

15 FAM 730

REPRESENTATIONAL ITEMS

(CT:OBO-9; 06-26-2006)
(Office of Origin: OBO)

15 FAM 731 POLICY

15 FAM 731.1 General Policy

(CT:OBO-9; 06-26-2006)
(Uniform State/USAID/Commerce/Agriculture/DIA)

The U.S. Government provides certain residences with official china, glassware, flatware, hollowware, kitchenware, and other items approved by the Bureau of Overseas Buildings Operations (OBO) or the parent agency. Allocations *are* based on program requirements, individual residence *facilities*, and particular circumstances.

15 FAM 731.2 Detailed Policy

(CT:OBO-9; 06-26-2006)
(Uniform State/USAID/Commerce/Agriculture/DIA)

- a. The Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF) provides crested china and glassware, including cobalt blue service plates, *only* for use in the residences of ambassadors.
- b. Retired ambassadors may purchase crested china and glassware at their own expense. OBO/PE/IF *must approve all requests*.
- c. *Parent agencies provide and fund* uncrested china and glassware to the following *representational* residences: deputy chief of mission (DCM [*see 15 FAM 732, paragraph b, for funding for DCMs at posts with less than 35 U.S.-based employees*]), principal officer (PO) other than ambassador, USAID mission director, and United States and Foreign Commercial Service (US&FCS) minister-counselor (MC). (*See 15 FAM 774.*)
- d. OBO/PE/IF provides sterling silver or silverplated flatware, silverplated hollowware and other items deemed necessary for State Department positions. USAID and US&FCS may approve and fund these items for the mission director and the MC.
- e. OBO/PE/IF provides a kitchen cookware set *and a utensils set* for

residences of the ambassador, DCM [*see 15 FAM 732, paragraph b, for funding for DCMs at posts with less than 35 U.S.-based employees*], and PO.

15 FAM 732 FUNDING

(CT:OBO-9; 06-26-2006)

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

- a. **Other agencies:** Each agency funds the requirements of its personnel. The 15 FAM Exhibit 732A lists authorized items provided by USAID.
- b. **Department of State:** The Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF) funds the initial and replacement items listed for representational residences in 15 FAM Exhibit 732B for the ambassador, deputy chief of mission (DCM), and consul general (CG) when principal officer (PO), including small electrical equipment costing more than \$250, and associated shipping costs. Table linens are provided for the ambassador, DCM, CG when PO, and consul when PO. *OBO does not provide funding for representational items for deputy chiefs of mission (DCMs) at posts with less than 35 U.S.-based employees unless a post was receiving such funding prior to the termination of the Special Embassy Program (SEP) in May 2005. If a post grows to more than 35 U.S.-based employees, the post may, with the concurrence of their regional bureau, request DCM representational items from OBO that will be provided if/when funding becomes available. Use* diplomatic and consular programs (DCP) funds for garden and grounds equipment and supplies; equipment such as mops and cleaning supplies; and linens (for official use only) for kitchen, guest bedroom, and bath.

15 FAM 733 REFURBISHMENT OF FURNITURE, FURNISHINGS, APPLIANCES, AND EQUIPMENT (FFA&E)

15 FAM 733.1 General Policy

(CT:OBO-9; 06-26-2006)

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

The Bureau of Overseas Buildings Operations (OBO) funds regularly scheduled furniture, furnishings, appliances, and equipment (FFA&E) refurbishment and redecorating for the residences of the ambassador, deputy chief of mission (DCM), consul general (CG) when principal officer

(PO), chief of the liaison office, U.S. interest section PO, and U.S. representative to an international organization abroad. *Regional bureaus fund the DCM FFA&E refurbishment at embassies that have less than 35 U.S.-based employees. OBO, however, will continue to fund DCM FFA&E refurbishment at all posts that were receiving it prior to the termination of the Special Embassy Program (SEP) in May 2005, including some that have less than 35 U.S.-based employees. If an embassy grows to more than 35 U.S.-based employees, the post may, with the concurrence of their regional bureau, submit a request to OBO for DCM FFA&E that will be provided if/when funding becomes available.* Unnecessary changes and redecorating to accommodate personal tastes of new occupants are not authorized *by the Interiors and Furnishings Division's Residential Branch in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF/RB)*. The Representational Residence Review Committee approves the *FFA&E refurbishment* schedule for residences, and ensures *cost control*. The committee consists of OBO's Director/Chief Operating Officer (DIR/COO) as chair; OBO's Managing Director for the Project Execution Office (OBO/PE); the Executive Assistant to the Under Secretary for Management (M); two regional bureau executive directors (membership alternates annually); and OBO's Director of the Interiors and Furnishings Division (OBO/PE/IF).

15 FAM 733.2 Guidelines

(CT:OBO-9; 06-26-2006)

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

- a. The Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF) maintains a master list of the condition of all official residences with a schedule of planned *FFA&E* refurbishment. *OBO/PE/IF officials also brief* future occupants on the residences they will occupy. The prospective occupant may request changes to any proposed work using the Design Change Request Format, 15 FAM Exhibit 733.
- b. The *occupants may change the* paint color in the family living areas to *suit their* taste without prior approval *except when the family spaces are part of the historic fabric of a culturally significant property. In such cases, any proposal to change any existing finishes must be approved in advance, in writing, by the Project Execution Office's Residential Branch in the Interiors and Furnishings Division (PE/IF/RB) and the Architectural Design Branch in the Design and Engineering Division (PE/DE/ADB) of the Bureau of Overseas Buildings Operations. Posts may use* routine maintenance and repair funds for U.S. Government-owned long-term leased (GO/LTL) properties and diplomatic and consular programs (DCP) funds for short-term leased (STL) properties.

- c. Occupants may have other *FFA&E* refurbishing work done in their residences at their own expense, with prior OBO/PE/IF approval. However, occupants must fund the costs *of returning them* to their original condition. The Area Management Division in the Operations and Maintenance Office of the Bureau of Overseas Buildings Operations (OBO/OM/AM) *must fund and approve structural changes separately*. The Design and Engineering Division *Design Manager and ADB Project Architect for Residences determine how the review of structural changes is staffed within OBO/PE/DE (see 15 FAM 600)*.

15 FAM 734 CLOSINGS AND EVACUATIONS

15 FAM 734.1 Post Closings

(CT:OBO-9; 06-26-2006)

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

Before a post closes, the post *must request instructions from* the Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF) for *transferring* or *disposing* of representational items and other furniture and furnishings. These items must not be left with other agencies without prior OBO/PE/IF approval.

15 FAM 734.2 Post Evacuations

(CT:OBO-9; 06-26-2006)

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

Posts in evacuation status *must make an effort* to safeguard sterling flatware. If a secure location is not available at the official residence, *post may store* flatware in safes in the chancery. *When* the Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF) *directs*, post should pack and ship sterling flatware back to Washington, DC by the best means possible.

15 FAM 734.3 USAID Mission Closings and Evacuations

(CT:OBO-1; 04-29-2005)

(USAID Only)

USAID missions must request instructions from the Overseas Management Support Office in the Bureau for Management, USAID/Washington (USAID/W - M/OMS).

15 FAM 735 ANTIQUES, WORKS OF ART, AND OTHER CULTURAL HERITAGE OBJECTS

15 FAM 735.1 Policy

(CT:OBO-9; 06-26-2006)

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

The Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF) seeks to identify and preserve all antiques, works of art, and other cultural heritage objects owned by the Department of State abroad. These are fine and decorative arts whose value is based on historic importance, antiquity, or rare quality. Posts must *report* any object, including a gift that may fit this definition, *to OBO/PE/IF's Curatorial Services Program staff for their evaluation*. The program staff provides guidance to posts to ensure appropriate assessment, documentation, maintenance, *inventory* adherence and technical direction, and funding for conservation. *Posts may not dispose of* these items without written concurrence from the Curatorial Services Program staff (see 15 FAM 771).

15 FAM 735.2 Loans of Department-Owned Works of Art

(CT:OBO-9; 06-26-2006)

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

The Department of State lends works of art only in unusual circumstances. The Director/Chief Operating Officer for the Bureau of Overseas Buildings Operations (DIR/COO for OBO) *must* approve special loans based on the Department's diplomatic interest and the recommendation of the ambassador regarding local, legal, or logistical issues. A loan must include a binding agreement that *the borrower covers* all costs and *contain* a certificate of insurance for the *replacement value of the* work of art. Posts must contact the Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF) for details.

15 FAM 736 ANNUAL INVENTORIES

15 FAM 736.1 State Department

(CT:OBO-9; 06-26-2006)
(State Only)

Each post must submit to the Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF) an annual inventory or update of all U.S. Government-owned (GO) property in the following residences: ambassador, deputy chief of mission (DCM), consul (C) if provided representational items, consul general (CG) when principal officer (PO), U.S. representative to an international organization abroad, chief of a liaison office, and PO of a U.S. interest section. *Posts must report annually all* antiques, works of art, and other cultural heritage objects in these residences and in other facilities. *Each post must also submit to OBO/PE/IF an annual inventory or update of all U.S. Government-owned property removed from these residences and stored in other facilities.* Inventories are due November 1st but may be dated anytime after August 1st (see 15 FAM *772.1*)

15 FAM 736.2 USAID Mission Director Residences

(CT:OBO-9; 06-26-2006)
(USAID Only)

USAID missions must submit to the Overseas Management Support Office in the Bureau for Management, USAID/Washington (USAID/W - M/OMS), an annual inventory of all U.S. Government-owned (GO) property in the mission *director's residence following the procedures in 15 FAM 772.2, with* a certification of inventory signed by the USAID mission director.

15 FAM 737 THROUGH 739 UNASSIGNED

15 FAM EXHIBIT 732A CHINA, CRYSTAL, GLASSWARE, FLATWARE, COOKWARE, KITCHEN UTENSILS, HOUSEHOLD APPLIANCES, AND LINENS AUTHORIZED FOR USAID MISSION DIRECTORS

(CT:OBO-9; 06-26-2006)

A count of all items must be maintained with due regard for normal breakage. Items listed under item "J" *must* be included within the dollar limit for the USAID mission director (see 15 FAM 772.2). All other items are controlled by the maximum quantity limitation and are not included in the dollar limit.

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 extra teacups	36 each

B. FLATWARE

Silverware flatware set w/serving pieces (place settings)	24
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C. CRYSTAL—Uncrested Stemware

Water goblet	24 each
Champagne	24 each
Sherbet	24 each
Red wine	24 each
White wine	24 each
Liqueur	24 each
Sherry	24 each
Footed iced tea	24 each

D. GLASSWARE/BARWARE

Tumbler, 16 oz.	72 each
Tumbler, 12.5 oz.	72 each
Tumbler, 6 oz.	72 each
Cocktail, 4.5 oz.	72 each
Rocks, 9 oz.	72 each
Rocks, 7 oz.	72 each
Brandy snifter, 12 oz.	48 each

E. SERVING PIECES

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

F. TABLE LINENS (moderately priced)

Napkins, cloth	24 each
Tablecloth	2 each
Tablecloth, bridge, w/napkins	8 sets
<i>Placemats</i>	<i>24 sets</i>

G. SMALL KITCHEN APPLIANCES, ELECTRIC

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

H. COOKING/BAKING UTENSILS—NONELECTRIC

Baking sheets	*
Bowls, mixing (various)	*
Broiler, heavy duty	*
Casseroles	*
Colander	*
Custard cups	*
Dishpan	*
Fork and spoon, graded	*
Fork, cook's	*
French fryer and basket, nonelectric	*
Ladles	*
Measures	*
Pans, baking	*
Pan, cake, layer	*
Pan, cake, tube	*
Pan, double boiler w/cover	*
Pan, muffin	*
Pan, sauce, w/cover (various sizes)	*
Pastry board	*
Pie plate	*
Pitcher, water (plastic)	*
Roaster, twin	*
Sharpener, knife	*
Skillet w/cover	*
Skimmer	*
Spatula	*
Spoons	*
Strainer	*
Stockpot w/cover	*
Teakettle	*

I. KITCHEN CUTLERY

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

J. HOUSEHOLD EQUIPMENT/MAJOR APPLIANCES

Electric or gas, ** as appropriate	
Air conditioner (when central system is nonexistent)	
Per occupied bedroom	1 each
Per guest room	1 each
Living room	as required
Dining room	1 each
Dishwasher (installed or freestanding)	1 each
Dryer, clothes	1 each
Fan, ceiling floor or table (when room is not air-conditioned) per room	1 each
Freezer, chest or upright type, max. 27 cu. ft.	1 each
Garbage disposal	1 each
Humidifier, air evaporator, air evaporative (desert) cooler	as required
Microwave oven, (installed or freestanding)	1 each
Refrigerator, max. 27 cu. ft.	1 each
Stove, cooking, household or restaurant-type	2 each
Vacuum cleaner	1 each
Washing machine	1 each

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

***Bottled gas appliances significantly increase risk of fire.*

15 FAM EXHIBIT 732B FURNITURE, FURNISHINGS, APPLIANCES, AND EQUIPMENT (FFA&E) FOR U.S. GOVERNMENT-FURNISHED REPRESENTATIONAL RESIDENCES

(CT:OBO-1; 04-29-2005)

REPRESENTATIONAL ITEMS

The following items may be provided for the representational residences of ambassadors, deputy chiefs of mission (DCMs), consuls general (CGs) when principal officer (PO), chiefs of liaison offices, U.S. interest section POs, and U.S. representatives to international organizations abroad:

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

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

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

Punch sets

Water pitchers

Salt and pepper shakers

Hurricane lamps

Ice buckets and ice tongs

Revere bowls with liners

Butter dishes

Bread trays

Casserole dishes (covered and uncovered)

Silver chest

Ash trays

15 FAM EXHIBIT 733 DESIGN CHANGE REQUEST FORMAT

(CT:OBO-9; 06-26-2006)

DATE: _____

TO: OBO/DIR/COO

FROM: _____

SUBJECT: REFURBISHMENT OF [CMR, DCMR, CGR] [CITY NAME, COUNTRY]

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

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

The changes that (I, we) request are

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

[SIGNATURE]