



United States Department of State

Washington, D.C. 20520

INFORMATION MEMORANDUM

UNCLASSIFIED

TO: Interagency Facilities Council Members

FROM: OBO Director Charles E. Williams, IFC Chair

SUBJECT: December 4, 2003 Meeting Follow-up Items

At the Interagency Facilities Council (IFC) meeting on December 4, participants identified several matters for follow-up action before or at the next IFC meeting:

- 1. Presentation Slides from the Meeting:** The slides presented at the IFC meeting are now posted on the OBO Web site, which is <http://www.state.gov/obo/c10964.htm>
- 2. Next IFC Meetings:** The next meetings of the IFC are scheduled for Thursday, March 25, and Thursday, June 24, at 10:30 a.m. at OBO [SA-6, Rosslyn, VA] in the 11th Floor Conference Room.
- 3. Permanent Agency Representatives:** To avoid confusion in communications between the OBO staff supporting the IFC and the participating member agencies, each member agency is asked to identify an individual and an organizational point of contact for all communications about the IFC. We will include more than one individual and/or office on our email list, but we need at least one designated individual and organizational point of contact. By organizational point of contact we mean an office, with email and telephone number that will not change if the individual point of contact departs.

Please provide the official individual and organizational contact points by email to Waide Egener at EgenerWX@state.gov on or before January 30, 2004. OBO will do its best to communicate with all agencies, but without your input, we cannot promise to reach the right individuals or offices in every interested agency.

4. **Cost-Sharing Guidance Document:** A draft of the FY04 Guidance on the Capital Security Cost-Sharing Program for FY06, redlined to show the changes from the FY03 Guidance, has been posted on the OBO Web Site. A meeting to discuss the draft Guidance will be held on Friday, January 30, at 11:00 a.m. at OBO [SA-6, Rosslyn, VA] in the 11th Floor Conference Room. It is essential for all participants to be proactive in this process, as it will affect all government agencies. **Please submit written comments by email to Sam Bleicher at BleicherSA@state.gov by January 28, and please indicate if you will attend the meeting.**

5. **TOPIC OF THE MONTH: Furniture costs:** Several questions arose at the December 4 meeting about payments for furniture in new facilities that are not New Embassy Compounds. That subject will be addressed at the March meeting.