

5 FAH-2 H-760 PROCUREMENT

*(TL:TEL-8; 08-05-2003)
(Office of Origin: IRM/APR/RG)*

5 FAH-2 H-761 FUNDING SUPPLEMENTAL COMPONENTS

*(TL:TEL-8; 08-05-2003)
(State only)*

The post must arrange funding either from post funds or the regional bureau for additional radios, batteries, antennas, or accessories. Cost estimates should include an additional 10 percent for shipping charges from the Department. Post should also be aware that other procurement offices may charge an additional 10 percent handling charge. Include the RIMC and A/LM/AQM/FSCP on all procurement requests, telegrams, or orders. Post can also purchase radio equipment directly from vendors using post funds.

5 FAH-2 H-762 REGIONAL INFORMATION MANAGEMENT CENTER (RIMC) GUIDANCE

*(TL:TEL-2; 05-23-2002)
(State only)*

a. Before purchasing supplemental radio equipment, the Information Management Officer (IMO) should consult the RIMC for technical guidance regarding:

- (1) The suitability of proposed equipment for intended use;
- (2) Frequencies;
- (3) Recommended spare inventory; and
- (4) RIMC maintenance support and vendor maintenance support.

b. Posts should proceed with radio equipment purchases only after consulting the RIMC.

5 FAH-2 H-763 A/LM/AQM/FSCP RESPONSIBILITY

(TL:TEL-2; 05-23-2002)
(State only)

a. A/LM/AQM/FSCP is responsible for ordering radio equipment, either with bureau or post funds. Upon post providing a fund citation, A/LM/AQM/FSCP will submit the order for the post and advise the vendor of the method for shipment as prescribed by the post.

b. If the vendor is to ship the equipment via Department shipping channels, A/LM/AQM/FSCP must concur and post must provide funds to cover the cost of shipment from SA-21. A/LM/AQM/FSCP will not accept equipment from vendors purchased by posts unless they have previously received copies of formal purchase requests or telegraphic orders. The correct address for shipment through Department channels is:

Department of State
(Post Name)
A/LM/OPS/WLC/MAT
7958 Angus Court, SA-7b
Springfield, VA 22153

5 FAH-2 H-764 PROCUREMENT ASSISTANCE TO OTHER AGENCIES

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

Agencies may provide a fund citation, including equipment costs and 10 percent for shipping costs, to A/LM/AQM/FSCP. Upon receiving a fund citation, A/LM/AQM/FSCP will submit the order for the agency at post and advise the vendor of the method for shipment as prescribed by the post. Agencies may obtain ordering information from A/LM/AQM/FSCP and order through their own procurement channels.

5 FAH-2 H-765 THROUGH H-769 UNASSIGNED