

5 FAH-2 H-830 PROCUREMENT

(CT:TEL-25; 10-30-2007)
(Office of Origin: A/LM/AQM)

5 FAH-2 H-831 EQUIPMENT AND NON-EXPENDABLE MATERIAL FOR CAAS

(CT:TEL-25; 10-30-2007)
(Uniform all agencies)

Procurement of equipment and non-expendable materials destined for a *Controlled Access Area (CAA)* must conform to DS security standards in 12 FAM 350 and *construction materials and transit security standards contained in 12 FAH-6, Overseas Security Policy Board (OSPB) Security Standards and Policy Handbook*. The destination of the purchase *must* not be disclosed to the vendor *nor should post be aware of the vendor selected for award until all items have been received in a secure facility*. Any correspondence regarding shipment must be classified.

5 FAH-2 H-831.1 Purchases Funded by Bureau, Agency, or Post

(CT:TEL-25; 10-30-2007)
(Uniform all agencies)

If a post, agency or bureau pays for material destined for a CAA, any one of the following three methods for procurement may be used. The exception to this is if the material is destined for the *Post Communications Center (PCC)*, in which *case*, only stateside acquisition is authorized.

5 FAH-2 H-831.1-1 Random Purchase

(CT:TEL-25; 10-30-2007)
(Uniform all agencies)

Random purchase is an approved method, which must be executed in accordance with Office of Procurement Executive (A/OPE) Procurement Policy Directive No. 5, whereby a vendor is selected at random from among a number of possible vendors (usually 3 or more), each of whom has been

identified as able to supply required item in required quantity from shelf stock. The required quantity of items *are* procured and immediately taken into controlled possession by *a* cleared U.S. citizen, and transported to a CAA or secure storage area (SSA), without vendor's prior knowledge of intended procurement, and without referrals to or from vendor. This process is generally limited to procurement of low volume and emergency items involving CAA; a cleared U.S. citizen is required to make random selection of required units from vendor's shelf stock. Random purchase of automated information systems, classified information processing equipment, and unclassified electrical/electronic equipment is only authorized at low and medium technical threat level posts. Further prohibitions may apply (see 12 FAH-6 for further restrictions).

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

(CT:TEL-25; 10-30-2007)
(Uniform all agencies)

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 *(by trap-C container, courier escort, controlled pouch, or classified pouch)* back to the ordering post. *Please note that if the item/s to be purchased is a product not going to a Classified Access area (CAA), then a non-cleared individual may make the purchase, but if the item/s to be purchased is a product going to a CAA then the individual making the purchase must be a cleared U.S. citizen.*

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

(CT:TEL-25; 10-30-2007)
(State only)

- a. A/LM/AQM/IT (Logistics Management, Office of Acquisitions) can purchase desired expendable and non-expendable equipment from U.S. vendors. Posts should prepare a *classified telegram (if the purchases are for a CAA destination or an unclassified cable for a non CAA destination) which will serve as a requisition and should contain* a complete description of the items needed, part numbers, voltage requirements and, if available, suggested vendors and prices. *If the items are destined for the CAA, then at no time should post ever contact a vendor directly. A/LM/AQM/IT will generate a blind procurement whereby post will be unaware of who the vendor is and the vendor will be unaware of where the items are ultimately destined.* Once A/LM/AQM/IT purchases the material,

A/LM/AQM/IT consigns it to A/LM/OPS/SL/W (Office of Logistics Operations, *Secure Logistics Division, Warehouse Branch*) for controlled shipment (*via trap-C container, courier escort, controlled pouch, or classified pouch*) 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/SL/W, at SA-7.

- b. *A/LM/OPS/SL/W maintains a limited number of items for the CAA in its Secure Expedited Logistics Program (SELP). To place an order for SELP stock items, use the following methods and include the fund cite. Check the online catalog of items that the Secure Logistics Warehouse stocks, with current prices that include the surcharges and packing cost. Some of the larger stock items such as shredders, copiers, safes, etc., may require additional funds for shipping. Shop online using the State Department Intranet system at the A/LM/OPS/SL/W Secure Expedited Logistics Stock Program Web site. Once on the Welcome Page, follow the directions for placing the order online. The Bureau of European and Eurasian Affairs (EUR), the Bureau of Near Eastern Affairs (NEA) or the Bureau of African Affairs (AF) posts can order SELP stock items through the secure warehouse in Europe. A one-stop-shop catalog has been developed for ordering both Expedited Logistics Program (ELP) items from European Logistical Support Office (ELSO) and SELP items from Europe or the Logistical Support Office in the Continental USA.*
- c. *The Warehouse Branch packs and coordinates secure shipments to posts abroad. Classified Information Processing Equipment (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 Warehouse Branch 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-831.1-4 State-side Acquisition by other Agencies

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

Other agencies may perform state-side acquisition of expendable or non-expendable supplies and/or equipment for use at post. Procurement of equipment and non-expendable materials destined for a CAA must conform to standards in 12 FAM 350 and 12 FAH-6, OSPB Security Standards and Policy Handbook.

5 FAH-2 H-831.2 Purchases Funded by IRM

(TL:TEL-2; 05-23-2002)
(State only)

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

(CT:TEL-25; 10-30-2007)
(State only)

- a. Order expendable supplies for *Automatic Data Processing (ADP)* and *Terminal Equipment Replacement Program (TERP V)* equipment from the Office of Acquisitions (A/LM/AQM/IT/COM). IPC personnel select the shipping method based on the type of material, where it will be used, and post's threat level (*see 14 FAH-4 H-100*).
- b. Inform A/LM/AQM/IT/COM whether the items should be forwarded via diplomatic courier pouch, unclassified controlled air pouch, unclassified pouch or airfreight (*see 14 FAH-4 H-100*). 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.

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

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

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 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 MATERIAL

USED OUTSIDE CAAs

(TL:TEL-2; 05-23-2002)
(Uniform all agencies)

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