act of 1964 places stringent requirements on AID personnel to safeguard personal property. Claims for losses from a guest house are not automatically reimbursed under governing regulations.

Attachments

Attachment A - Guest House Ledger
Attachment B - Sample - Guest House Rules

Exhibit 1 - Bin Card
Exhibit 2 - Profit and Loss Statement
Exhibit 3 - Guest House Occupancy Report
Exhibit 4 - Statement of Receipts
Exhibit 5 - Daily Cash Disbursement Ledger
Exhibit 6 - Daily Cash Receipt Ledger
Exhibit 7 - Staff House Registration Card

EXHIBIT 1

BIN CARD

DATE	QTY. PURCH.	QTY. ISSUED	QTY.. ONHAND	UNIT PRICE	TOTAL STOCK PRICE	DATE	QTY. PRICE	QTY. ISSUED	QTY. ONHAND	UNIT PRICE	TOTAL STOCK PRICE

EXHIBIT 2

USAID GUEST HOUSE _____
PROFIT & LOSS STATEMENT FOR MONTH OF _____

1.	SALES - DINING HALL		_____
	A. Inventory beginning	_____	
	B. Purchases for period	_____	
	C. Sub-Total	_____	
	D. Less ending inventory	_____	
2.	COSTS OF GOODS SOLD - DINING HALL		_____
3.	GROSS PROFIT - DINING HALL (1 MINUS 2)		_____
4.	SALES - OTHER SERVICES		
	A. Inventory beginning	_____	
	B. Purchases for Period	_____	
	C. Sub-Total	_____	
	D. Less ending inventory	_____	
5.	COSTS OF GOODS SOLD - OTHER SERVICES		_____
6.	GROSS PROFIT - OTHER SERVICES		_____
7.	REVENUE FOR PERIOD		
	A. In cash	_____	
	B. Through TA	_____	
8.	MISCELLANEOUS INCOME		_____
9.	TOTAL GROSS PROFIT (3, 6, 7, and 8)		_____
10.	OPERATING EXPENSES		
	A. Salaries	_____	
	B. Telephone	_____	
	C. Utilities	_____	
	D. Rent	_____	
	E. Misc. supplies & expenses	_____	
11.	TOTAL EXPENSES		_____
12.	PROFIT OR LOSS FOR PERIOD		_____
13.	NON-REVENUE MANDAYS		_____
14.	ACCUMULATED CURRENT FY PROFIT & LOSS		_____

_____
GUEST HOUSE MANAGER

EXHIBIT 2 (CONTINUED)

PROFIT AND LOSS STATEMENT EXPLANATION

1. Includes revenue from sale of food items only.

   1A Inventory value at the first of the month.
   1B List purchases of commissary and local market goods for the dining hall only during the period.
   1C Add items 1A and 1B.
   1D Inventory of commissary and approximate value of local market goods on hand on the last day of the month.

2. Enter amount of 1C and 1D.

3. Enter amount of 1 minus 2.

4. Includes revenue from all other services.

   4A through 6. Same as 1A through 3 only for other services.

7. All payments received during the month for room rent.

8. Includes income from telephone, service charges.

9. The sum of 3, 6, 7, and 8.

10. Includes all expenses incurred in the direct operation of the staff house.

11. Total of expenses of item 10.

12. Item 9 minus 11.

13. Enter the number of non-revenue mandays (adult 1 day; children 1/2 day) for new personnel to post awaiting housing that occupied the guest house during the reporting month.

14. This reflects the profit or loss for the entire fiscal year.

EXHIBIT 3

GUEST HOUSE OCCUPANCY REPORT FY_____

POST_____

	A.I.D.		STATE		USIS		ODRP		UNO		WORLD BANK		OTHER		TOTAL	
MONTH	Guests	Nights	Guests	Nights	Guests	Nights	Guests	Nights	Guests	Nights	Guests	Nights	Guests	Nights	Guests	Nights
OCTOBER																
NOVEMBER																
DECEMBER																
JANUARY																
FEBRUARY																
MARCH																
APRIL																
MAY																
JUNE																
JULY																
AUGUST																
SEPTEMBER																

Guests = Total number of guests who checked in the staffhouse during the month
Nights = Total number of nights the staffhouse remained occupied during the month

EXHIBIT 4

USAID GUEST HOUSE _____ NO. _____

STATEMENT OF RECEIPTS
FOR THE PERIOD

DATE _____
POST _____

FROM _____ TO _____

BILL		NAME OF GUEST	AMOUNT OF BILL		MODE OF COLLECTIONS		COLLECTIONS		OTHER INCOME
NO.	DATE		$	EXCHANGE	CHECK	CASH	AGAINST D. HALL	AGAINST LODGING	

IN EXCHANGE _____ IN $ _____

IN $ CHECKS _____

TOTAL EXCHANGE _____ TOTAL $ _____

EXHIBIT 5

USAID GUEST HOUSE

CASH DISBURSEMENT

DATE	PAID TO	VOUCHER #	CASH ON HAND	DINING HALL	OTHER SERVICES	GUEST HOUSE	SUB-TOTAL	REMARKS

EXHIBIT 6

USAID GUEST HOUSE _____

DAILY CASH RECEIPT

DATE	RECEIVED FROM	VOUCHER NO.	DINING HALL	OTHER SERVICES	LODGING	MISC.	SUB-TOTAL	TURN IN	REMARKS

EXHIBIT 7

U.S.A.I.D. STAFF HOUSE REGISTRATION CARD

No:_____

Name:_____ Post_____

Employing Agency or Contract Group_____ Date_____

Sponsoring Agency at Post_____

Wife:_____ Children over 11 years:_____ Children 11 year & under_____ Other(Name)_____

Arrival Date_____ Time_____ Departure Date_____ Time_____

I certify that I am:

☐ On leave status

☐ On official business

☐ A dependent on unofficial travel

☐ A dependent traveling at US Gov't expenses

☐ Employee stationed here, authorized quarters

☐ Other (describe)_____

I agree to comply with regulations of the House.

Signature_____

If you are a dependent travelling without the principal employee please fill in the space below with the employee's name and agency and relationship to you.

Employee's Name_____

Agency_____

Relationship_____

ATTACHMENT 17A

Prepared by	Initials	Date
Approved by		

USAID/SOMALIA
GUEST HOUSE
LEDGER
(Suggested Sample)

	1 SSN	2 Date of Arrival	3 Date of Departure	4 Type of Employment	5	6 Contract # If On Contract	7	8 Project Assigned To and No.	9	10 Duty Station	11	12 Amount Paid For Lodging	13 Amount Paid For Food	
John Smith	195401954	Nov. 12	Nov. 18	Direct Hire				LBII	625-1830	Nairobi, Kenya		200	125	1
Howard Jones	729012146	Jan. 8	Mar. 10	FASA				RWA	782-452	Washington, D.C.		540	280	2
Sharon Green	543897429	July 7	Aug. 24	Contractor		432-7679		GOS	632-709	Boston, Mass.		638	405	3
														4
														5
														6
														7
														8
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														35
														36
														37

Attachment 17B

WELCOME TO THE USAID/LIBERIA GUEST HOUSE
We request that you observe the following rules.

GUEST HOUSE RULES

VALUABLES	Please do not leave money or valuable property in your room. A depository for valuables is available at ____. Claims for the loss of a guest's personal property are processed in accordance with Handbook 23, Chapter 10. The Claims Act of 1964 places stringent requirements on AID personnel to safeguard personal property. Claims for losses from a guest house are not automatically reimbursed under governing regulations.
CHECK-OUT TIME	Official check-out time is 1:00 P.M. Guests checking out after this time will be charged for an additional day's stay.
KEY	A small deposit of $5.00 is to be left with the Guest House Manager when your key is issued to you. Please remember to return the key before your departure.
PAYMENT FOR ROOM	On the last business day of stay, guests must settle their accounts for accommodations (excluding food, laundry, or other charges) directly with the USAID Guest House Manager. Payment will be accepted in cash, money orders, personal checks, or travellers checks.
FOOD	Breakfast, lunch, and beverages are available in the Guest House dining room. Payment will be in cash to the Guest House Manager on a daily basis. No lunch is served on weekends or holidays.
LAUNDRY	Laundry services are available on the premises, same payment procedure as above. You may do your own laundry if you like, after the kitchen is closed. You must supply your own laundry detergent.
VISITORS	All visitors must leave the premises by 12:00 midnight or, when applicable, one hour before the curfew hour established by the Liberian Government, whichever is earlier.
NOISE	For the comfort of your fellow guests, please keep noise low after 10:00 P.M. nightly.
TELEPHONE CALLS	There is a telephone on the premises, but local calls should be made through the office to which you are assigned. Long distance calls may be placed through the USAID Director's Office. See the Director's secretary for instructions.

ENJOY YOUR STAY!

AID HANDBOOK INDEX

Preface

This Index is derived from the Master Index to the AID Handbook series issued under TM HI:9. It has been updated in order to incorporate recent changes made in the revised version of this Handbook.

The underlying approach to the Master Index is one of Unity, with the series of AID Handbooks considered as a single entity in which topics may appear in one, or more than one of the component volumes.

Each entry in the Master Index that includes a reference to this Handbook is reproduced here in its entirety, thus providing both a guide to this Handbook and useful references to other Handbooks.

The formats for location citations are intended to match their appearance on the Handbook pages. Beyond the standardized Handbook number with its following colon, the citations used in the index reflect the different formats used in the individual Handbooks themselves.

UNDERSTANDING THE CITATIONS

The standard codes and messages that appear throughout the index, and their exceptions, are defined in this section. It is recommended that all users read this section before using the Index.

LOCATION CITATIONS

The location citations are grouped in the following patterns:

Handbook number, colon, Chapter number, Paragraph letter, and further breakdown where needed.

The abbreviations such as App. for Appendix; Att. for Attachment; and Sup. for Supplement are also included in the citations wherever necessary.

Special cases and cross reference messages are described in the following page.

An example of the format used is as follows:

AID Financed Export Opportunities 1B:23A2a(3); 15:10C1a(1)

where the term "AID Financed Export Opportunities" is located in Handbook No.1B, Chapter 23, Section A2a(3); and Handbook 15, Chapter 10, Section C1a(1).

SPECIAL CASES

Although the majority of the location citations follow the pattern described previously, there are these exceptions:

- In some of the Handbooks, a majority of the text is reprinted from the Foreign Affairs Manual (FAM). All FAM citations are marked by a '#' sign before the section number.

- A major portion of Handbook 14 is composed of the Federal Acquisition Regulation (FAR). All citations to this publication are listed as 14:FAR(section number).

- Three Handbook supplements that are basically separate volumes are cited as, 1B: (Procurement Policy), 3A: and 3B: (Project Managers Guidebook).

- In Handbooks which contain both Parts as well as Chapters, the Roman numeral Part number is separated from the Arabic Chapter number by a dash (-). For example: 21:I-2A8, a citation to Chapter 2 of Part I of Handbook 21.

CROSS REFERENCES

These references provide direction for selection of index terms:-

A '<u>see</u>' reference points from an unused term to the one that is used.

'x' is the reverse of <u>see</u> (do not bother to look) and provides a guide to terms that are <u>not</u> used in the index.

'<u>see also</u>' points to terms that are closely related.

ADP Equipment
procurement 23:14C2

Agreements
joint AID/State administrative services 23:App.3B
purchase of real estate 23:App.5A#740

AID owned property
disposition of 23:App.5A#780
management (overseas) 23:5
sale of 19:1I9F; 19:10C; 19:15I5; 23:App.5A#780

Automotive Fleets 23:6E

Building maintenance services 20:4E; 23:App.5A#720

Civil Service Personnel
damage claims 9:App.F10; 15:5C6; 22:App.9A#164; 23:App.10A#317
payable 23:App.10A#317

Claims
damage claims 9:App.F10; 15:5C6; 22:App.9A#164; 23:App.10A#317
payable 23:App.10A#317
review 7:6C2; 9:8C2; 19:7E4; 23:App.10A#315

Contracts
terminations 11:1.3.6.6.7; 14:749; FAR49; 23:13H

Disbursement procedures 11:3.3.10.2; 19:1I3; 19:6C2g; 23:14F3

Education programs
overseas 23:App.9A#610

Educational institutions
facility reporting requirements 23:App.9A#620
financial and program reports 23:App.9A#624
overseas school questionnaire 23:App.9A#622
progress and evaluation reports 23:App.9A#624.2

Elementary and Secondary Education Overseas 23:App.9A#610
see also Overseas School Programs

Emergencies
- communications 8:App.D7; 8:App.F; 21-I:9F2a; 23:App.12A#182
- evacuation plans 22:App.9A#H125; 23:12D
- Guidelines for personnel taken hostage 23:App.12B#623
- health and welfare items 21-I:9F2A; 23:App.12A#182
- hostile action 23:App.12B
- missing persons 23:12N
- missions 23:12
- records protection 21:II; 23:12M

Employee
- organizations 23:App.8A#530; 24:4G; 24:4H
- overseas school program 23:9
- services overseas 12:1C6a; 23:App.8A

Employee Operated Services and Facilities Abroad 23:App.8A#500
- bonding 23:App.8A#526.1
- central funds 23:App.8A#514
- Constitution and Bylaws 23:App.8A#524.2
- Department of State Assistance 23:App.8A#522
- Employee Association Charters 23:App.8A#515.1
- Financial Management 23:App.8A#527
- insurance 23:App.8A#526.2
- location on U.S.Government Property 23:App.8A#525.5
- operating funds 23:App.8A#523
- policy 23:App.8A#525
- principal officer responsibilities 23:App.8A#520
- procurement of merchandise 23:App.8A#525.4
- reorganization and liquidation 23:App.8A#529
- video club and video taped movies 23:App.8A#525.8

Foreign service personnel
- duties of principal officer 23:App.8A#520
- employee services overseas 23:App.8A
- tax liabilities 23:App.8A#540

Guest House Facilities overseas 23:17
- eligibility to use 23:17B
- finances 23:17H
- lodging rates 23:17G
- operating Instructions 23:17I

Hostile action 23:App.12A#180; 27:App.6A#467

Injury
supervisor's report of accident 20:Att.11F; 23:App.7A#617.3

Insurance
motor vehicles 23:6H; 23:App.6A#228.12

Inventory
AID owned property 19:1I9h; 19:15J; 23:App.4A#226; 23:App.6A

Joint AID/State administrative services agreement 23:App.3B

Leased property
office space 23:App.5A#722.1
overseas 23:App.5A#720
policy statement 23:App.5A#721
residential quarters 23:App.5A#722.2
see also Real property leasing

Legal
restraints see Statutory requirements
services overseas 23:16

Missing persons 23:12N; 26:12

Mission
administrative procurement 23:14
AID/W task force 23:13C
closing 23:13

Mission
executive officer 23:1
financial management activities 19:8; 23:13G
legal services overseas 23:16
motor vehicle management 23:6
occupational safety and health 23:App.7A
opening 23:2
operation 23:ALL
orientation 28:3E
participant training activities 23:13M

personal property (disposal abandonment) 23:13I
personnel activities 23:13F
property management 19:15B1; 23:4; 23:5
records closeout 23:13L
rview (annual) 23:Att.1A#175
supply and procurement activities 23:13H
Executive Officer 23:1
Property Management Officer 23:App.4A#222.2

Motor vehicles
acquisition 23:6G
categories 23:6C4
classification 23:Exh.60
control 23:App.6A#228.3
dispatch analysis 23:6J11
disposition 23:6M; 23:App.6A#228.8
foreign made 23:6G4
Form 5-197 23:6J10; 23:Exh.6F
fuel consumption 23:Exh.6I
insurance 23:6H; 23:App.6A#228.4
maintenance 23:6L; 23:App.6A#228.12
management 23:6
official transportation 23:6D
oil consumption 23:Exh.6J
pools 23:6F; 23:App.6A#228.3-1
records 23:6J; 23:App.6A#228.7; 23:Exh.6F
replacement 23:6G1; 23:App.6A#228.9-1
safe driving awards 23:6K
sale of 23:Att.1B
security 23:App.6A#228.13
spare parts 23:Exh.6B
U.S. manufactured 23:6G5

Occupational
safety and health FAR22.3; FAR23; 20:3; 23:App.7A
supervisor's report of accident 20:Att.11F; 23:App.7A#617.3-5

Overseas
administrative officer 23:App.9A#615.1
advisory council 23:App.9A#619
Agency for International Development (AID) 23:App.3A; 23:App.9A#617.2
assistance 23:App.9A#614
cultural affairs officers 23:App.9A#615.2
educational and cultural exchange 23:App.9A#616.1

employee organizations	23:App.8A#530
funds	23:App.9A#617
objectives	23:App.9A#612
policy committee	23:App.9A#613.3
principal officer responsibilities	23:App.8A#520
school assistance funds	23:App.9A#617
school program	23:9
school to school project	23:App.9A#618.3
special education programs	23:App.9A#618
Policy statements	
leased property overseas	23:App.5A#721
personal property management overseas	23:Att.4A#221
Post	
reports	23:Att.1A#170
Principal Officer Responsibilities at Posts Abroad	23:App.8A#520
communities	23:App.8A#521.3
Financial Management	23:App.8A#527
monitoring association activities	23:App.8A#521.2
procurement of merchandise	23:App.8A#525.4
Procurement	
administrative support	1B:26; 20:8 20:9; 23:14;
commodities for overseas support	23:14
telephone equipment for admin. use	23:14D1
vehicles	23:14D2
Property	
cost accounting	23:App.4A#225
real property	23:5; 23:App.5A#740
receipt and storage	23:App.4A#223
survey review board	23:App.4A#226.5-3
Property Disposal Officer	23:App.4A#221.6-3
Property Management	13:1T; 13:App.D; 20:7; 23:4; 23:5
acquisition	23:App.4A#222.1
building maintenance services	20:4E; 23:App.5A#720
disposition	23:App.4A#227
officer	23:App.4A#221.6-1
option to purchase real property	23:App.5A#740
personal property management overseas	20:7; 23:4
policy statement	23:App.4A#221.3
property records	23:App.4A#224.3
real property management overseas	13:1T3; 23:5
sale of AID owned property	23:App.4A#227.1-5

Purchase order 11:Att.3P; 23:14G; FAR13.5

Real property
- acquisition 23:App.5A#740
- AID owned 19:15C; 23:App.5A#720
- disposition 23:App.5A#780
- leasing 23:App.5A#720
- management overseas 13:1T3; 23:5; 23:App.5A#720
- overseas 23:5
- residential furnishings and equipment 23:App.5A#770
- residential quarters 23:App.5A#710

Regional
- AID/W 23:11E
- conferences 23:11

Representation furnishings 23:14C3

Residences 23:App.5A#722.2; 26:13F4;
- furnishings and equipment 23:App.5A#770
- quarters 23:App.5A#725.6

Safe Driving Awards 23:6K

School
- assistance funds 23:App.9A#614.5; 9:10D
- to school projects 23:App.9A#618.3

Small business assistance
- competition requirements 20:Att.8A; 23:App.14A
- transactions by USAID missions 23:14F

Supervisor's Report of Accident 20:Att.11F; 23:App.7A#617.3-4

Vehicle
- insurance 23:6H
- [illegible] 23:6G1

TRANSMITTAL MEMORANDUM CHECKSHEET FOR HANDBOOK 23

23:76	_____	23:101	_____	23:126	_____
23:77	_____	23:102	_____	23:127	_____
23:78	_____	23:103	_____	23:128	_____
23:79	_____	23:104	_____	23:129	_____
23:80	_____	23:105	_____	23:130	_____
23:81	_____	23:106	_____	23:131	_____
23:82	_____	23:107	_____	23:132	_____
23:83	_____	23:108	_____	23:133	_____
23:84	_____	23:109	_____	23:134	_____
23:85	_____	23:110	_____	23:135	_____
23:86	_____	23:111	_____	23:136	_____
23:87	_____	23:112	_____	23:137	_____
23:88	_____	23:113	_____	23:138	_____
23:89	_____	23:114	_____	23:139	_____
23:90	_____	23:115	_____	23:140	_____
23:91	_____	23:116	_____	23:141	_____
23:92	_____	23:117	_____	23:142	_____
23:93	_____	23:118	_____	23:143	_____
23:94	_____	23:119	_____	23:144	_____
23:95	_____	23:120	_____	23:145	_____
23:96	_____	23:121	_____	23:146	_____
23:97	_____	23:122	_____	23:147	_____
23:98	_____	23:123	_____	23:148	_____
23:99	_____	23:124	_____	23:149	_____
23:100	_____	23:125	_____	23:150	_____