

14 FAM 220 GENERAL ACQUISITIONS

*(CT:LOG-63; 6-16-2009)
(Office of Origin: A/LM)*

14 FAM 221 GENERAL ACQUISITIONS ISSUES

14 FAM 221.1 Advance Acquisition Planning

(CT:LOG-14; 01-05-2006)

- a. Acquisition planning is described in Federal Acquisition Regulation (FAR) Part 7 and Department of State Acquisition Regulation (DOSAR) Part 607. Acquisition planning is critical to the Department's ability to produce an annual Forecast of Contract Opportunities, a publication produced by the Office of Small and Disadvantaged Business Utilization (A/SDBU). Acquisition planning should occur concurrently with budget planning.
- b. Each year, the Office of the Procurement Executive (A/OPE) issues a memorandum setting forth the internal procedures for acquisition planning and providing a planning format. The advance acquisition plans (AAPs) must be submitted to the appropriate contracting activity. Acquisition planning applies to all Department acquisitions with an estimated value exceeding the simplified acquisition threshold of \$100,000, with the exception of construction acquisitions abroad conducted by the Bureau of Overseas Buildings Operations.
- c. Acquisition planning must be initiated by a requirements office or post abroad as soon as a need is identified, preferably well in advance of the fiscal year in which the contract action is necessary. Acquisition requirements not identified in AAP submissions may be returned to a requirements office because adequate resources are not available to process the acquisitions in a timely, cost effective manner, in full compliance with law and regulation.
- d. In the event a projected requirement is identified after AAPs have been submitted, the requirements office or post abroad should submit advance information immediately using the appropriate format. Inadequate planning must not be used to justify either sole-source or limited competition by reason of unusual or compelling urgency. It should be noted that FAR 6.302-2 requires that agencies request offers from as many potential sources as is practicable under the circumstances when attempting to use the "unusual and compelling urgency" exception to full

and open competition.

14 FAM 221.2 Year-End Spending

(CT:LOG-49; 11-13-2007)

- a. Acquisitions must be preceded by adequate planning and appropriate budget and fiscal management. Acquisitions that are made near the end of a fiscal year must represent a bona fide need for that fiscal year. Pursuant to Federal Acquisition Regulation (FAR) 6.301(c), contracting without full and open competition may not be justified on the basis of:
 - (1) Lack of advance planning by the requirements office; or
 - (2) Concerns related to the amount of funds available (e.g., funds will expire).
- b. To ensure that year-end acquisitions are procured efficiently:
 - (1) Orders for supplies and services will be kept to the minimum needed to support essential, approved programs;
 - (2) New contracts for future services will be made in accordance with established advance acquisition plans;
 - (3) Requisitions, including telegraphic requisitions, must be received in A/LM/AQM in time to ensure processing before the end of the fiscal year. A/LM/AQM posts its deadlines on the A/LM Home Page on the Intranet. All purchase requests that are not included in approved AAPs or are submitted after the applicable deadline are subject to being returned to the requirements office or post without action; and
 - (4) All purchase orders and delivery orders using annual appropriations must be delivered, mailed, or pouched by midnight local time on September 30. If electronic notification is provided via fax, email, or e-commerce, confirmation of receipt or successful transmission must be provided before October 1. Negotiated contracts must be signed by both the contractor and the contracting officer before October 1. Contracts awarded as a result of sealed bidding must be signed by the contracting officer prior to October 1.

14 FAM 221.3 Clearance Requirements

(CT:LOG-49; 11-13-2007)

Various Department of State offices must clear and approve certain equipment and services before a contracting officer may initiate an acquisition. The list of items and clearance offices is shown in 14 FAM Exhibit 221.3. It is the responsibility of the requirements office to obtain the

appropriate clearances prior to submitting the acquisition request to the contracting activity.

14 FAM 221.4 Standardization Program

(CT:LOG-49; 11-13-2007)

- a. Department of State Acquisition Regulation (DOSAR) 606.370 establishes the Department's Standardization Program. While it is the Department's policy to promote full and open competition in all acquisition actions, there are some circumstances where only specified makes and models of equipment will satisfy the Department's needs and only one source is available.
- b. Requirements offices or posts that wish to standardize must prepare a written justification for other than full and open competition. The justification must be approved by the contracting officer, the requirements office, the procuring activity competition advocate, and the Procurement Executive. Sample justifications for motor vehicles and household appliances standardizations are available on the A/OPE Web page on the Intranet.
- c. The Departmental Competition Advocate, located in the Office of the Procurement Executive (A/OPE), controls and disseminates information on current standardizations and expiration dates for posts for motor vehicles and household appliances.

14 FAM 221.5 Three Acquisition Methods

(CT:LOG-49; 11-13-2007)

- a. **Simplified acquisition:** Federal Acquisition Regulation (FAR) Part 13 and Department of State Acquisition Regulation (DOSAR) Part 613 describe simplified acquisition procedures. These procedures include the imprest fund (petty cash), the Government-wide purchase card, purchase orders, and blanket purchase agreements (BPAs). Simplified acquisition procedures may be used for the acquisition of supplies, services, and construction when the aggregate amount is \$100,000 or less. Acquisitions for commercial items may use simplified acquisition procedures for acquisitions up to \$5.5 million under the Special Test Program in FAR Subpart 13.5.
- b. **Sealed bidding:** Sealed-bidding procedures are described in FAR Part 14 and DOSAR Part 614. Sealed bidding employs competitive bids, public opening of bids, and contract award that is based on the lowest bid submitted by a responsive, responsible bidder.
- c. **Negotiation:** The procedures and policies for contracting by negotiation

are described in FAR Part 15 and DOSAR Part 615. In a negotiated acquisition, offerors submit proposals that are evaluated by the U.S. Government, which may, when deemed appropriate, conduct negotiations/discussions and permit offerors an opportunity to revise their proposals before an award decision is made.

14 FAM 221.6 Performance-Based Statements of Work

(CT:LOG-49; 11-13-2007)

- a. Specifications are the heart of any acquisition. In most instances, commercial providers should be able to meet the specifications. Specifications should be written to provide for maximum competition, and should not be restrictive.
- b. In recent years, there has been an emphasis to make contractors more accountable by requiring them to produce tangible results. This is particularly true for service contracts. Thus, performance-based service contracts are the standard when drafting statements of work for services. In accordance with Office of Management and Budget (OMB) guidance, forty (40) percent of eligible service contracts exceeding \$25,000 must be performance-based.
- c. Performance-based service contracts:
 - (1) Describe work in terms of results needed;
 - (2) Use measurable performance standards;
 - (3) Provide for price reductions when acceptable work is not performed; and
 - (4) Give contractors freedom to determine how to meet the U.S. Government's performance objectives.
- d. Requirements offices must arrange for training of employees who write statements of work for contracts. The Foreign Service Institute (FSI) offers a correspondence course on this subject, and many other courses are available commercially.
- e. Detailed information on performance-based service contracting is available on the Office of the Procurement Executive (A/OPE) (A/OPE) Internet Home Page or on the A/OPE Intranet Home Page.

14 FAM 221.7 Synopses of Proposed Contract Actions

(CT:LOG-49; 11-13-2007)

- a. Contracting officers are required to publicize proposed actions exceeding \$25,000 in the Government-wide point of entry (GPE) in accordance with Federal Acquisition Regulation (FAR) Part 5. Federal Business Opportunities has been designated as the GPE.
- b. In accordance with a Determination and Findings issued by the Assistant Secretary of State for Administration and implemented in Department of State Acquisition Regulation (DOSAR) 605.202-70, contracting officers at posts abroad are not required to publicize acquisitions in the GPE, unless the acquisition is for local guard services, or the acquisition is for any service, supply, or construction that exceeds \$5 million (see paragraph d in this section).
- c. Contracting officers at posts abroad are not required to prepare an individual determination and findings to document their decision to waive the GPE notice requirements.
- d. All solicitations for local guard contracts that exceed \$250,000 in the aggregate and any acquisition exceeding \$5 million must be advertised in the GPE.
- e. Nothing in this section prevents a contracting officer abroad from advertising in the GPE if he or she decides that such notice would be in the Department's best interests.
- f. The Office of the Procurement Executive (A/OPE) submits notices of proposed contract actions electronically to the GPE on behalf of posts, in accordance with DOSAR 605.207(a)(1).

14 FAM 221.8 Reporting Requirements - State/Federal Procurement Data System - Next Generation (S/FPDS-NG)

(CT:LOG-49; 11-13-2007)

- a. The Federal Procurement Data System—Next Generation (FPDS—NG) is a computer-based information collection system established by the Office of Management and Budget's Office of Federal Procurement Policy. Executive departments and agencies are responsible for collecting and reporting acquisition data to the General Services Administration's Federal Procurement Data Center (FPDC), in accordance with the Office of Federal Procurement Policy Act, as amended, and the Federal Acquisition Regulation (FAR) Subpart 4.6.
- b. The State/Federal Procurement Data System—Next Generation (S/FPDS—NG) is an automated data collection system designed to provide the Department's offices worldwide with an effective method for collecting and reporting acquisition data to the Federal Procurement Data

System FPDC's FPDS—NG. The State/Federal Procurement Data System—Next Generation (S/FPDS—NG) is maintained by the Office of the Procurement Executive (A/OPE).

- c. All domestic contracting activities must submit quarterly acquisition data directly to GSA's FPDS—NG program via the Internet. Contracting activities abroad must submit procurement data using the State/Federal Procurement Data System-Next Generation (S/FPDS—NG) (<https://opeserver.induscorp.com/sfpdsng/login.jsp>) to A/OPE for subsequent transmittal to GSA's FPDS—NG:
 - (1) **Domestic contracting activities:** Reports shall be submitted on an ongoing basis throughout the reporting quarter since FPDS—NG processes data in real time; and
 - (2) **Contracting activities abroad:** Reports shall be submitted no later than 15 calendar days following the last day of each fiscal year quarter being reported.
- d. Detailed information on the State/Federal Procurement—Next Generation (S/FPDS—NG) may be found on the A/OPE Intranet Web site and the A/OPE Internet home page.

14 FAM 221.9 State First Policy for Acquisition

(CT:LOG-49; 11-13-2007)

- a. In accordance with Department of State Acquisition Regulation (DOSAR) 607.103-70, domestic bureaus and offices must first use the services of the Office of Acquisition Management (A/LM/AQM) or other appropriate Department of State contracting activity before transferring funds to another agency to conduct an acquisition. This policy applies across the board, regardless of the statutory or regulatory authority to transfer funds to other agencies for acquisition purposes. It includes transfers under the Economy Act, the Clinger-Cohen Act, and any other legal authority. It also includes funds deposited with another agency for subsequent use, where no immediate need has been identified.
- b. Domestic bureaus or offices may only transfer funds to another agency for acquisition services after obtaining a waiver of the State First policy from their acquisition office, normally the Office of Acquisition Management (A/LM/AQM). The request for waiver shall be in the form of a memorandum or email to the director of the appropriate acquisition office, or his or her designee. The request shall address the following:
 - (1) Identification of the agency proposed to provide acquisition services, including contact name, address, and telephone number;
 - (2) Description of the requirement and acquisition services to be provided by the other agency, to include all acquisition history and

- incumbent contractor name, if applicable;
 - (3) Estimated total dollar value, including option years;
 - (4) Duration of requirement, including option years;
 - (5) Reason for using another agency for the acquisition; and
 - (6) Amount of surcharge that would be applied by the proposed servicing agency.
- c. The acquisition office shall review each request on a case-by-case basis jointly with A/OPE and A/SDBU and respond promptly to the requesting office or bureau. The response shall include the rationale for the decision either to do the work in house or to authorize use of another agency:
- (1) If the acquisition office approves the request, that office shall instruct the requesting bureau or office to prepare an Interagency Agreement (IAA) in accordance with DOSAR 617.5. The requesting bureau or office shall obtain the necessary clearances and authorizations to make the IAA effective both in the Department and the other agency;
 - (2) If the acquisition office disapproves the request, that office shall instruct the requesting bureau or office to forward a procurement request to the appropriate contracting officer for action and shall work with the bureau or office to develop an acquisition plan.
- d. In reviewing a particular case, the acquisition office and A/OPE may determine that the sort of acquisition involved will not require future review and may grant a blanket waiver for future instances where the same item is involved, such as IAAs with the Department of Defense for ammunition.

14 FAM 221.10 Acquisition Requirements in Other Volumes of the FAM

(CT:LOG-49; 11-13-2007)

- a. Refer to 15 FAM, Overseas Buildings Operations, for acquiring, leasing, constructing, or renovating real property abroad, and for providing furniture, furnishings, appliances, and equipment (FFA&E) and certain other items (antiques, works of art, and other cultural heritage objects) for residences, offices, and other functional space.
- b. Refer to 12 FAM, Diplomatic Security, for contract security requirements as well as purchase and control of security equipment.
- c. Refer to 7 FAH-1, Consular Management Handbook, for consular supplies.
- d. Refer to 5 FAM (Information Management) Chapter 900, Information Technology (IT) Acquisition, and 5 FAM Chapter 1000, Information

Technology (IT) Planning, for information technology.

- e. Refer to INL Procurement Policies and Procedures for International Narcotics and Law Enforcement Affairs (INL) acquisitions.

14 FAM 222 CONTRACT ADMINISTRATION

(CT:LOG-1; 05-27-2005)

- a. Contract administration involves ensuring that both the contractor and the U.S. Government fulfill their mutual obligations as set forth in the contract. Contract administration begins when the contract has been signed and ends with the administrative actions taken at contract closeout when performance has been completed and the contractor has received final payment.
- b. Contract administration includes monitoring the contractor's technical progress and performance, approving invoices for payment in accordance with contractual terms, reviewing and consenting to subcontracts, controlling U.S. Government property, and overseeing contract modifications and terminations.
- c. The contracting officer may designate one or more technically qualified personnel as authorized representative(s) to assist in the administration of contracts, pursuant to Department of State Regulation (DOSAR) 642.270. These individuals are:
 - (1) Contracting officer's representative (COR), who is the primary individual assigned to monitor and evaluate the contractor's performance; and
 - (2) Government technical monitor (GTM), who assists the COR in monitoring and evaluating the contractor's performance.
- d. The contracting officer is the only person who may modify the contract, or take action to enter into or change a contractual commitment on behalf of the U.S. Government.
- e. The COR and GTM may assist the contracting officer in ensuring that the contractor complies with all terms and conditions of the contract, including the delivery and quality conditions specified in the contract.

14 FAM 223 THROUGH 229 UNASSIGNED

14 FAM EXHIBIT 221.3 CLEARANCE REQUIREMENTS FOR MISCELLANEOUS SUPPLIES AND SERVICES

(CT:LOG-63; 6-16-2009)

ITEM OR SERVICE	WHERE	APPROVAL OFFICE	NOTES
Air Conditioners	Domestic	A/OPR/FMS	
	Abroad	A/OPR/RPM N/A	
Aircraft Charter	Domestic	A/LM/OPS/TTM	<p>Charters aircraft; also clears requests by other Department of State offices for rental or charter of aircraft to transport U.S. Government personnel and/or supplies. Exempt from this clearance are requirements for leasing aircraft that are not primarily meant to transport U.S. Government personnel and/or supplies, e.g., leasing of aircraft for program support by the INL Bureau.</p> <p>Refer to post guidelines.</p>
	Abroad		
Audiovisual Productions	Domestic	A/OPR/GSM	Refer to post guidelines.
	Abroad		
Building Maintenance and Services	Domestic	A/OPR/FMS	
	Abroad	FM, RSO	
Classified Requirements	Domestic	DS/DSS A/GIS/IPS	<p>DS/DSS handles the physical security requirements and special access programs. A/GIS/IPS handles classification and declassification.</p>
	Abroad	RSO	
Construction and	Domestic	A/OPR/FMS A/OPR/RPM	During planning and prior to excavation.

Renovation	Abroad	OBO/PE/DE OBO/OM/FAC/PS POSHO at post	During planning and before work begins (with FAC/PS approval on projects involving roofs, environmental activities, utilities management, elevators, post communication centers, and controlled access areas). OBO/OM/SHEM for environmental activities. Specialized knowledge resides in DE/ADB.
Copying Equipment: Copiers and Cameras	Domestic	A/GIS/GPS A/OPR/GSM	Covers lease, purchase, or rental, and includes color copiers and color printers rated at 3 copies per minute or faster. A/OPR/GSM covers cameras only.
	Abroad	RSO/SEO	For all copiers in CAA.
Filing Equipment: Filing Cabinets, Safes, and Moving, Vertical, and Rotary Files	Domestic	A/OPR/FMS A/OPR/RPM	Structural surveys of floor for excessively heavy filing systems.
	Abroad	OBO/PE/DE	Specialized knowledge resides in DE/CSB.
Filming Services: Motion Picture Filming, Video Taping	Domestic	A/OPR/GSM/VPU	
	Abroad	A/OPR/GSM/VPU	
Financial Systems	Domestic	RM/GFS/F	Covers standards for and program direction to requirements analysis, development, implementation, and maintenance of worldwide financial management systems.
	Abroad	RM/GFS/F	
Foreign Service National (FSN) Insurance	Domestic	N/A	Post HR Officer must obtain clearance from HR/OE.
	Abroad	HR/OE	
Furnishings	Domestic	A/LM/AQM	A/OPR/RPM must approve of

and/or Furniture		A/OPR/RPM	and/or develop plans for systems furniture prior to the order being placed to ensure electrical (power and lighting), HVAC, disabled, fire safety, and U/R requirements are met.
	Abroad (office)	OBO/PE/DE	Controls construction or renovation of office facilities and Marine security guard quarters. OBO provides F&F for office facilities during planning and prior to procurement for renovation and lease fit-out projects, and for replacement furnishings. Specialized knowledge resides in DE/IDB.
	Abroad (residence)	OBO/OM/AM/RB A/LM/AQM	OBO controls the expenditure and design quality of principal officer residences. A/LM/AQM manages the Department's residential furniture contract.
Generators and Generator-Related Items	Domestic	A/OPR/FMS A/OPR/RPM	A/OPR/RPM must clear on location to ensure that floor load capacity is not exceeded.
	Abroad	FM, MO OBO/OM/FAC	OBO/OM/FAC must clear on replacements or rebuilds.
Graphic Equipment: Drafting, Plotting, Other	Domestic	A/OPR/RPM	A/OPR/RPM must clear on location to ensure that floor load capacity is not exceeded.
	Abroad		Refer to post guidelines.
Graphic Services: Artwork, Designs, Presentations, Slides, Charts	Domestic	A/ <i>GIS</i> /GPS	
	Abroad		Refer to post guidelines.
Hazardous and	Domestic	A/OPR/FMS	Only Department-authorized,

<p>Safety-Related Materials for use by U.S. Government and/or Contractor Personnel: Chemicals or Chemical Products, Pesticides and Pesticide Services, Health Protective Equipment, Fire Safety Equipment</p>	<p>Abroad</p>	<p>OBO/OM/SHEM OBO/OM/FIR POSHO at post</p>	<p>EPA-registered professional use pesticides can be used abroad (refer to DOS Integrated Pest Management Program Document, Table 2). OBO/OM/SHEM clearance is required for DOS HQ organizations sending or authorizing materials for use abroad. OBO/OM/FIR clears fire safety equipment.</p>
<p>Kitchen Appliances and Equipment</p>	<p>Domestic</p> <p>Abroad</p>	<p>Executive Director of requesting Bureau A/OPR/FMS</p> <p>OBO/OM/AM/RB GSO, FM</p>	<p>To ensure the appliance is consistent with Department policy and building infrastructure (e.g., weight, voltage). A/OPR/RPM must clear on location to ensure that floor load capacity is not exceeded.</p> <p>Items Over \$250: To ensure that appliance is consistent with Department and post policy and building infrastructure (e.g., weight, voltage).</p>
<p>Labor Services</p>	<p>Domestic</p> <p>Abroad</p>	<p>A/OPR/GSM/SS/ OS</p>	<p>Labor services for small and large office moves (HST and annex buildings within a 100-mile radius).</p> <p>Refer to post guidelines.</p>
<p>Language Services: Translators, Interpreters, Escorts</p>	<p>Domestic</p> <p>Abroad</p>	<p>A/OPR/LS</p>	<p>Refer to post guidelines.</p>
<p>Language</p>	<p>Domestic</p>	<p>M/FSI/EX</p>	

Training	Abroad	M/FSI/EX	
Local Guard Services	Domestic	N/A	
	Abroad	DS/IP/OPO	
Lock Services	Domestic	A/OPR/GSM/SS/OS	Lock hardware installation and repairs.
	Abroad	FM, RSO	
Medical Equipment and Medical Professional Personnel	Domestic	M/MED	
	Abroad	MO at post	
Motor Vehicles	Domestic	A/OPR/GSM/FO	Clears all justifications for vehicle acquisitions and leases, and provides guidance concerning technical matters, the FPMR, and applicable legislation. Executes all orders for vehicle acquisitions and leases. Requesting offices fund services through working capital fund obligation.
	Abroad (U.S. manufacture only)	<ul style="list-style-type: none"> a. A/LM/OPS/SL/MV b. ICASS service provider at post c. DS d. OBO 	<ul style="list-style-type: none"> a. For all program vehicles. b. For ICASS. c. For security vehicles. d. For OBO construction project vehicles.
	Abroad (waiver for non-U.S. manufacture only)	<ul style="list-style-type: none"> a. A/LM/OPS/SL/MV b. ICASS service provider at post c. DS/SPC/MSG d. DS/IP/OPO/FPD e. OBO 	<ul style="list-style-type: none"> a. For program, and final approval for ICASS, MSG, and local guard. b. For ICASS. c. For Marine security guard. d. For local guard. e. For OBO construction project vehicles. <p>Guidelines, procedures, and forms are posted on the Web site.</p>
	Abroad	DS/PSP/DEAV/AV	

	(armored vehicles)		
Name Retrievable Systems	Domestic	A/ <i>GIS</i> /IPS	Required to publish in Federal Register if collecting personal information on U.S. citizens or permanent legal resident aliens and retrievable by name or identifier,
	Abroad	A/ <i>GIS</i> /IPS Regional Bureau	
Paper: Continuous Feed, Xerographic, Other	Domestic	A/LM/OPS/SL/W	Refer to post guidelines.
	Abroad		
Passenger Ground Transportation	Domestic	A/OPR/GSM/FO	Executes all orders for passenger ground transportation by bus, automobile, or charter motor coach. Requesting offices fund services through working capital obligation.
	Abroad	MO	
Printing Equipment	Domestic	a. A/ <i>GIS</i> /GPS b. A/OPR/FMS	a. Includes high-speed copiers (rated over 25 copies per minute) that are on- or off-line. b. Clearance required for excessively heavy equipment that could create floor load problems.
	Abroad		Refer to post guidelines.
Publications: Books, Magazines and Newspapers, in print or electronic format	Domestic	Bureau	Bureau gives approval, and A/ <i>GIS</i> /IPS/LIBR makes the purchase.
	Abroad	Head of section	Purchases are made directly with vendors or through A/ <i>GIS</i> /IPS/LIBR.
Real Estate Lease – Office Space	Domestic	A/OPR/FMS A/OPR/RPM	By contract or subcontract.
	Abroad	OBO/REPM	Foreign leases over \$25,000

			per annum require OBO approval.
Real Estate Lease – Residential	Domestic	N/A	See 15 FAM 311 for leasing authorities. Foreign leases over \$25,000 per annum require OBO approval.
	Abroad	GSO	
Renovation of Office Space	Domestic	A/OPR/FMS A/OPR/RPM	Manage renovation studies.
	Abroad	OBO/PE/DE POSHO at post	Specialized knowledge resides in DE/ADB. OM/SHEM must review for effective safety and health planning.
Shielded Enclosures	Domestic	A/OPR/RPM A/OPR/FMS	Specialized knowledge resides in DE/EEB. Contact DS/CMP ECB for CAA.
	Abroad	OBO/PE/DE RSO/SEO	
Signs (HST Corridors Only)	Domestic	A/OPR/GSM/SS/ OS	
	Abroad	N/A	
Tempest Equipment and Systems	Domestic	Bureau ISSO	Approved equipment list found at http://tss.irm.state.gov List is defined by DS/CMP/ECB/CTTA (Certified TEMPEST Testing Authority)
	Abroad	IMO	
Training: Educational Technology	Domestic	M/FSI/EX	For DTA, telecommunications protocol, base-band and transmission systems used throughout the DTS network.
	Abroad	M/FSI/EX DTS-PO Training Academy (DTA)	
Training: Internal and External	Domestic	Bureau EX M/FSI/EX	Refer to 13 FAM, 5 FAM 615 and 617, and post guidelines.
	Abroad	M/FSI/EX	

Two-Way Radio Equipment	Domestic	IRM/OPS/ITI/LWS/RPB	Required to ensure and coordinate Federal technical and licensing requirements (5 FAM 542.4).
	Abroad	IMO	Required to ensure that new equipment and systems operated under chief of mission (COM) authority comply with licensing requirements in Article 27 of the Vienna Convention (5 FAM 542.2).
Videoconferencing	Domestic	IRM/OPS/ITI/TWD	
	Abroad	IRM/OPS/ITI/TWD	
Video Equipment (Tapes, Cameras, Reproduction Equipment, Duplication Equipment)	Domestic	A/OPR/GSM/VPU	A/OPR/GSM/VPU clearance will determine if the proposed equipment is compatible with Department support services.
	Abroad		Refer to post guidelines.
Weapons and Ammunition	Domestic	DS/C	DS acquires these items for DOS use. A/LM/AQM may purchase on behalf of DS.
	Abroad	N/A	Weapons and ammunition may not be purchased by overseas contracting officers.