

15 FAM 770 REQUIRED PROCEDURES AND GUIDELINES

(CT:OBO-11; 09-11-2006)
(Office of Origin: OBO)

15 FAM 771 GUIDELINES ON IDENTIFYING AND PRESERVING ANTIQUES, WORKS OF ART, AND OTHER CULTURAL HERITAGE OBJECTS

15 FAM 771.1 Identification

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

- a. **Appraisals:** The Curatorial Services Program staff of the Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF) conducts professional appraisals at posts with significant collections of antiques, works of art, and other cultural heritage objects. The program staff serves as the contracting officer's representative (COR) for appraisal contracts.
- b. **Documentation:** Whenever possible, post property management officers must provide the Curatorial Services Program staff with copies of the following records:
 - (1) Names of artists or makers;
 - (2) Historic associations and biographies;
 - (3) Donor letters;
 - (4) Bills of sale with purchase dates and sources;
 - (5) Annotations regarding related published information; and
 - (6) Photographs.

Posts must maintain originals of these records. The program staff will provide posts with additional information to support their maintenance and preservation.

- c. **Inventories:** Posts must inventory antiques, works of art, and other

cultural heritage objects annually, paying particular attention to the condition assessment (see 15 FAM 736.1).

15 FAM 771.2 Preservation

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

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

- a. **Maintenance:** Posts must follow the specific guidance *of* the Curatorial Services Program staff of the Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF) concerning the placement, routine care, activities to monitor the environment, and moving and storage of antiques, works of art, and other cultural heritage objects.
- b. **Conservation:** Property management officers must report damage or deterioration of antiques, works of art, and other cultural heritage objects to the Curatorial Services Program. Posts should not attempt to remedy a problem without prior approval. The program staff must provide direction for selecting qualified professionals, soliciting bids, evaluating treatment proposals, and ensuring satisfactory project completion.

15 FAM 772 PROCEDURES FOR ANNUAL INVENTORIES

15 FAM 772.1 State Department

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

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

- a. Nonexpendable property application (NEPA) and non-NEPA reporting posts must follow the general reporting requirements noted below:
 - (1) If there is no change in occupant, in the year following a complete inventory, the household inventory submission can consist of changes in the condition of items and additions, deletions, or other changes. If there are no changes, the occupant or property management officer must submit a memorandum to the Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF) to that effect;
 - (2) Posts must conduct and submit complete representational inventories each year, except kitchenware, and antiques, works of art, and other cultural heritage object inventories;
 - (3) Posts must report lost or missing items from the previous inventory

- on Form DS-132, Property Disposal Authorization and Survey Report. The accountable property officer (APO) and resident must sign inventories (see 15 FAM Exhibit 772A, Form DS-4009, Occupant Certification);
- (4) Annual inventories should contain a complete description of all items, i.e., manufacturers, sizes, patterns, colors, conditions, acquisition costs, purchase dates, and appraised values and appraisal dates for antiques, works of art, and other cultural heritage objects, with items listed by building and room location;
 - (5) Annual inventories consist of three reports:
 - (a) **Household inventories** (furniture and/or furnishings). See 15 FAM Exhibit 772B, Sample Household Inventory of Residences with Representational Furniture and Furnishings (do not include Art in Embassies items);
 - (b) **Representational inventories** (china, glassware, flatware, hollowware, kitchenware). See 15 FAM Exhibit 772C, Form DS-1958, Inventory Report; and
 - (c) **Antiques, works of art, and other cultural heritage objects inventories** (if applicable).
- b. For OSM categories 1 and 2 posts, when the occupant changes in representational residences, post must conduct and submit a new inventory. In succeeding years, post may copy initial inventories, make corrections, have the responsible person sign, and submit the inventories to the Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF) by November 1.
 - c. OBO/PE/IF will not process requests for additional items for representational residences within a country, including ambassador, DCM, CG, PO, and USINT PO, until receipt of current inventories.

15 FAM 772.2 USAID Mission Director Residences

(CT:OBO-11; 09-11-2006)
(USAID Only)

- a. USAID missions must submit to the Overseas Management *Staff* in the Bureau for Management, USAID/Washington (USAID/W - M/OMS) an annual inventory of all U.S. Government-owned property in the mission director's residence. Conduct inventories as of September 30 and include all nonpersonal furniture, furnishings, appliances, and equipment (FFA&E), property on loan from other agencies, security equipment, and installed equipment. Forward inventories by November 10. Regardless of funding source, the total value of FFA&E must not exceed **\$50,000**.

- b. In calculating the total inventory value subject to the limitations, exclude built-in cabinets and clothes closets, installed equipment (hot water heaters, cooling and heating units, generators, etc.), and packing, crating, and shipping costs. Also exclude chinaware, glassware, silverware, kitchen utensils, and linens as listed in 15 FAM Exhibit 732A. However, do not exceed maximum quantities listed. Limits are also established on appliances and/or equipment at Part J of the exhibit. Items listed at Part J of the exhibit are included in the limitation. Exclude draperies if there is a post drapery policy in place and the residence complies with that policy. Each USAID mission director must submit the following signed certificate to USAID/W - M/OMS by November 10:

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, 20__, did not exceed *\$50,000*.

15 FAM 773 ART IN EMBASSIES PROGRAM REQUIREMENTS

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

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

- a. **Responsibilities:** The Art in Embassies Program Division in the Operations and Maintenance Office of the Bureau of Overseas Buildings Operations (OBO/OM/ART) arranges exhibitions of loaned or donated works of art; assembles, crates, and ships the works of art to post; and procures the fine arts insurance coverage. The regional bureau funds packing and shipping costs. Post and the ambassador must follow the exact instructions of the lenders and OBO/OM/ART for the care, handling, and safekeeping of the works of art. The ambassador must observe the terms of the loan agreement and the return of the works of art. (See 14 FAM 411.2-10 for employee responsibilities related to personal property and 14 FAM 411.3-2, paragraph c, for penalties for noncompliance.)
- b. **Receiving art:**
- (1) Before arrival of the works of art, OBO/OM/ART cables post a detailed inventory and instructions for unpacking and handling the works of art. Comprehensive information concerning care and safekeeping follows in a separate cable;
 - (2) In residences that have been designated by OBO as historic or culturally significant, special care must be taken to avoid damaging historic or high-value wall surfaces, finishes or architectural elements. Repairs to these surfaces can be expensive and difficult

- to accomplish. Post and OM/ART share the responsibility for ensuring that historic building fabric is not damaged by OBO/OM/ART installations, and post has sole responsibility for guarding against damage from non-OM/ART installations. Any proposal to mount art directly to walls that may fall into this category must be approved in advance, in writing, by the Project Execution Office's Residential Branch in the Interiors and Furnishings Division (PE/IF/RD) and the Architectural Design Branch in the Design and Engineering Division (PE/DE/ADB) of the Bureau of Overseas Buildings Operations.
- c. **Preservation of shipping materials:** Post must retain shipping crates and packing material in a climate-controlled area, preferably at the ambassador's residence or in a post climate-controlled warehouse, for the eventual return of the works of art.
 - d. **Safeguarding art during display:** Post should place works of art away from the flow of traffic. OBO/OM/ART monitors the location and condition of the works of art at post, including climate control. OBO/PE/DE will be notified by OBO/OM/ART whenever deficient climate conditions exist. Art will not be hung while these conditions exist. Post must contact OBO/OM/ART before cleaning or moving the works of art. For any renovation or repair near the works of art, post must request moving and storage instructions from OBO/OM/ART.
 - e. **Return of art:** Post must pack and ship art to the Department under the ambassador's recognizance. OBO/OM/ART provides complete instructions to post. Post must return the works of art prior to the ambassador's final departure from post. A U.S. citizen employee must supervise all packing.
 - f. **Art at posts in crisis:** Art is subject to recall by OBO/OM/ART with clearance by the regional bureau executive director. If a post is in crisis, OBO can only offer art from the U.S. Government-owned (GO) collection.
 - g. **Publications:** OBO/OM/ART funds and prints a small, full-color publication for the art exhibition. The publication serves as a public diplomacy tool for post, documents the exhibition, promotes the artists, and acknowledges the generosity of lenders. OBO/OM/ART determines the format, design, content, and serves as liaison with the printer. See *Art in Embassies: Publications and Printing Guidelines* for further information.
 - h. **American artists abroad:** Depending on the availability of funding, OBO/OM/ART selects about 10-12 artists per year to visit the post(s) where their art is exhibited. Artists conduct short-term programs with local audiences. OBO/OM/ART funds travel, lodging, meals, incidentals, and other expenses.

15 FAM 774 USAID PROCUREMENT REQUIREMENTS

(CT:OBO-11; 09-11-2006)
(USAID Only)

- a. Missions *are responsible* for *ordering* representational items directly from vendors. *Limitations on quantity and types of items are specified in 15 FAM Exhibit 732A.* USAID/W – M/OMS must approve any deviation from the authorized representational item list (see *15 FAM* Exhibit 732A).
- b. USAID missions may order household furniture *either directly* from the Department of State Residential Furniture Contract or from other sources (such as local or third-country purchase). *To order from the State Department vendor, follow the procedures as provided by USAID/W – M/OMS on an annual basis.*
- c. USAID missions must not use appropriations or trust funds to buy, transport, install, or repair videotape machines, televisions, or swimming pool equipment for residential quarters.
- d. In residential quarters, USAID missions should use colors and fabrics suitable to several occupants. USAID missions should also establish a mission ranking or specify in their housing handbook a time period and conditions for replacement, refinishing, and reupholstering, with four years a typical minimum.
- e. Base the type and quantity of furniture, furnishings, appliances, and equipment (FFA&E), except for mission directors, on the size and composition of the family, not size of quarters. USAID may issue additional FFA&E for residences with unusually large living rooms and/or one guest room.
- f. Prior to or during phase-down posture, a mission must hold procurement to the absolute minimum.

15 FAM 775 THROUGH 779 UNASSIGNED

15 FAM EXHIBIT 772A FORM DS-4009 OCCUPANT CERTIFICATION

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



U.S. Department of State

OCCUPANT CERTIFICATION

POST: _____

OFFICIAL RESIDENCE: _____

INVENTORY TAKEN BY: _____

SIGNATURE

DATE (mm-dd-yyyy)

ADMIN SECTION: _____

SIGNATURE

DATE (mm-dd-yyyy)

OCCUPANT CERTIFICATION

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 for damages or lost property will be determined by a Property Survey Board.

SIGNATURE

DATE (mm-dd-yyyy)

DS-4009
07-2002

15 FAM EXHIBIT 772B SAMPLE HOUSEHOLD INVENTORY OF RESIDENCES WITH REPRESENTATIONAL FURNITURE AND FURNISHINGS

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

USE THIS FORMAT IF POST DOES NOT HAVE NONEXPENDABLE
PROPERTY APPLICATION (NEPA) CAPABILITIES.

HOUSEHOLD INVENTORY REPORT*

| | | | |
|----------------|--------------|-----------|--------------|
| POST: | ANTANANARIVO | OCCUPANT: | AMBASSADOR |
| PROPERTY NO.: | X01001 | DATE: | JULY 1, 2004 |
| ROOM LOCATION: | DINING ROOM | | |

| INVENTORY NUMBER | 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 | 1995 |
| E29-6 TO E29-26 | 20 DINING CHAIRS - BLOND WOOD, UPHOLSTERED SEAT AND BACK, RED/GREEN STRIPE | 18-G 2-P | 60.00 | 1995 |
| E30.7 | 1 PR. DRAPERY, OFF-WHITE, ROUGH TEXTURE W/LINING. CURVED VALANCE (PELMET) W/BEIGE/GREEN FRINGE | G | UNK | 1994 |
| E30.9 | 1 RUG - 12'X18', BEIGE W/CARVED BORDER W/UNDERLAY (PAD) (or) CARPET - WALL-TO-WALL, BEIGE | G | UNK | UNK |
| E27.8 | 2 LAMPS, CHINESE VASE, RED FLORAL, 27" HIGH; SHADE: WHITE SILK, 27" ACROSS TOP, 28" BOTTOM, 18" SIDE HEIGHT | G F | 80.00 50.00 | 1997 1997 |

(* Hypothetical Numbers)

15 FAM EXHIBIT 772C FORM DS-1958 INVENTORY REPORT

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

This form is available from the DIR web site

| PLACE SETTING | STOCK NO. | CURRENT QTY. | PREVIOUS QTY. | [*****] | OBO USE ONLY | RETURNED | SENT | DATE (mm-dd-yyyy) |
|---|-----------|------------------|---------------|--------------------|--------------|--------------------------|------|-------------------|
| CAMUSSO INVENTORY REPORT | | | | | | | | |
| POST: _____ | | RESIDENCE: _____ | | BUILDING NO. _____ | | DATE: (mm-dd-yyyy) _____ | | |
| **INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF PLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY." | | | | | | | | |
| TEASPOON | 64 201 | | | | | | | |
| PLACE KNIFE (D/L) | 64 202 | | | | | | | |
| PLACE FORK (LUNCHEON) | 64 203 | | | | | | | |
| PLACE SPOON (DESSERT) | 64 204 | | | | | | | |
| DINNER KNIFE | 64 205 | | | | | | | |
| DINNER FORK | 64 206 | | | | | | | |
| CREAM SOUP SPOON | 64 207 | | | | | | | |
| SALAD FORK - INDIVIDUAL | 64 208 | | | | | | | |
| BUTTER SPREADER - HH | 64 209 | | | | | | | |
| COFFEE SPOON (DEMITA SSB) | 64 210 | | | | | | | |
| ICED BEVERAGE SPOON | 64 211 | | | | | | | |
| FISH FORK - INDIVIDUAL | 64 212 | | | | | | | |
| FISH KNIFE - INDIVIDUAL | 64 213 | | | | | | | |
| STEAK KNIFE - INDIVIDUAL | 64 223 | | | | | | | |
| TEA FORK | 64 229 | | | | | | | |
| DESSERT FORK | 64 230 | | | | | | | |
| BUTTER SPREADER - FH | 64 231 | | | | | | | |
| SERVING PIECES | | | | | | | | |
| TABLESPOON-REGULAR | 64 214 | | | | | | | |
| TABLESPOON-PIERCED | 64 215 | | | | | | | |
| COLD MEAT FORK-REGULAR | 64 216 | | | | | | | |
| GRAVY LADLE | 64 217 | | | | | | | |
| PIECAKE SERVER | 64 218 | | | | | | | |
| SALAD SET | 64 219 | | | | | | | |
| ROAST CARVING FORK | 64 220 | | | | | | | |
| ROAST CARVING KNIFE | 64 221 | | | | | | | |
| TOMATO SERVER (PLAT) | 64 222 | | | | | | | |
| SUGAR SHELL | 64 224 | | | | | | | |
| SALAD/MEAT FORK-LARGE | 64 225 | | | | | | | |
| SALAD/BERRY SPOON | 64 226 | | | | | | | |
| FISH SERVING FORK - LG. | 64 227 | | | | | | | |
| FISH SERVING KNIFE - LG. | 64 228 | | | | | | | |
| STEAK CARVING KNIFE | 64 232 | | | | | | | |
| PUNCH LADLE | 64 233 | | | | | | | |
| CASSEROLE SPOON | 64 234 | | | | | | | |
| MEAT FORK-LARGE | 64 235 | | | | | | | |
| STEAK CARVING FORK | 64 236 | | | | | | | |
| ICE CREAM SPOON | 64 237 | | | | | | | |
| BUTTER SERVING KNIFE | 64 238 | | | | | | | |
| CAKE SLICER | 64 239 | | | | | | | |
| TABLESPOON - LARGE | 64 240 | | | | | | | |
| * Due to the size of the Ice Cream Spoon (237), this should be considered a place setting piece. | | | | | | | | |
| Certified Correctly: _____ | | Signature | | Title | | Date (mm-dd-yyyy) | | |
| DS-1958 | | | | | | Page 1 of 12 | | |
| 07-2002 | | | | | | | | |

| GRAND COLONIAL INVENTORY REPORT | | | | | | | |
|---|-----------|------------------|---------------|--------------------|------|--------------------------|--------------|
| POST: _____ | | RESIDENCE: _____ | | BUILDING NO. _____ | | DATE: (mm-dd-yyyy) _____ | |
| **INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF PLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY." | | | | | | | |
| PLACE SETTING | STOCK NO. | CURRENT QTY. | PREVIOUS QTY. | [*****] | | OBO USE ONLY | ***** |
| | | | | RETURNED | SENT | DATE | (mm-dd-yyyy) |
| TEASPOON | 64-301 | | | | | | |
| PLACE KNIFE (D/L) | 64-302 | | | | | | |
| PLACE FORK (D/L) | 64-303 | | | | | | |
| PLACE SPOON (DESSERT) | 64-304 | | | | | | |
| DINNER KNIFE | 64-305 | | | | | | |
| DINNER FORK | 64-306 | | | | | | |
| CREAM SOUP SPOON | 64-307 | | | | | | |
| SALAD FORK - INDIVIDUAL | 64-308 | | | | | | |
| BUTTER SPREADER - FH | 64-309 | | | | | | |
| COFFEE SPOON (DESSERT) | 64-310 | | | | | | |
| ICE BEVERAGE SPOON | 64-311 | | | | | | |
| FISH FORK - INDIVIDUAL | 64-312 | | | | | | |
| FISH KNIFE - INDIVIDUAL | 64-313 | | | | | | |
| STEAK KNIFE - INDIVIDUAL | 64-323 | | | | | | |
| ICE CREAM FORK | 64-329 | | | | | | |
| BUTTER SPREADER - HH | 64-333 | | | | | | |
| SERVING PIECES | | | | | | | |
| TABLESPOON - REGULAR | 64-314 | | | | | | |
| TABLESPOON - PERCED | 64-315 | | | | | | |
| COLD MEAT FORK-REGULAR | 64-316 | | | | | | |
| GRAVY LADLE | 64-317 | | | | | | |
| PIE/CAKE SERVER | 64-318 | | | | | | |
| SALAD SET | 64-319 | | | | | | |
| ROAST CARVING FORK | 64-320 | | | | | | |
| ROAST CARVING KNIFE | 64-321 | | | | | | |
| TOMATO SERVER (FLAT) | 64-322 | | | | | | |
| SUGAR SHELL | 64-324 | | | | | | |
| SALAD SERVING FORK | 64-325 | | | | | | |
| SALAD SERVING SPOON | 64-326 | | | | | | |
| FISH SERVING FORK - LG. | 64-327 | | | | | | |
| FISH SERVING KNIFE - LG. | 64-328 | | | | | | |
| CAKE KNIFE | 64-330 | | | | | | |
| BUTTER SERVING KNIFE | 64-331 | | | | | | |
| BREAD KNIFE | 64-332 | | | | | | |
| Certified Correctly: _____ | | | | | | | |
| | Signature | | | Title | | Date (mm-dd-yyyy) | |

DS-1958

**MARIE LOUISE
INVENTORY REPORT**

POST: _____ RESIDENCE: _____ BUILDING NO. _____ DATE: (mm-dd-yyyy) _____

**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF PLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."

| PLACE SETTING | STOCK NO. | CURRENT QTY. | PREVIOUS QTY. | [*****] | | OBO USE ONLY | | [*****] | |
|--------------------------|-----------|--------------|---------------|----------|------|-------------------|-------------------|---------|--|
| | | | | RETURNED | SENT | DATE (mm-dd-yyyy) | DATE (mm-dd-yyyy) | | |
| TEASPOON | 64401 | | | | | | | | |
| PLACE KNIFE (D/L) | 64402 | | | | | | | | |
| PLACE FORK (D/L) | 64403 | | | | | | | | |
| PLACE SPOON (DESSERT) | 64404 | | | | | | | | |
| DINNER KNIFE | 64405 | | | | | | | | |
| DINNER FORK | 64406 | | | | | | | | |
| CREAM SOUP SPOON | 64407 | | | | | | | | |
| SALAD FORK - INDIVIDUAL | 64408 | | | | | | | | |
| BUTTER SPREADER - HH | 64409 | | | | | | | | |
| COFFEE SPOON (B/MITASSE) | 64410 | | | | | | | | |
| ICED BEVERAGE SPOON | 64411 | | | | | | | | |
| FISH FORK - INDIVIDUAL | 64412 | | | | | | | | |
| FISH KNIFE - INDIVIDUAL | 64413 | | | | | | | | |
| STEAK KNIFE - INDIVIDUAL | 64423 | | | | | | | | |
| CHILD'S FORK/DESSERT | 64425 | | | | | | | | |
| ICE CREAM FORK/SPOON | 64430 | | | | | | | | |
| BUTTER SPREADER - RH | 64436 | | | | | | | | |
| SERVING PIECES | | | | | | | | | |
| TABLESPOON - REGULAR | 64414 | | | | | | | | |
| TABLESPOON - PERCED | 64415 | | | | | | | | |
| COLD MEAT FORK-REGULAR | 64416 | | | | | | | | |
| GRAVY LADLE | 64417 | | | | | | | | |
| PIE/CAKE SERVER | 64418 | | | | | | | | |
| SALAD SET | 64419 | | | | | | | | |
| ROAST CARVING FORK | 64420 | | | | | | | | |
| ROAST CARVING KNIFE | 64421 | | | | | | | | |
| TOMATO SERVER (PLAT) | 64422 | | | | | | | | |
| SUGAR SHELL | 64424 | | | | | | | | |
| SALAD/MEAT FORK-LARGE | 64425 | | | | | | | | |
| SALAD/BERRY SPOON | 64426 | | | | | | | | |
| FISH SERVING FORK - LG. | 64427 | | | | | | | | |
| FISH SERVING KNIFE - LG. | 64428 | | | | | | | | |
| PUNCH LADLE | 64431 | | | | | | | | |
| CASSEROLE SPOON | 64432 | | | | | | | | |
| PASTRY SERVER | 64433 | | | | | | | | |
| BUTTER SERVING KNIFE | 64434 | | | | | | | | |
| CAKE KNIFE | 64435 | | | | | | | | |

Certified Correctly by: _____ Signature _____ TIME _____ Date (mm-dd-yyyy) _____

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EMBASSY SCROLL
INVENTORY REPORT

POST: _____ RESIDENCE: _____ BUILDING NO. _____ DATE: (mm-dd-yyyy)

**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF FLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."*

| PLACE SETTING | STOCK NO. | CURRENT QTY. | PREVIOUS QTY. | [***** OBO USE ONLY *****] | | DATE (mm-dd-yyyy) |
|--------------------------|-----------|--------------|---------------|----------------------------|------|-------------------|
| | | | | RETURNED | SENT | |
| TEASPOON | 64 501 | | | | | |
| PLACE KNIFE (D/L) | 64 502 | | | | | |
| PLACE FORK (D/L) | 64 503 | | | | | |
| PLACE SPOON (DESSERT) | 64 504 | | | | | |
| DINNER KNIFE | 64 505 | | | | | |
| DINNER FORK | 64 506 | | | | | |
| CREAM SOUP SPOON | 64 507 | | | | | |
| SALAD FORK - INDIVIDUAL | 64 508 | | | | | |
| BUTTER SPREADER - HH | 64 509 | | | | | |
| COFFEE SPOON (B/MITASSE) | 64 510 | | | | | |
| ICED BEVERAGE SPOON | 64 511 | | | | | |
| FISH FORK - INDIVIDUAL | 64 512 | | | | | |
| FISH KNIFE - INDIVIDUAL | 64 513 | | | | | |
| STEAK KNIFE - INDIVIDUAL | 64 523 | | | | | |

SERVING PIECES

| | | | | | | |
|--------------------------|--------|--|--|--|--|--|
| TABLESPOON - REGULAR | 64 514 | | | | | |
| TABLESPOON - PERCED | 64 515 | | | | | |
| COLD MEAT FORK - REGULAR | 64 516 | | | | | |
| GRAVY LADLE | 64 517 | | | | | |
| PIE/CAKE SERVER | 64 518 | | | | | |
| SALAD SET | 64 519 | | | | | |
| ROAST CARVING FORK | 64 520 | | | | | |
| ROAST CARVING KNIFE | 64 521 | | | | | |
| TOMATO SERVER | 64 522 | | | | | |
| SUGAR SHELL | 64 524 | | | | | |
| SALAD/MEAT FORK - LARGE | 64 525 | | | | | |
| SALAD BERRY SPOON | 64 526 | | | | | |
| FISH SERVING FORK - LG. | 64 527 | | | | | |
| FISH SERVING KNIFE - LG. | 64 528 | | | | | |

Certified Correctly: _____ Signature _____ Title _____ Date (mm-dd-yyyy)

DS-1958

**SILVERPLATE (Page 1)
INVENTORY REPORT**

POST: _____ RESIDENCE: _____ BUILDING NO. _____ DATE: (mm-dd-yyyy) _____

****INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF FLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."**
****NOTE: SUBMIT A SEPARATE INVENTORY FOR EACH PATTERN OF SILVERPLATE FLATWARE.**

| PLACE SETTING | STOCK NO. | CURRENT QTY. | PREVIOUS QTY. | PATTERN/VENDOR | OEO USE ONLY | | DATE (mm-dd-yyyy) |
|--------------------------|-----------|--------------|---------------|----------------|--------------|------|-------------------|
| | | | | | RETURNED | SENT | |
| TEASPOON | 64 801 | | | | | | |
| PLACE KNIFE (D/L) | 64 802 | | | | | | |
| PLACE FORK (LUNCHEON) | 64 803 | | | | | | |
| PLACE SPOON (DESSERT) | 64 804 | | | | | | |
| DINNER KNIFE | 64 805 | | | | | | |
| DINNER FORK | 64 806 | | | | | | |
| CREAM SOUP SPOON | 64 807 | | | | | | |
| SALAD FORK - INDIVIDUAL | 64 808 | | | | | | |
| BUTTER SPREADER - RH | 64 809 | | | | | | |
| BUTTER SPREADER - HH | 64 810 | | | | | | |
| COFFEE SPOON (B/M/T/ASS) | 64 811 | | | | | | |
| ICED BEVERAGE SPOON | 64 812 | | | | | | |
| FISH FORK - INDIVIDUAL | 64 813 | | | | | | |
| FISH KNIFE - INDIVIDUAL | 64 813 | | | | | | |
| SERVING PIECES | | | | | | | |
| TABLESPOON - REGULAR | 64 814 | | | | | | |
| TABLESPOON - PERCED | 64 815 | | | | | | |
| COLD MEAT FORK-REGULAR | 64 816 | | | | | | |
| GRAVY LADLE | 64 817 | | | | | | |
| SOUP LADLE | 64 818 | | | | | | |
| PIE/CAKE SERVER | 64 819 | | | | | | |
| SALAD SET | 64 820 | | | | | | |
| ROAST CARVING FORK | 64 821 | | | | | | |
| STEAK CARVING FORK | 64 822 | | | | | | |
| ROAST CARVING KNIFE | 64 823 | | | | | | |
| STEAK CARVING KNIFE | 64 824 | | | | | | |
| TOMATO SERVER (PLAT) | 64 825 | | | | | | |
| STEAK KNIFE INDIVIDUAL | 64 826 | | | | | | |
| SUGAR SHELL | 64 827 | | | | | | |
| SALAD/MEAT FORK-LARGE | 64 828 | | | | | | |
| SALAD BERRY SPOON | 64 829 | | | | | | |
| FISH SERVING FORK - LG. | 64 830 | | | | | | |
| FISH SERVING KNIFE - LG. | 64 831 | | | | | | |
| TEA FORK | 64 832 | | | | | | |
| CASSEROLE SPOON | 64 833 | | | | | | |
| PUNCH LADLE | 64 834 | | | | | | |
| BUTTER SERVING KNIFE | 64 835 | | | | | | |
| CAKE KNIFE/SLICER | 64 835 | | | | | | |

Certified Correctly: _____ Signature _____ Title _____ Date (mm-dd-yyyy) _____

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SILVERPLATE (Page 2)
INVENTORY REPORT

POST: _____ RESIDENCE: _____ BUILDING NO. _____ DATE: (mm-dd-yyyy)

**INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF FLATWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY."
**NOTE: SUBMIT A SEPARATE INVENTORY FOR EACH PATTERN OF SILVERPLATE FLATWARE.

| PLACE SETTING | STOCK NO. | CURRENT QTY. | PREVIOUS QTY. | PATTERN/VENDOR | ***** OBO USE ONLY ***** | | ***** |
|------------------------|-----------|--------------|---------------|----------------|--------------------------|------|-------------------|
| | | | | | RETURNED | SENT | DATE (mm-dd-yyyy) |
| ICE CREAM FORK | 64 834 | | | | | | |
| ICE CREAM SPOON | 64 835 | | | | | | |
| PASTRY SERVER | 64 837 | | | | | | |
| FRUIT KNIFE | 64 841 | | | | | | |
| COCKTAIL/OYSTER FORK | 64 842 | | | | | | |
| CHEESE KNIFE | 64 843 | | | | | | |
| CHEESE SERVER | 64 844 | | | | | | |
| GRAPEFRUIT/MELON SPOON | 64 845 | | | | | | |
| SALT SPOON | 64 846 | | | | | | |
| OLIVE/PICKLE FORK | 64 847 | | | | | | |
| BUTTER PICK | 64 848 | | | | | | |
| LEMON FORK | 64 849 | | | | | | |
| SUGAR TONGS | 64 850 | | | | | | |
| BON BONNUT SPOON | 64 851 | | | | | | |
| JELLY SERVER | 64 852 | | | | | | |

Certified Correctly by: _____ Signature _____ Title _____ Date (mm-dd-yyyy)

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| GLASSWARE INVENTORY REPORT | | | | |
|--|-----------|------------------|---------------|--------------------|
| POST: _____ | | RESIDENCE: _____ | | BUILDING NO. _____ |
| DATE (mm-dd-yyyy) _____ | | | | |
| **INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF GLASSWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY." | | | | |
| CRESTED | STOCK NO. | CURRENT QTY. | PREVIOUS QTY. | REMARKS |
| WATER GOBLET | 62701 | | | |
| CHAMPAGNE | 62702 | | | |
| SHERBET | 62703 | | | |
| RINGER BOWL | 62704 | | | |
| RINGER BOWL PLATE | 62705 | | | |
| RED WINE | 62706 | | | |
| WHITEWINE | 62707 | | | |
| LIQUEUR | 62708 | | | |
| SHERRY | 62709 | | | |
| FOOTED ICED TEA | 62710 | | | |
| BRANDY SNIFTER | 62711 | | | |
| UNCRESTED | STOCK NO. | CURRENT QTY. | PREVIOUS QTY. | REMARKS |
| WATER GOBLET | 62712 | | | |
| CHAMPAGNE | 62713 | | | |
| SHERBET | 62714 | | | |
| RINGER BOWL | 62715 | | | |
| RINGER BOWL PLATE | 62716 | | | |
| RED WINE | 62717 | | | |
| WHITEWINE | 62718 | | | |
| LIQUEUR | 62719 | | | |
| SHERRY | 62720 | | | |
| FOOTED ICED TEA | 62721 | | | |
| HIGHBALL | 62722 | | | |
| OLD FASHIONED | 62723 | | | |
| MEDIUM TUMBLER | 62724 | | | |
| COCKTAIL | 62725 | | | |
| ON THE ROCKS | 62726 | | | |
| BRANDY AND SODA | 62727 | | | |
| BRANDY SNIFTER | 62728 | | | |
| TULIP CHAMPAGNE | 62901 | | | |
| RED WINE, ALL PURPOSE | 62906 | | | |

Certified Correct by: _____

Signature

Title

Date (mm-dd-yyyy)

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| CHINAWARE INVENTORY REPORT | | | | |
|--|-----------|-----------------|---------------|-----------------------------------|
| POST: _____ | | RESIDENCE _____ | | BUILDING NO. _____ |
| DATE (mm-dd-yyyy) _____ | | | | |
| **INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF CHINAWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY." | | | | |
| CRESTED | STOCK NO. | CURRENT QTY. | PREVIOUS QTY. | REMARKS |
| SERVICE PLATE COBALT BLUE | 61801 | | | |
| DINNER PLATE | 61802 | | | |
| ENTREE PLATE | 61803 | | | |
| SALAD/DESSERT PLATE | 61804 | | | |
| BREAD AND BUTTER PLATE | 61805 | | | |
| TEACUP | 61806 | | | |
| SAUCER FOR TEACUP | 61807 | | | |
| DEMITASSE CUP | 61808 | | | |
| SAUCER FOR DEMITASSE CUP | 61809 | | | |
| CREAM SOUP CUP | 61810 | | | |
| SAUCER FOR CREAM SOUP CUP | 61811 | | | |
| CEREAL/FRUIT DISH | 61812 | | | |
| PLATTER - 15-1/4" | 61813 | | | |
| SOUP/PASTA PLATE | 61814 | | | |
| CHOP DISH (ROUND) 13" | 61815 | | | |
| SALAD BOWL (ROUND) | 61816 | | | |
| SAUCEBOAT (GRAVY BOAT) | 61817 | | | |
| VEGETABLE BOWL (OV AL) | 61818 | | | |
| SUGAR BOWL | 61819 | | | |
| COVER FOR SUGAR BOWL | 61820 | | | |
| CREAMER | 61821 | | | |
| BEVERAGE SERVER (COFFEE/TEA) | 61822 | | | |
| COVER FOR BEVERAGE SERVER | 61823 | | | |
| UNCRESTED | STOCK NO. | CURRENT QTY. | PREVIOUS QTY. | REMARKS |
| DINNER PLATE | 61824 | | | |
| ENTREE PLATE | 61825 | | | |
| SALAD/DESSERT PLATE | 61826 | | | |
| BREAD AND BUTTER PLATE | 61827 | | | |
| TEACUP | 61828 | | | |
| SAUCER FOR TEACUP | 61829 | | | |
| DEMITASSE CUP | 61830 | | | |
| SAUCER FOR DEMITASSE CUP | 61831 | | | |
| CREAM SOUP CUP | 61832 | | | |
| SAUCER FOR CREAM SOUP CUP | 61833 | | | |
| CEREAL/FRUIT DISH | 61834 | | | |
| PLATTER - 15-1/4" | 61835 | | | |
| SOUP/PASTA PLATE | 61836 | | | |
| CHOP DISH (ROUND) 13" | 61837 | | | |
| SALAD BOWL (ROUND) | 61838 | | | |
| SAUCEBOAT (GRAVY BOAT) | 61839 | | | |
| VEGETABLE BOWL (OV AL) | 61840 | | | |
| SUGAR BOWL | 61841 | | | |
| COVER FOR SUGAR BOWL | 61842 | | | |
| CREAMER | 61843 | | | |
| BEVERAGE SERVER (COFFEE/TEA) | 61844 | | | |
| COVER FOR BEVERAGE SERVER | 61845 | | | |
| Certified Correct by: _____ | | | | |
| | | Signature | Title | Date (mm-dd-yyyy) Page 8 of 12 |

| HOLLOWARE INVENTORY REPORT | | | | |
|---|-----------|-----------------|---------------|--|
| POST: _____ | | RESIDENCE _____ | | BUILDING NO. _____ DATE (mm-dd-yyyy) _____ |
| **INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH RECIPE OF HOLLOWARE IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY." | | | | |
| HOLLOWARE | STOCK NO. | CURRENT QTY. | PREVIOUS QTY. | FULL DESCRIPTION |
| HOLLOWARE | 83500 | | | |
| TRAY W/HANDLES | 83501 | | | |
| PLATTER (OV/AD) | 83502 | | | |
| WIRE COOLER | 83503 | | | |
| REVERSE BOWL/LINER | 83504 | | | |
| CANDELABRA | 83505 | | | |
| COFFEE POT | 83506 | | | |
| TEAPOT | 83507 | | | |
| CREAMER | 83508 | | | |
| WASTE | 83509 | | | |
| RETTLE/W/BURNER | 83510 | | | |
| TRAY W/OUT HANDLES | 83511 | | | |
| WAITER W/HANDLES | 83512 | | | |
| BUFFET SERVER | 83513 | | | |
| WIRE BASKET | 83514 | | | |
| SALAD BOWL | 83515 | | | |
| SALT AND PEPPER SET | 83516 | | | |
| PITCHER - WATER | 83517 | | | |
| SUGAR BOWL | 83518 | | | |
| ICE TONGS | 83519 | | | |
| ICE BUCKET | 83520 | | | |
| FOOD WARMER | 83521 | | | |
| CASSEROLE DISH | 83522 | | | |
| TRAY (ROUND) | 83523 | | | |
| HURRICANE LAMP | 83524 | | | |
| SHADE FOR HURRICANE LAMP | 83525 | | | |
| CANDLE STICK | 83526 | | | |
| PUNCH BOWL | 83527 | | | |
| PUNCH LADLE | 83528 | | | |
| PLACE CARD HOLDER | 83529 | | | |
| BREAD TRAY | 83530 | | | |
| BUTTER DISH | 83531 | | | |
| CHAFING DISH | 83532 | | | |
| PYREX LINERS | 83533 | | | |
| RICE SPOON | 83701 | | | |
| CHEESE KNIFE | 83702 | | | |
| STORAGE CHEST (PLATWARE) | | | | |
| | | | | |
| ADDITIONAL HOLLOWARE ITEMS NOT LISTED ABOVE: | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Certified Correct by: _____ | | Signature _____ | | Title _____ Date (mm-dd-yyyy) _____ |

| KITCHEN UTENSILS INVENTORY REPORT | | | | |
|---|-----------|------------------|---------------|--|
| POST: _____ | | RESIDENCE: _____ | | BUILDING NO. _____ DATE (mm-dd-yyyy) _____ |
| **INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF KITCHEN UTENSILS IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY." | | | | |
| KITCHEN UTENSILS (Pg. 1) | STOCK NO. | CURRENT QTY. | PREVIOUS QTY. | FULL DESCRIPTION |
| KITCHEN UTENSILS | 83000 | | | |
| CUTTING BOARD | 83101 | | | |
| CAKE DECORATING SET | 83102 | | | |
| DROEGE WHANDLES | 83103 | | | |
| ROLLING PIN | 83104 | | | |
| FLOUR SIFTER | 83105 | | | |
| EGG SLICER | 83106 | | | |
| PASTY BRUSH | 83107 | | | |
| BOTTLE OPENER | 83108 | | | |
| GARLIC PRESS | 83109 | | | |
| CAN OPENER (MANUAL) | 83110 | | | |
| MEASURE | 83111 | | | |
| WIRESHIP | 83112 | | | |
| STRAINER | 83113 | | | |
| SKIMMER | 83114 | | | |
| SPOON WOODEN | 83115 | | | |
| BOWL SPOON | 83116 | | | |
| TONGS, SPRING | 83117 | | | |
| LADLE | 83119 | | | |
| PLATE SCRAPER | 83121 | | | |
| ICE PICK | 83123 | | | |
| FOOD CHOPPER | 83124 | | | |
| FOOD MILL | 83125 | | | |
| HITCHER | 83126 | | | |
| TRASH CAN W/COVER | 83127 | | | |
| CORKSCREW, WINGED | 83128 | | | |
| ASH TRAY | 83129 | | | |
| COOK'S FORK, HEAVY | 83130 | | | |
| GRAPEFRUIT KNIFE | 83131 | | | |
| PAPER/CORER | 83132 | | | |
| MELON BALLER | 83133 | | | |
| PE SEWER | 83134 | | | |
| PANCAKE TURNER | 83135 | | | |
| HAMBURGER TURNER | 83136 | | | |
| STEAK TURNER | 83137 | | | |
| FRY PAN, CAST IRON | 83138 | | | |
| FRY PAN COVER | 83140 | | | |
| MIXING BOWL | 83141 | | | |
| | | | | |
| Certified Correct by: _____ | | _____ | | _____ |
| <i>Signature</i> | | <i>Title</i> | | <i>Date (mm-dd-yyyy)</i> |

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| KITCHEN UTENSILS INVENTORY REPORT | | | | |
|---|-----------|-----------------|---------------|--------------------|
| POST: _____ | | RESIDENCE _____ | | BUILDING NO. _____ |
| DATE (mm-dd-yyyy) _____ | | | | |
| **INSTRUCTION: ONLY FILL IN THE NUMBER OF ITEMS FOR EACH PIECE OF KITCHEN UTENSILS IN THE COLUMN HEADED "CURRENT QUANTITY" AND "PREVIOUS QUANTITY." | | | | |
| KITCHEN UTENSILS (Pg. 2) | STOCK NO. | CURRENT QTY. | PREVIOUS QTY. | FULL DESCRIPTION |
| MIXING BOWL-3 QT. | 83142 | | | |
| MIXING BOWL-5 QT. | 83143 | | | |
| MIXING BOWL-8 QT. | 83144 | | | |
| MIXING BOWL-13 QT. | 83145 | | | |
| COLANDER | 83146 | | | |
| MUFFIN PAN | 83147 | | | |
| PIE PAN | 83148 | | | |
| SAUCE PAN | 83149 | | | |
| BUN PAN | 83150 | | | |
| ROAST PAN | 83151 | | | |
| COVERED ROASTER | 83152 | | | |
| FUNNEL | 83153 | | | |
| OPEN ROASTER W/BROILER | 83154 | | | |
| INSERT FOR ROASTER | 83155 | | | |
| SPAGHETTI COOKER | 83156 | | | |
| CAKE PAN | 83157 | | | |
| DISH PAN | 83158 | | | |
| SAUTE PAN | 83159 | | | |
| STOCK POT W/COVER | 83160 | | | |
| FRY PAN | 83161 | | | |
| SAUCEPAN W/ COVER-2 QT. | 83162 | | | |
| SAUCEPAN W/ COVER-3 QT. | 83163 | | | |
| SAUCEPAN W/ COVER-5 QT. | 83164 | | | |
| SAUCEPAN W/ COVER-8 QT. | 83165 | | | |
| DOUBLE BOILER | 83166 | | | |
| PARING KNIFE | 83167 | | | |
| SLICER | 83168 | | | |
| BREAD KNIFE | 83169 | | | |
| BONING KNIFE | 83170 | | | |
| CHEF'S KNIFE | 83171 | | | |
| SHARPENING STEEL | 83172 | | | |
| TEA STRAINER | 83173 | | | |
| PERCOLATOR - NON-ELECTRIC | 83174 | | | |
| TUBE CAKE PAN | 83175 | | | |
| KNIFE SHARPENER | 83176 | | | |
| SAUTE PAN | | | | |
| STEAMER | | | | |
| OMULET PAN | | | | |
| QUICHE PAN | | | | |
| STOCK POT | | | | |
| LIDS | | | | |
| DUTCH OVEN | | | | |
| STEAMER | | | | |
| TEA KETTLE | | | | |

| | | | |
|-----------------------------|-----------|-------|-------------------------|
| Certified Correct by: _____ | Signature | Title | Date (mm-dd-yyyy) _____ |
|-----------------------------|-----------|-------|-------------------------|

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