

# **5 FAH-2 H-830 PROCUREMENT**

*(TL:TEL-1; 07-01-1998)*

## **5 FAH-2 H-831 EQUIPMENT AND NON-EXPENDABLE MATERIALS FOR CAAs**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

Procurement of equipment and nonexpendable materials destined for a CAA must conform to DS security standards in 12 FAM 350 and 12 FAH-6, *OSPB Security Standards and Policy Handbook*. The destination of the purchase should not be disclosed to the vendor and any correspondence regarding shipment must be classified.

### **5 FAH-2 H-831.1 Purchases Funded By Bureau or Post**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

If a post or bureau pays for material destined for a CAA, the post can use three methods for procurement.

#### **5 FAH-2 H-831.1-1 Random Purchase**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

A cleared American may select an item randomly off the shelf from a local supplier, pay for it and bring it back to post. The purchaser must keep the item(s) under control at all times. Use the random purchase method to procure low volume items.

#### **5 FAH-2 H-831.1-2 Third Country Purchase**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

The ordering post can also send a classified telegram with fiscal data, ordering information and secure shipping instructions to a purchasing post. The purchasing post will then select the item randomly off the vendor's shelf without disclosing to the vendor the destination of the item and ship it securely back to the ordering post.

## **5 FAH-2 H-831.1-3 State-side Acquisition**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

a. A/LM/AQM (Logistics Management, Office of Acquisitions) can purchase desired equipment from U.S. vendors. Posts should prepare a requisition containing a complete description of the items needed, part numbers, voltage requirements and, if available, suggested vendors and prices. Once A/LM/AQM purchases the material, A/LM/AQM consigns it to A/LM/OPS/WLC/SC (Office of Logistics Operations, Washington Logistics Center, Supply Center) or controlled shipment to post. A/LM/AQM will also send telegraphic notification with the purchase or delivery order number and estimated date of arrival at A/LM/OPS/WLC/SC, the Supply Services Center at SA-7.

b. The Supply Services Center packs and coordinates secure shipments to overseas posts. CIPE material for some posts will be inspected and certified by IRM/OPS/ITI/TSS (Office of IT Infrastructure, Technical Security and Safeguards Division). The Supply Services Center calculates packing, shipping, receiving and document preparation fees and will notify the post by telegram of the total charge of the order. Post or bureau fiscal data should cover the final total cost of the shipment.

## **5 FAH-2 H-831.2 Purchases Funded by IRM**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

Program property funded by IRM, such as telegraphic, radio or telephone equipment, is handled and shipped by A/LM/OPS.

## **5 FAH-2 H-832 EXPENDABLE SUPPLIES FOR CAAs**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

a. Order expendable supplies for ADP and TERP V equipment from the Office of Acquisitions, Contract Management Division (A/LM/AQM/CMD). IPC personnel select the shipping method based on the type of material, where it will be used, and post's threat level.

b. Inform A/LM/AQM/CMD whether the items should be forwarded via diplomatic courier pouch, unclassified controlled air pouch, unclassified pouch or air freight. If post is not categorized as a critical technical threat post, post will have to justify using the diplomatic courier service. Supplies issued in support of ADP and TERP V equipment without the proper justification will be forwarded by unclassified controlled air pouch.

c. See 5 FAH-2 H-832 Exhibit H-832 for a list of ADP and TERP V supplies stocked by A/LM/AQM/CMD and specific ordering procedures.

## **5 FAH-2 H-833 EXPENDABLE SUPPLIES FOR OTHER AGENCIES**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

Post can order ADP supplies to be used inside a CAA for another agency. Follow the same procedures outlined in 5 FAH-2 H-832. Transfer funds internally so that State Department fiscal data is used for the purchase. A/LM/AQM/CMD will hold orders received without the proper fund citation and send a telegram to the post's General Services Officer and Budget Officer requesting State funds.

## **5 FAH-2 H-834 EQUIPMENT AND MATERIALS USED OUTSIDE CAAs**

*(TL:TEL-1; 07-01-1998)*  
*(Uniform State/USAID/USIA)*

Post may coordinate directly with vendors for post or bureau-funded communications materials to be used outside CAAs. Material may be shipped via commercial courier service, unclassified pouch, APO or international mail.

## **5 FAH-2 H-835 THROUGH H-839 UNASSIGNED**

# 5 FAH-2 H-832 Exhibit H-832

## A/LM/AQM/CMD EXPENDABLE SUPPLIES

(TL:TEL-1; 07-01-1998)  
(Uniform State/USAID/USIA)

A/LM/AQM/CMD stocks the ADP and TERP V supplies listed below only for controlled access areas.

Send an unclassified telegraphic request for these supplies to A/LM/AQM/CMD using ASUP and ADCO TAGS. Cite the stock number and quantity needed and include State Department fiscal data to cover the cost of the merchandise and handling charges.

A/LM/AQM/CMD will use the shipping method appropriate to post's threat level and address the shipment to the General Services Officer, unless post specifies a different addressee.

Stock numbers do not indicate a particular brand. Printer toner cartridges are new and not remanufactured.

DESCRIPTION	STOCK #	UNIT OF ISSUE	COST
Diskette, 5.25", double-sided, high density	7045013674611	Box of 10	\$5.90
Diskette, 3.5", double-sided, high density	7045013475290	Box of 10	\$6.50
Toner cartridge LDP-8, Series II/III	3610-008	Kit of 4	\$174.60
Toner cartridge LDP-8, Series IV	3610-004	Each	\$100.00
Toner cartridge LDP-17, Series 3SI/4SI	3610-017	Each	\$112.00
Printer Maintenance Kit, Series 3SI/4SI	3610-C2062A	Box	\$283.00
Data Cartridge, 1/4 inch by 600 feet	7045-DC6150	Each	\$10.65