

furnishings for representational areas is normally the responsibility of headquarters. Representational areas include: main dining rooms, drawing rooms, libraries, studies, and adjacent halls. In some cases, guest suites are also included as representational areas. If a major furnishing project is undertaken, all family areas will also be included in the project under headquarters design control.

Changes in room usage, necessitating replacement, extra operational or capital expenditure, may not be effected without prior approval from SRD. Such changes will be considered when lasting benefits will result in meeting the program and family needs of the incumbents and those of their successors.

(SEE ANNEX C for the complete chapter)

#### H) MATERIAL AUTHORIZATION TABLES.

- Materiel Authorization Tables may be described as quantitative listings of specified items of materiel and services which the Department has authorized for use in support of operations abroad. Generally, the items listed are those which should contribute to the efficient administration and operation of missions, including provision of a satisfactory standard of living and working conditions. Materiel Authorization Tables are, therefore, guides only. (Refer to Appendix C. of Materiel Management Manuals)

Application of the Materiel Authorization Tables: The designated manager and/or employee is chiefly responsible for applying the materiel authorization tables during definition of materiel and services requirements. When the Materiel Authorization Tables do not provide guidelines, and if the manager does not know what is generally used elsewhere in the government in a particular situation, advice should be sought from the responsible Bureau/Division at headquarters. The manager is accountable for the judgement that a commercially-available item offered by the Department does not meet his requirements, and for the related decision to acquire a custom-made unit.

Although specific items are listed in the Materiel Authorization Tables (MAT), entitlement to these items is not assumed. When considering the purchase of any MAT item, the user must examine his acquisition priorities in the light of the funds available in the approved budget. New MATs or amendments to existing