

1 FAM 280 BUREAU OF OVERSEAS BUILDINGS OPERATIONS (OBO)

*(CT:ORG-158; 05-30-2006)
(Office of Origin: OBO)*

1 FAM 281 DIRECTOR/CHIEF OPERATING OFFICER FOR OVERSEAS BUILDINGS OPERATIONS (OBO)

1 FAM 281.1 Responsibilities

(CT:ORG-158; 05-30-2006)

The Director/Chief Operating Officer for Overseas Buildings Operations (OBO):

- (1) Reports directly to the Under Secretary for Management (M);
- (2) Assists the Secretary of State and the Under Secretary for Management with formulating policy on the worldwide buildings program abroad for the Department of State and the U.S. Government community serving abroad under the authority of the chiefs of mission;
- (3) Formulates and directs the implementation of buildings policies abroad to provide safe, secure, and functional facilities for the conduct of U.S. diplomacy and the promotion of U.S. interests worldwide;
- (4) Acts as the Single Real Property Manager for U.S. Government diplomatic and consular real property abroad;
- (5) Advises the Secretary and the Under Secretary for Management on buildings operations matters abroad and supervises the Department's Bureau of Overseas Buildings Operations;
- (6) Establishes building program priorities abroad in accordance with Congressional mandates, program objectives, and policies of the President, the Secretary, the Department, and the bureaus;

- (7) *Ensures that facilities abroad are maintained in accordance with generally accepted standards for U.S. Government property management;*
- (8) Develops and defends buildings abroad appropriations and authorization requests in the Department and before the Office of Management and Budget (OMB) and Congressional committees;
- (9) Decides on the worldwide priorities for the design, construction, acquisition, maintenance, utilization, and sale of real properties and the use of sales proceeds;
- (10) Develops a Long-Range Overseas Buildings Plan (LROBP);
- (11) Serves as Chairman of the Industry Advisory Panel, the Washington Interagency Housing Board, and the Interagency Facilities Committee;
- (12) Establishes and directs the implementation of an energy conservation program for posts abroad;
- (13) Provides direction and guidance on buildings matters abroad to regional bureaus and other agencies; and
- (14) Has overall substantive and coordinating responsibility for the following Department regulatory publications:
 - (a) Foreign Affairs Manual Volume 1 (Organization and Functions) subchapter 280—Bureau of Overseas Buildings Operations; and
 - (b) Foreign Affairs Manual Volume *15 (Overseas Buildings Operations)* and its related Foreign Affairs Handbook (*15 FAH-1*, Facilities Maintenance Handbook) in its entirety.

1 FAM 281.2 Organization

(CT:ORG-158; 05-30-2006)

An organization chart of *the Bureau of Overseas Buildings Operations (OBO)* is found at 1 FAM Exhibit *281.2*.

1 FAM 281.3 Authorities

(CT:ORG-158; 05-30-2006)

The Bureau of Overseas Buildings Operations (*OBO*) operates under the following authorities:

- (1) The Foreign Service Buildings Act of 1926 (45 Stat. 971), as amended, 22 U.S.C. 292 et seq.;
- (2) The Omnibus Diplomatic Security and Antiterrorism Act of 1986 (Public Law 99-399), as amended, 22 U.S.C. 4801 et seq.;
- (3) The Secure Embassy Construction and Counterterrorism Act of 1999 (Public Law 106-113), 22 U.S.C. 4865;
- (4) The State Department Basic Authorities Act of 1956 (70 Stat. 890), 22 U.S.C. 2670; and
- (5) Other authorities as appropriate.

1 FAM 281.4 Special Staff

1 FAM 281.4-1 External Affairs

(CT:ORG-158; 05-30-2006)

External Affairs:

- (1) *Reports to the Director/Chief Operating Officer of the Bureau of Overseas Buildings Operations;*
- (2) *Is responsible for the extremely sensitive activities of the bureau for its interface with industry and the general public;*
- (3) *Serves as the focal point with the bureau for managing the implementation of major outreach programs affecting OBO activities and involving the Director/Chief Operating Officer and/or other senior officials of the bureau;*
- (4) *Supports and coordinates the Federally-Chartered Industry Advisory Panel. The office also plans, coordinates, and implements an annual OBO Industry Day;*
- (5) *Prepares and disseminates bureau communications including the*

- Bugle, Stewardship Report, and all bureau-wide publications; and*
- (6) *Serves as speechwriter and provides presentation support for the Director.*

1 FAM 281.4-2 Internal Review and Operations Research (OBO/IROR)

(CT:ORG-158; 05-30-2006)

Internal Review and Operations Research (OBO/IROR):

- (1) *Reports to the Director/Chief Operating Officer for the Bureau of Overseas Buildings Operations;*
- (2) *Conducts in-depth crosscutting reviews and organizational analyses to provide evaluation feedback to the director and bureau relative to the status of accountability and compliance with OBO's internal control objectives of financial discipline, results, and good governance;*
- (3) *Assesses management performance and the results of initiatives originated by the director;*
- (4) *Develops recommendations and presents positions for management consideration;*
- (5) *Identifies operational and/or policy problems with recommendations for solutions and works with office and division management to lead the development of new methods and procedures for internal operations;*
- (6) *Oversees OBO's operation of the Department's Internal Management Controls Program as required by the Federal Managers' Financial Integrity Act, assessing the effectiveness of internal accounting and administrative controls and how deficiencies can be resolved;*
- (7) *Monitors and coordinates OBO's performance measures in accordance with the Government Performance and Results Act and other internal policies, Federal mandates, and regulations;*
- (8) *Provides evaluation feedback to the director and staff; and*
- (9) *Performs the duties as senior operational strategist for the bureau.*

1 FAM 282 MANAGING DIRECTOR FOR THE OFFICE OF PLANNING AND DEVELOPMENT (OBO/PD)

(CT:ORG-158; 05-30-2006)

The Managing Director for the Office of Planning and Development (OBO/PD):

- (1) Advises the Director/Chief Operating Officer for the Bureau of Overseas Buildings Operations on long-range and strategic facility planning policies for the Department of State and the U.S. Government community serving abroad;
- (2) *Serves as the Executive Director of the Bureau of Overseas Buildings Operations;*
- (3) Oversees OBO's long-range and strategic facility planning, space programming, *long-range facility planning, detailed project development, post occupancy evaluations, development of new initiative programs*, project planning and analysis, and cost *management* for the Department's buildings program abroad for the U.S. Government community serving under chief of mission authority;
- (4) Directs the development of OBO's strategic facility planning and programming processes, *in coordination with other OBO offices, to include developing* the Long-Range Overseas Buildings Plan (LROBP); planning, *developing* and overall *defining* of major OBO projects; and *preparing* independent U.S. Government cost estimates for all stages of project planning, development, and execution; and
- (5) Provides direct management oversight to the following OBO/PD divisions:
 - (a) Project Planning *Division* (OBO/PD/PPD);
 - (b) Project Development *Division* (OBO/PD/PDD);
 - (c) Project Evaluation and Analysis *Division* (OBO/PD/PEA); *and*
 - (d) *New Initiatives Division (OBO/PD/NID).*

1 FAM 282.1 Project Planning Division (OBO/PD/PPD)

(CT:ORG-158; 05-30-2006)

The Project Planning Division (OBO/PD/PPD):

- (1) Manages the OBO long-range planning process, *developing* the Long-Range Overseas Buildings Plan (LROBP);
- (2) *Serves as the single point of contact for gathering accurate post staffing data with the regional bureaus for developing scope and budget for all new embassy construction, major rehabilitation projects, lease fit-out projects, long-range facilities plans, and space-utilization plans;*
- (3) *Liaises with the regional bureaus and the Office of Rightsizing for coordinating staffing data;*
- (4) *Manages the Federal Real Property Initiative for the Department and USAID, including developing the Asset Management Plan and related deliverables to the Office of Management and Budget (OMB) in coordination with USAID and the Bureau of Administration (A);*
- (5) *Manages planning and budgeting for the major rehabilitation program, including coordinating with the Area Management Division (OBO/OM/AM) and other offices within OBO;*
- (6) *Develops the project authorization document (PAD) for all new embassy construction;*
- (7) *Develops the project authorization memoranda (PAM) for all major rehabilitation, security upgrade, and lease fit-out projects;*
- (8) Develops plans and budget justifications for *replacing* and *renovating* facilities;
- (9) Provides assistance and guidance in *developing* long-range facility requirements; and
- (10) Directs and coordinates Post Occupancy Evaluations (*POEs*) of *completed* new construction and major renovation projects.

1 FAM 282.2 Project Development Division (OBO/PD/PDD)

(CT:ORG-158; 05-30-2006)

The Project Development Division (OBO/PD/PDD):

- (1) Analyzes and evaluates emerging facility requirements to determine appropriate planning activities *and chairs the space planning support working group*;
- (2) *Defines the basic elements of a new building or compound and defines the scope of these projects in the LROBP*;
- (3) *Manages space standards and the development of space requirements programs (SRPs) that comply with those standards for all OBO-project types*;
- (4) *Directs and prepares Long-Range Facility Plans (LRFPs) providing a comprehensive overview of a specific post's facility needs, including optimum utilization of existing assets, rehabilitation of existing facilities, and plans for necessary facility acquisitions and disposals; and*
- (5) *Maintains a priority list of candidate posts to be covered by the LRF program and defines properties for disposal as a result of new embassy construction.*

1 FAM 282.3 Project Evaluation and Analysis Division (OBO/PD/PEA)

(CT:ORG-158; 05-30-2006)

The Project Evaluation and Analysis Division (OBO/PD/PEA):

- (1) Directs and coordinates the planning, development, and overall budget, scope, and schedule of major OBO projects;
- (2) Serves as liaison and initial point of contact between the Planning and Development Office (OBO/PD) and other offices in OBO on facility-planning issues;
- (3) Prepares independent U.S. Government cost estimates for all project planning, development, and execution *stages*;

- (4) *Is responsible for the Site Maintenance and Development Plans (SMDPs) that address maintenance and security of a site prior to construction, utility infrastructure, site mitigation costs, and local (host-country) authorities' approval;*
- (5) *Initiates Initial Planning Surveys (IPSs), which aid in evaluating economic and market conditions prevailing in the territory. This supports the analyses required to budget, schedule, and define projects;*
- (6) *Guides Integrated Planning Reviews (IPRs), providing a forum for post, regional bureaus, OBO's planning team, the Bureau of Diplomatic Security, and other members of the security community to participate in post-specific detailed planning conferences; and*
- (7) *Facilitates improved performance using the Project Definition Rating Index (PDRI) that allows the project team to quantify, rate, and assess the detail of project planning and scope development prior to the execution of project plans.*

1 FAM 282.4 New Initiatives Division (OBO/PD/NID)

(CT:ORG-158; 05-30-2006)

The New Initiatives Division (OBO/PD/NID) directs and coordinates the planning, analysis, development, and overall scope, schedule, and budget of high-visibility new initiatives, as assigned by the Director of OBO. Below are descriptions of some representative projects:

- (1) *The Capital Security Cost-Sharing (CSCS) Program requires all U.S. Government agencies with a presence abroad to contribute on a per-capita basis to provide the funds for a 14-year, \$17.5 billion capital construction program to build 150 new embassy and consular compounds (NECs). The CSCS Program is intended to accelerate the funding for construction of these NECs from 26 years to 14 years;*
- (2) *The Build-to-Lease (BTL) Program entails NID competitively selecting a developer, on the basis of responses to a request for proposal, who (1) acquires the site; (2) designs, finances, and constructs one or more buildings that meet Department specifications on the land; and (3) leases the end product to the U.S. Government in a typical landlord-tenant relationship. The program is intended to enable the Department to undertake*

- housing and other projects without a significant initial capital investment, thus accelerating the availability of safe and functional facilities;*
- (3) *The Soft Targets Program provides physical security enhancements to off-compound U.S. Government employee recreational facilities and to overseas schools that are attended by dependents of U.S. Government employees and other U.S. citizens;*
 - (4) *The Emergency Temporary Facilities Program develops designs and procedures to provide temporary and interim housing and working space with limited classified communication capability for small numbers of staff in response to emergency scenarios such as natural disasters, terrorist attacks, the opening of new posts, and war;*
 - (5) *Business-Case Analyses provide a preliminary "go" or "no-go" decision on the economic feasibility and desirability of alternative means of providing facilities to guide OBO management and document the rationale for such decisions. Illustrations of business cases are ones that addressed the desirability of relocating leased consulates in Mexico and the appropriateness of retaining the existing leased embassy in Dushanbe for re-use as residential housing.*

1 FAM 283 MANAGING DIRECTOR FOR THE OFFICE OF REAL ESTATE (OBO/RE)

(CT:ORG-158; 05-30-2006)

The Managing Director for the Office of Real Estate (OBO/RE):

- (1) Advises the Director/Chief Operating Officer for the Bureau of Overseas Buildings Operations on the formulation and implementation of real property programs and policies for the Department of State and U.S. Government facilities abroad;
- (2) Directs real property acquisition and disposal plans for Department of State facilities abroad;
- (3) Oversees all property negotiations for the acquisition of real property through purchase, property exchange, lease, joint venture or other innovative methods;
- (4) Represents the Department in high-level property negotiations with

- other foreign governments both domestically and abroad;
- (5) Directs, in coordination with other OBO offices, the Department's asset management program for properties abroad, *to include reviewing* foreign real property assets and *developing* recommendations on replacement or other disposition, *analyzing* international real estate market conditions, and *conducting* financial evaluations of properties proposed for acquisition *abroad*;
 - (6) Directs the real property management program abroad, *to include reviewing lease* costs and strategies to control them, *identifying* surplus or uneconomical properties, and *analyzing* and *managing a* database of worldwide foreign real property holdings; and
 - (7) Provides direct management oversight to the following *OBO/RE* divisions:
 - (a) Evaluations *Division (OBO/RE/EV)*;
 - (b) Real Property Management *Division (OBO/RE/RPM)*; and
 - (c) Acquisitions and Disposals *Division (OBO/RE/AQD)*.

1 FAM 283.1 Evaluations Division (OBO/RE/EV)

(CT:ORG-158; 05-30-2006)

The Evaluations Division (*OBO/RE/EV*):

- (1) Provides appraisal and appraisal review services to support acquisitions, dispositions, and leases of international real estate assets;
- (2) Supports posts abroad in identifying and hiring international real estate appraisers and consultants to obtain real estate consulting services that address complex real estate issues;
- (3) Conducts real estate market studies to support negotiations for acquisition, disposition, and leasing transactions;
- (4) *Prepares* financial *analyses of alternative* real estate *choices to* determine the most financially *advantageous alternative* for the U.S. Government;
- (5) *Provides business perspective to real estate management issues, housing policy questions, and transactional decisions*;

- (6) Evaluates the financial impact of various complex issues, e.g., restricted ownership interests, zoning and/or planning issues, historic designations, and special use rights;
- (7) Researches international economic data to support real estate decisions;
- (8) Interacts with various disciplines within the Overseas Buildings Operations community to provide financial analysis and real estate consulting services and guidance;
- (9) *Develops guidelines and procedures for performing economic analyses of real estate alternatives; and*
- (10) *Develops plans to reinvest the proceeds from selling excess or underutilized property into high-yield realty assets.*

1 FAM 283.2 Real Property Management Division (OBO/RE/RPM)

(CT:ORG-158; 05-30-2006)

The Real Property Management Division (OBO/RE/RPM):

- (1) Provides real property management support and direction *to* posts abroad, including *establishing* and *maintaining* current policies and regulations;
- (2) Develops guidelines and procedures governing the leasing of real property abroad for publication in *15 FAM 300* and other official Department directives;
- (3) Conducts or oversees the statutorily required review of all leases with terms in excess of current policy guidelines;
- (4) Prepares projections of current leasing costs and develops proposals to control them;
- (5) Provides guidance to posts abroad regarding negotiations, market surveys, and leasing strategies to ensure efficient and effective leasing procedures and limit costs;
- (6) Develops, promotes, and implements projects to improve post management of their property programs, to ensure efficient and effective property management and limit costs;

- (7) Administers and manages the Real Property Application (RPA) *that* maintains records of the Department's leased and owned real property holdings abroad and, as RPA program manager, compiles and analyzes all user requests for changes and develops requirements necessary for systems analysis by the Information Management Division (*OBO/IM*);
- (8) Serves as liaison with all user communities, plans and manages RPA implementation at sites abroad, and develops and delivers RPA training to user communities abroad;
- (9) Serves as custodian of real property title files and property records for the Department's real estate holdings abroad; and
- (10) Maintains records of real property identified as surplus, undeveloped, or uneconomic to retain and provides supporting analysis from the housing program perspective on the retention or disposal of housing.

1 FAM 283.3 Acquisitions and Disposals Division (*OBO/RE/AQD*)

(CT:ORG-158; 05-30-2006)

The Acquisitions and Disposals Division (*OBO/RE/AQD*):

- (1) Provides international real estate program management support and direction for posts abroad, including *establishing* and *maintaining* current policies and regulations related to the acquisition and disposal of Department-managed real property;
- (2) Plans, directs, and manages the development, coordination, and execution of the real property acquisition and disposal programs and the implementation of asset management initiatives for the Department's properties *abroad*, providing advice and guidance to the Department, post officials, and other U.S. Government agencies;
- (3) Conducts negotiations for the acquisition of real property through purchase, exchange, lease, easement, right-of-way, joint-venture, or other acquisition methods;
- (4) Conducts negotiations for the disposal of real property through sale, license, lease, sub-lease, exchange, or other disposal methods;
- (5) Conducts negotiations with foreign governments related to the

- Department's real property rights or interests abroad;
- (6) Develops annual and long-range real property acquisition and disposal plans for Department-managed real property abroad, including land, office buildings, support facilities, multi-use compounds, and residential properties;
 - (7) Reviews real property assets abroad to identify property that is surplus, undeveloped, or uneconomic to retain; *makes* recommendations on replacement or other disposition; and develops annual and long-range projections of anticipated real property sale proceeds;
 - (8) Manages the new *embassy compound* site acquisition program;
 - (9) Manages the real estate service providers program, including the hiring of real estate brokers and other acquisition/disposal support contractors, and developing policies and procedures for acquiring and using *them* to aid in *implementing* acquisition and disposal initiatives; and
 - (10) Manages the Real Property Advisory Board activities.

1 FAM 284 MANAGING DIRECTOR FOR THE OFFICE OF PROJECT EXECUTION (OBO/PE)

(CT:ORG-158; 05-30-2006)

The Managing Director for the Office of Project Execution (OBO/PE):

- (1) Advises the Director/Chief Operating Officer of the Bureau of Overseas Buildings Operations (OBO) on all aspects of the execution of funded capital-construction projects and noncapital projects except for those related to technical programs performed by *the Operations and Maintenance Office (OBO/OM)*;
- (2) *Manages* in coordination with other OBO offices, facilities design, engineering, value engineering, construction, furnishings, commissioning, and construction security management;
- (3) Formulates project execution criteria and guidelines and implements related policies and standards, including security and safety, for new office buildings, major renovations, and upgrade projects for Department facilities abroad;

- (4) Provides oversight of a division responsible for *implementation, coordination, and execution* (with all user offices, bureaus, and agencies) of planning, programming, funding, design, construction, *commissioning*, and security requirements for new capital construction projects abroad that are uniquely complex due to security issues;
- (5) *Provides* guidance *to the Design and Engineering Division (OBO/PE/DE)* in selecting architectural and engineering (A/E) firms for OBO design contracts, and chairs OBO's Architectural Engineering Council (AEC) for the selection of *A/E* firms; and
- (6) Provides direct management oversight to the following OBO/PE divisions:
 - (a) Design and Engineering Division (OBO/PE/DE);
 - (b) Construction and Commissioning Division (OBO/PE/CC);
 - (c) Security Management Division (OBO/PE/SM);
 - (d) Interiors and Furnishings Division (OBO/PE/IF); and
 - (e) Special Projects Coordination Division (OBO/PE/SPCD).

1 FAM 284.1 Design and Engineering Division (OBO/PE/DE)

(CT:ORG-158; 05-30-2006)

The Design and Engineering Division (OBO/PE/DE):

- (1) *Directs* design management of OBO's construction program, including developing scopes of work, monitoring designs from *schematic* and *design* development to construction documents, maintaining established design budgets and completion schedules, and monitoring and evaluating *design firm* performance;
- (2) Designates design managers to serve as contracting officer's representatives (CORs) for design contracts with private sector architect and engineer (A/E) firms, including primary responsibility for evaluating *performance, and providing technical support for contracting offices in the solicitation and acquisition of design services*;
- (3) Develops, *coordinates*, and maintains *all applicable building codes*,

- standards, criteria, and guidelines for facility design and performance that define the physical characteristics and requirements of U.S. diplomatic missions abroad. The division acts as building code officials to confirm the technical adequacy of construction plans and documents and through issuance of building permits;*
- (4) Coordinates an integrated design review process for project drawings, specifications, and associated documents to ensure assigned projects meet contract requirements, including programmed scope of work and related design budgets, codes, criteria, accepted practices, and Department of State security standards. *The division coordinates design issues resolution and provides design quality assurance reviews within OBO and with design A/E firms. It facilitates the resolution of design-related security classification issues per published classification guides and Department of State regulations;*
- (5) Provides primary support for the selection of A/E firms *and design/build contractors:*
- (a) Chairs and participates on pre-selection boards *and technical evaluation panels;*
- (b) Coordinates the Architectural Engineering Council chaired by the Managing Director of OBO/PE; *and*
- (c) *Acts as contracting officer's representative (COR) for global indefinite delivery-indefinite quantity (IDIQ) design services;*
- (6) Plans and prepares requests for construction contract solicitations and assists in contract awards for designs, in coordination with *the Contracting Officer and* OBO's Construction and Commissioning Division (OBO/PE/CC);
- (7) Provides design expertise in architecture, landscape architecture, civil-structural, *seismic*, blast, geotechnical, electrical, mechanical *(including plumbing and environmental security)*, fire protection, *telecommunications, radio frequency (RF), acoustical shielding,* and *physical* security engineering;
- (8) *Establishes policy and procedures for A/E selection and design/build pre-qualification and technical evaluation in coordination with other OBO offices and A/LM;*
- (9) *Ensures* that designs conform to fire protection standards and performs fire protection system acceptance testing and certification

for building occupancy;

- (10) Develops and maintains, in coordination with other bureaus and agencies, OBO design criteria and scopes of work for office telecommunication systems, radio frequency (RF), and acoustical shielding, including monitoring:
 - (a) Designs, installations, and acceptance testing of the Structured Telecommunications Cabling System;
 - (b) *Installations and acceptance testing specifically for the telephone PBX and instruments (hand sets) for new embassy compounds; and*
 - (c) Designs, fabrications, installation, and acceptance testing of RF and acoustical shielding;
- (11) Manages OBO's energy conservation investment program; establishes design criteria to ensure that building projects are designed and executed in accordance with applicable energy conservation laws and executive orders; *conducts energy conservation surveys on existing facilities and implements cost-effective recommendations per Executive Order 13123*; and prepares OBO energy reports to meet Federal energy reporting requirements;
- (12) *Manages OBO's natural hazards functional program as the contracting officer's representative (COR). The division performs risk assessments and mitigation studies to assist with facility management decisions in planning property acquisitions, major renovations, and leasing;*
- (13) *Monitors* design compliance with Federal accessibility laws and standards *and performs accessibility surveys to assist property management decisions*;
- (14) Manages a value-engineering (VE) program to evaluate all projects over \$1 million during the planning, design, and construction phases, *ensuring that* projects provide essential user requirements at lowest life-cycle costs, *and acts as COR on all IDIQ VE contracts*;
- (15) *Assists with the procurement of specialized U.S. Government-furnished equipment*;
- (16) *Manages the receipt, distribution, and tracking of design submittals for all types of OBO design projects*;

- (a) Maintains a central electronic and hard copy archive of facility plans, as-built drawings, specifications, and other planning, design, and construction documents; *and*
 - (b) Maintains a comprehensive reference library of building codes, criteria, standards, and other technical literature to support OBO's design and construction requirements;
- (17) Evaluates, develops, and tests new construction products and implementation *recommendations*, monitors new technology in building and facility systems, incorporates approved applications, *and manages the Lessons Learned Program for design standards, criteria, and processes*;
- (18) Assists the Office of Planning and Development (OBO/PD) in project planning and programming phases, *i.e.*, project design definition, value engineering, *off-site utilities*, and other technical design support;
- (19) Assists the Office of Real Estate (*OBO/RE*) in the selection of new building sites and properties, *and in property disposal activities*;
- (20) Coordinates with the Facilities Management Division (OBO/OM/FAC) *and the Fire Protection Division (OBO/OM/FIR)* in evaluating and selecting design criteria and standards governing operations, maintenance, and repair requirements;
- (21) Assists *OBO's Construction and Commissioning Division (OBO/PE/CC)* in evaluating *A/E* design liability issues and resolution, *and in evaluating construction contractor claim issues and resolution*;
- (22) Coordinates with the Bureau of Diplomatic Security (DS) to ensure proper implementation of physical security policies and standards for design and construction projects for *U.S. diplomatic mission* facilities abroad. *The division* assists DS, as *an accreditation* team member for new embassy compound (NEC) design and construction compliance with Overseas Security Policy Board (OSPB) and DS requirements; and
- (23) Develops and implements, with the Information *Management Division (OBO/IM)*, an OBO computer utilization plan to maximize the use of computer-aided technology for design services.

1 FAM 284.2 Construction and Commissioning Division (OBO/PE/CC)

(CT:ORG-158; 05-30-2006)

The Construction and Commissioning Division (OBO/PE/CC):

- (1) Is responsible for OBO's construction program, including responsibility to lead the design activities in conjunction with OBO/PE/DE and others, on design/build projects and construction and commissioning on design/build and design/bid/build projects;*
- (2) Recommends, develops, and implements project execution strategies, policies, and procedures for the management and oversight of design/build and other construction projects;
- (3) Coordinates, controls and is accountable for all project funds for assigned projects, including approval of all expenditures and allotment of funds;*
- (4) Develops appropriate contract period of performance for all design/build and design/bid/build construction projects;*
- (5) Conducts on-site construction management of assigned OBO/PE projects and plans staffing, budget, and organizational structure for all construction project field offices;
- (6) Performs constructability reviews of design drawings and specifications, and assists OBO/PE/DE with value-engineering analyses during their preparation;
- (7) In conjunction with the Department's Office of Acquisitions (A/LM/AQM):
 - (a) Assists in solicitations and awards for design/build and other construction contracts;
 - (b) Serves as the contracting officer's representative (COR) on design/build and other construction projects;
 - (c) Manages design/build and construction projects, *ensuring conformity* with contract requirements and completions on time and within budget;
 - (d) Develops and implements a system for managing and controlling changes in construction costs, schedules, and

- scopes of work;
- (e) Develops and implements a contract actions checklist;
 - (f) Prepares construction contractor performance evaluations;
and
 - (g) Ensures *archiving of* project completion files *generated at the site*;
- (8) *Provides primary support for the selection of the construction firms; chairs and participates on pre-selection boards for construction contracts for design/build and design/bid/build projects;*
 - (9) *Designates project directors (PDs) to serve as contracting officer's representatives for design/build contracts and construction contracts for design/bid/build projects;*
 - (10) *Coordinates the integrated design review process for project drawings, specifications, and associated documents in conjunction with OBO/PE/DE and others, to ensure that the project meets scope, cost, and schedule goals;*
 - (11) *Monitors construction contractor quality control and on-site safety and security programs to ensure compliance with contract requirements and Department standards;*
 - (12) *Implements construction security for construction projects and provides on-site field supervision of the site security manager provided by OBO's Security Management Division (OBO/PE/SM);*
 - (13) *Coordinates with the Bureau of Diplomatic Security (DS) to ensure that projects are certified in compliance with current Department of State security standards;*
 - (14) Coordinates with other U.S. Government technical support offices during the construction and commissioning project phases, *ensuring proper completion and approval of facilities* for occupancy;
 - (15) *Ensures that* OBO/PE/CC project participants confirm the technical adequacy of construction plans and documents, and that this documentation is appropriately classified in accordance with published classification guides and protected in accordance with *Department of State* regulations;
 - (16) Develops project cost and schedule reporting formats and prepares timely and comprehensive project performance status reports;

- (17) Develops and manages OBO's *A/E* design liability program in coordination with OBO/PE/DE; *and*
- (18) Participates in reviewing the Office of Planning and Development's (OBO/PD) long-range construction plans, programs, funding, schedules, and scope of work, and advises OBO/PE's Managing Director of the feasibility for project execution.

1 FAM 284.3 Security Management Division (OBO/PE/SM)

(CT:ORG-158; 05-30-2006)

The Security Management Division (OBO/PE/SM):

- (1) Directs and monitors adherence to security policies and standards for new office buildings, major renovations, and other upgrade projects for *Department of State* facilities abroad *to prevent physical or technical compromise during construction*;
- (2) Reviews all projects for applicability and compliance with construction security requirements;
- (3) Prepares construction security plans, provides security instructions for inclusion in contracts, and *coordinates* transit security *planning* for shipment of controlled materials to construction sites;
- (4) *Plans and oversees staffing and budgets for construction security in support of new embassy projects, from initiation through final acceptance. The division manages the deployment and support of direct-hire and/or personal services contractor site security managers for these projects;*
- (5) *Manages the selection, deployment, and maintenance of temporary technical security equipment used to secure construction sites, and directs the design and installation of permanent technical security systems for OBO projects;*
- (6) *Provides COR support for technical security system installation contracts and cleared American guard/construction surveillance technician contracts supporting OBO projects;*
- (7) Identifies security problems in existing facilities, develops solutions, and *plans* corrective *action* in coordination with DS *and post*;
- (8) Coordinates and funds approved post security upgrade and

modification projects *as well as security upgrades for identified soft targets*;

- (9) *Monitors security upgrade projects at existing facilities from initiation through final acceptance. The division ensures construction site security programs are implemented per construction security plans*;
- (10) Manages the maintenance, repair, and replacement programs for forced entry and ballistic-resistant products;
- (11) Serves as OBO's primary liaison office with DS on all security matters relating to the design, construction, and maintenance of *Department of State* facilities abroad, and ensures that related OBO physical security matters are *reviewed by* OBO's Security Engineering Branch *in the Design and Engineering Division* (OBO/PE/DE/SEB);
- (12) Manages OBO's quality assurance program to ensure technical security systems designs are correct, constructible, appropriate, and *comply* with Department and Overseas Security Policy Board (OSPB) security policies and standards;
- (13) *Conducts* field-tests *on* new security products and systems, and *provides feasibility and applicability* findings *to* DS for inclusion on approved products and equipment lists; and
- (14) *Ensures own* project participants confirm the technical adequacy of construction plans and documents, and that this documentation is appropriately classified in accordance with published classification guides and protected in accordance with *Department of State* regulations.

1 FAM 284.4 Interiors and Furnishings Division (OBO/PE/IF)

(CT:ORG-158; 05-30-2006)

The Interiors and Furnishings Division (OBO/PE/IF):

- (1) Directs the functional space planning, interior design, and furnishings of OBO's capital construction and major office renovation programs;
- (2) Directs the interior planning, design, and the provision of new or replacement furnishings for all ambassadorial, *deputy chief of*

- mission* (DCM), and consul general (when principal officer) residences (furnishings for renovation of representational residences are OBO-funded);
- (3) Provides space planning and interior design support for post-managed renovation projects and newly leased facilities;
 - (4) Develops and coordinates interior planning and design criteria for U.S. diplomatic missions and tenant agencies;
 - (5) Assists in the preparation of scopes of work, cost estimates, solicitations, and negotiations for the acquisition of *architecture and engineering (A/E)* services, supplies, and other contract providers;
 - (6) Reviews design documentation, *ensuring* assigned projects comply with programmed scopes of work, design budgets, building codes, and accepted practices;
 - (7) *Makes sure that own* project participants confirm the technical adequacy of construction plans and documents, and that this documentation is appropriately classified in accordance with published classification guides and protected in accordance with *Department of State* regulations;
 - (8) Designates interior design managers to serve as contracting officer's representatives (CORs) for contracts awarded for related services and commodities;
 - (9) Manages an Overseas Office Furniture Program to support post requirements for replacement furnishings;
 - (10) Participates in value engineering studies and attends *peer-review* design presentations;
 - (11) Provides logistics management support for the furniture and furnishings programs, post support, and the Overseas Office Furniture Program, including site surveys, scopes of work, solicitations, shipping of furniture and furnishings, tracking, and coordinating secure logistics;
 - (12) Participates in resolving interior design issues and changes during construction;
 - (13) Assists the Office of Planning and Development (OBO/PD) in project-programming *and space planning* phases, *i.e.*, project design definition and other technical design support;

- (14) Maintains a comprehensive library of references for interior building codes, design standards, catalogues and samples of manufacturer's products and technical data, *i.e.*, millwork, casework, building hardware, interior finishes, fixtures, specialties, furnishings, lighting, and wire management;
- (15) Monitors household inventories for official residences;
- (16) Provides chinaware, kitchenware, flatware, hollowware, and glassware for official residences; and
- (17) Identifies and maintains antiques, and other cultural heritage objects;

1 FAM 284.5 Special Projects Coordination Division (OBO/PE/SPCD)

(CT:ORG-158; 05-30-2006)

The Special Projects Coordination Division (OBO/PE/SPCD):

- (1) *Directs, coordinates, and executes* all aspects of *planning, programming, funding*, design, construction, commissioning, *and security* of new, safe, secure, and functional capital construction projects worldwide that are uniquely complex because of security issues;
- (2) Coordinates with offices, bureaus, and agencies the planning, programming, project staffing, funding support requirements, and the timely implementation and execution of the design, construction, security, and commissioning of the projects;
- (3) *Plans and executes* project programming, design (*including interior furnishings*), security, acquisition, logistics, construction, commissioning, and transfer of completed facilities to the post;
- (4) *Ensures* zero tolerance for security compromise by developing, coordinating, and implementing project security policies and procedures, training personnel, and monitoring compliance;
- (5) Coordinates, directs, and manages the information security, technical security, physical security, industrial security, secure logistics, transit security, and construction security programs for the projects;
- (6) Works closely with the Bureau of Diplomatic Security (DS) and the

- intelligence community on the development, planning, and execution of the counterintelligence programs for the projects;
- (7) Determines requirements and administers, through an assigned contracting officer *in the Bureau of Administration's Office of Logistics Management (A/LM)*, all contracts necessary to execute and support the projects;
 - (8) Coordinates, controls, and *accounts* for all project funds;
 - (9) Coordinates, directs, and provides contract management, with contracting officer's representative (COR) responsibilities for the *planning*, design, construction, *commissioning*, security, and *support* of the projects, *including required staffing*;
 - (10) Coordinates, prepares, and executes comprehensive commissioning plans, including moving in, maintenance training, and contract warranty administration to *assist in meeting* building occupants' requirements;
 - (11) Participates in project site acquisitions;
 - (12) Participates in the development and negotiation of conditions of construction agreements with host countries; and
 - (13) *Collaborates with the Bureau of Information Resource Management (IRM) on the development, planning, implementation, and operation of a unique secure Information Technology system linking secure computer systems together with a secure teleconferencing system between OBO/PE/SPCD, the stakeholders, major contractors, and the project sites.*

1 FAM 285 MANAGING DIRECTOR FOR THE OFFICE OF OPERATIONS AND MAINTENANCE (OBO/OM)

(CT:ORG-158; 05-30-2006)

The Managing Director for the Office of Operations and Maintenance (OBO/OM):

- (1) Advises the Director/Chief Operating Officer of the Bureau of Overseas Buildings Operations on facilities operations and maintenance programs abroad;

- (2) Manages facility maintenance and repair and small project support for posts abroad, the fire protection program, and the Art in Embassies Program;
- (3) As one of two Deputy Designated Agency Safety and Health Officials, *assists* the Medical Director in *meeting* his or her *Occupational Safety and Health Administration (OSHA)-related responsibilities* as the Department's Designated Agency Safety and Health Official (DASHO). The Managing Director *ensures adequate support and resources for implementation of* the safety, health, and environmental management program abroad;
- (4) Oversees OBO's liaison between posts and OBO and between OBO and regional bureaus on all facility issues, including support and coordination with other OBO offices, such as with *OBO/RE* on post housing programs and management of the Department's leasehold account; and
- (5) Provides direct management oversight to the following OBO/OM divisions:
 - (a) Area Management Division (OBO/OM/AM);
 - (b) Facilities Management Division (OBO/OM/FAC);
 - (c) Safety, Health, and Environmental Management Division (OBO/OM/SHEM);
 - (d) Fire Protection Division (OBO/OM/FIR); and
 - (e) Art in Embassies Program (OBO/OM/ART).

1 FAM 285.1 Area Management Division (OBO/OM/AM)

(CT:ORG-158; 05-30-2006)

The Area Management Division (OBO/OM/AM):

- (1) Initiates and participates in the development and implementation of program policy in support of posts abroad;
- (2) Advises OBO's Director/Chief Operating Officer and Managing Directors on program and post support activities;
- (3) Serves as OBO's primary contact with posts for planning and

- managing OBO post support;
- (4) Provides post-specific information and advice to OBO elements, regional bureaus, the Department, and other U.S. Government agencies;
 - (5) Identifies program requirements for special maintenance and repair and minor improvements for posts and coordinates *and prioritizes* such projects;
 - (6) Initiates and *ensures* coordination of real property-related projects at posts by various elements of OBO, the Department, regional bureaus, and other U.S. Government agencies;
 - (7) Inspects facilities abroad to evaluate special project requirements (including energy conservation), *advises* post on real property matters, and *assists* with emergency problems;
 - (8) Coordinates, administers, and distributes funds to posts for all leases and for maintenance and repair and minor improvements to U.S. Government-owned and long-term leased real property;
 - (9) Participates in *analyses* of facilities requirements, including *identifying* major renovation or new construction needs, *developing* post master plans, *preparing* budget submissions and justifications, and *prioritizing* such projects;
 - (10) Assists in the assessment and execution of real property acquisition and disposal; and
 - (11) Acts as OBO's interagency liaison.

1 FAM 285.2 Facilities Management Division (OBO/OM/FAC)

(CT:ORG-158; 05-30-2006)

The Facilities Management Division (OBO/OM/FAC):

- (1) Provides engineering and technical expertise and support to posts and *Department of State* offices for the operation, maintenance, reliability, repair, and minor construction necessary to restore or retain functionality of facilities abroad;
- (2) Develops policies, regulations, procedures, and maintenance staffing requirements for the efficient operation, maintenance,

- reliability, repair, and minor construction efforts for facilities abroad;
- (3) Provides maintenance expertise and support to all *Department of State* facilities abroad through timely recruitment, training, and assignment of qualified facility managers (FMs), and administers career development for the Facility Manager Program;
 - (4) Provides maintainability, reliability, and operational requirements and reviews for planning, design, construction, and acceptance of new or major renovated office buildings at posts abroad;
 - (5) *Provides engineering expertise and support necessary to abate* hazardous material contamination affecting water quality, underground storage tanks, asbestos, lead, PCBs, *and* site contamination at posts abroad;
 - (6) Assesses post facilities to *ascertain* maintenance, repair, and minor construction funding and execution requirements, and *to determine* maintenance and repair *baselines* and the backlog of maintenance and repair (BOMAR);
 - (7) Manages roof and exterior waterproofing, elevator, electrical, mechanical, power generation, and utility system repairs and replacement projects at posts abroad;
 - (8) Identifies and executes utility service, rate, and metering improvements, power quality corrections, and critical systems maintenance for enhanced reliability and economy of operations at posts abroad;
 - (9) Provides and coordinates professional and technical training in maintenance and repair for facility maintenance personnel;
 - (10) Provides integrated engineering and technical services for the Power Support Program functional areas and associated sub-programs, including the Global Generator Program and the Power Quality Programs for the Uninterruptible Power Systems (UPS) and Voltage Regulators (VR). *The division performs* analysis, problem assessment, equipment selection and installation, and support for the operations and maintenance (OM) functions necessary to keep facilities abroad fully functional;
 - (11) Provides operation and maintenance assistance to develop, restore, and retain program systems and equipment in these facilities; and
 - (12) Investigates operational failures, facility systems failures, or

hazardous contaminations at posts abroad when the incident results in unexpected repair or remediation, mission capability interruption, a large monetary loss, or when in the best interests of the Department.

1 FAM 285.3 Safety, Health, and Environmental Management Division (OBO/OM/SHEM)

(CT:ORG-158; 05-30-2006)

The Safety, Health, and Environmental Management Division (OBO/OM/SHEM):

- (1) Plans, *oversees, directs, and controls* the Department's *overall* safety, health, *environmental*, and environmental *health* programs *to assist* posts *abroad in meeting Department requirements, Occupational Safety and Health Administration (OSHA)-specific requirements and environmental laws, Federal laws and standards. The division conducts short- and long-range planning to determine a strategic approach for meeting established program goals and objectives;*
- (2) *Supports the Deputy Designated Agency Safety and Health Official, (DASHO), who is the OM Managing Director, in meeting his or her OSHA-related responsibilities in support of the DASHO;*
- (3) *Assists Department headquarters organizations in integrating appropriate safety, health, environmental, and environmental health requirements into their operations abroad;*
- (4) *Ensures the protection of* Department employees, family members, and visitors at posts abroad from environmental or occupational safety and health hazards and reduces costs due to mishaps, operational disruptions, and the impact *of operations* on the environment;
- (5) *Develops and issues* safety, health, and environmental requirements, criteria, standards, and policies for posts abroad, and *ensures* technical *and program management* support to meet those requirements;
- (6) Performs SHEM program audits and assessments to *evaluate SHEM performance and assist posts in interpreting and implementing Department and Federal requirements. The division provides education/training activities to enable posts to improve safety and*

- health performance* and *eliminate* deficiencies;
- (7) Appoints Class A Mishap Boards (see *15 FAM 922*) to investigate and analyze major accidents, occupational illnesses, injuries, and environmental contamination incidents at posts abroad;
 - (8) Serves as the focal point for all *safety, health, environmental, and environmental health* matters at posts abroad, providing information for the DASHO's Annual Report to the Secretary of Labor;
 - (9) *Oversees and directs* special studies to investigate, evaluate, and resolve safety, health, or environmental issues/problems affecting Department activities at posts abroad *or to establish information for developing and issuing policies and procedures*;
 - (10) Develops, *oversees, controls and issues* policies, programs, and procedures to minimize the impact of environmental pollution on the health of Department employees abroad. *The division conducts environmental site assessments of chemical or petroleum material spills to identify related environmental hazards, define risk levels, and identify/direct appropriate actions to meet regulatory requirements, and environmental site assessments for new property acquisitions; and*
 - (11) *Develops, oversees, and controls* the Department's environmental health programs, *assessing and making program recommendations to minimize the impact of the environment, (i.e., radiation, water quality, air pollution, and indoor air quality) on the health of employees and their families* abroad.

1 FAM 285.4 Fire Protection Division (OBO/OM/FIR)

(CT:ORG-158; 05-30-2006)

The Fire Protection Division (OBO/OM/FIR):

- (1) Develops and manages the Department's fire protection program abroad, under the direction of the Managing Director for Operations and Maintenance, to ensure proper life safety and property protection for personnel and facilities abroad;
- (2) Performs fire safety evaluations of all posts *abroad* to identify and assist in *correcting* fire safety deficiencies and hazards, conducts post personnel *training* in fire prevention and fire extinguisher use,

- and assesses host-country fire protection service *capability*;
- (3) Monitors the status and ensures the integrity of fire protection systems and equipment at posts abroad, and provides on-site training for system operation and maintenance purposes;
 - (4) Holds software licenses for each system and controls their operation and modification to ensure the integrity of fire protection systems abroad;
 - (5) *Evaluates new fire protection systems and methods for application in Department of State facilities abroad, working with other agencies and bureaus to harmonize security and life safety requirements and equipment;*
 - (6) Develops, with OBO's Project Execution Office, fire protection criteria, standards, and policies for conducting fire safety evaluations and for the design, installation, operation, and maintenance of installed fire protection systems for posts abroad;
 - (7) Develops operational and maintainability criteria for fire protection systems and features *for use abroad, ensuring* functionality throughout their service lives;
 - (8) Inspects facilities abroad to identify and evaluate fire protection requirements, and sets priorities, coordinates, and initiates special maintenance and repair improvements for posts;
 - (9) Manages a dedicated fire protection system rehabilitation program, *providing* essential life safety features to facilities abroad;
 - (10) Investigates fires at posts abroad when the incidents result in injury or death, arson is suspected, mission capability is interrupted, a large monetary loss is experienced, or when in the best interests of the Department;
 - (11) Provides, based on fire safety evaluations, certain fire safety equipment to post;
 - (12) Maintains representation in professional fire protection organizations, participates in model fire protection code development, interpretation and enforcement, and maintains a reference library of codes, standards, and fire protection methodologies for use throughout the Department;
 - (13) Consults and/or provides technical expertise to posts and other OBO customers on fire protection related matters; *and*

(14) Develops, maintains, and executes OBO's Emergency Action Plan.

1 FAM 285.5 Art in Embassies Program (OBO/OM/ART)

(CT:ORG-158; 05-30-2006)

The Art in Embassies Program (OBO/OM/ART):

- (1) Plans and *administers*, in consultation with ambassadors, a program of international cultural communications and public diplomacy by *exhibiting* original works of art by U.S. citizens in the representational areas of ambassadors' residences;
- (2) Negotiates loans and reproduction rights of U.S. works of art *borrowed* from museums, galleries, institutions, artists, and corporate and private collectors for exhibitions *in ambassadors' residences and reproduction in exhibition* catalogs and *on* Web sites;
- (3) Arranges insurance coverage, packing, and shipping of exhibitions and provides posts with detailed instructions for receipt and care of the works of art;
- (4) Monitors art locations and conditions and provides detailed handling and shipping instructions for the *work* of art at the end of *each ambassador's tenure* at post;
- (5) Produces a bilingual catalog for use at the residence for *education* purposes and for recognition of the many lenders who contribute to the program, with catalogs and the works of art serving as tools of visual diplomacy and invaluable resources for the U.S. diplomatic effort worldwide; *and*
- (6) *Selects a limited number of artists per year to participate in an American Artists Abroad program. Artists conduct short-term programs coordinated by post. The division funds the travel of selected artists.*

1 FAM 286 MANAGING DIRECTOR FOR THE OFFICE OF RESOURCE MANAGEMENT (OBO/RM)

(CT:ORG-158; 05-30-2006)

The Managing Director for the Office of Resource Management (OBO/RM):

- (1) Advises the Director/Chief Operating Officer of the Bureau of Overseas Buildings Operations on OBO's budget and financial planning matters, *human resources* management, and policy formulation/issues;
- (2) Oversees, in coordination with other OBO offices, the bureau's financial resources, human resources, policy formulation, *analysis, and coordination*;
- (3) Directs the bureau's development and coordination of policy and information papers in support of *its* Congressional and legislative activities, and serves as the focal point for responding to inquiries from other external entities (such as the *Office of the Inspector General (OIG)*, *the Government Accountability Office (GAO)*, and other agencies) and from Departmental senior management and other *Department of State* bureaus; and
- (4) Provides direct management oversight to the following OBO/RM divisions:
 - (a) Human Resources Division (OBO/RM/HR);
 - (b) Financial Management Division (OBO/RM/FM); and
 - (c) Policy and Programming Division (OBO/RM/P).

1 FAM 286.1 Human Resources Division (OBO/RM/HR)

(CT:ORG-158; 05-30-2006)

The Human Resources Division (OBO/RM/HR):

- (1) Provides *human resources* services, including advising, *developing*, and *implementing actions* on position classification, *position*

- management*, recruitment and *staffing*, assignments and transfers, equal employment opportunity, career development and training, counseling, performance appraisals, awards, reporting, and special projects for all employees;
- (2) Provides advice and assistance on *human resources* management policies, procedures, and operations;
 - (3) Develops policies and administers the *human resources* authorization system for both direct-hire and personal services contract staff;
 - (4) Provides assistance necessary to obtain, compensate, develop, use, and retain an effective OBO work force;
 - (5) Assesses *human resources* management conditions throughout the organization, *identifying* problem areas, and *developing* corrective measures; and
 - (6) Develops control procedures for personal services contract staff.

1 FAM 286.2 Financial Management Division (OBO/RM/FM)

(CT:ORG-158; 05-30-2006)

The Financial Management Division (OBO/RM/FM):

- (1) Provides accounting, budgeting, and financial management services for OBO programs;
- (2) Formulates and directs preparation of documentation for the annual budget for the Embassy Security, Construction, and Maintenance appropriation submissions to the Department, the Office of Management and Budget (*OMB*), and the Congress, and prepares notifications and reprogrammings required by Congress;
- (3) Maintains budget and financial controls system to ensure OBO program budgets are executed consistent with enacted appropriations, committee reports, apportionments, allotment authorities, approved financial plans, and statutes, e.g., Foreign Service Buildings Act;
- (4) Directs the financial planning and resource allocation process for OBO programs;

- (5) Receives vendor invoices and processes payments for all OBO domestically administered procurement actions;
- (6) Provides policy guidance to OBO managers on budget and financial management issues;
- (7) Identifies areas where *financial systems* should be modified to permit more workable procedures or effective reporting;
- (8) Analyzes accounting input from other elements, both internal and external to OBO, for propriety of charges;
- (9) Determines the cost accounts and financial reports that will best serve management; and
- (10) Accepts, issues, and maintains all fund authorizations for multiple appropriations and program reimbursements.

1 FAM 286.3 Policy and Programming Division (OBO/RM/P)

(CT:ORG-158; 05-30-2006)

The Policy and Programming Division (OBO/RM/P):

- (1) Coordinates the development of OBO policies, procedures, revisions to the Foreign Affairs Manual (FAM), and memoranda of understanding in support of OBO's programs to meet the needs of the Department, other U.S. Government agencies, and Foreign Service posts;
- (2) Develops *and coordinates* position, *decision*, and information papers; *reports*; articles; press releases; *and* program/project justifications and explanations. *The division makes* presentations on all aspects of OBO to others in the *Department of State* (including the Secretary and the Under Secretary for Management), other agencies, *the Office of Management and Budget (OMB)*, the Congress, the White House, and the private sector;
- (3) Conducts analyses and independent evaluations to provide information to senior management and to develop recommendations to improve organization or program effectiveness. *The division coordinates OBO's competitive sourcing initiative and the biannual publication of OBO's Post Data Book*;
- (4) Supports the Congressional and legislative activities of OBO, and

- contributes to those of the Department by developing and coordinating periodic reports to Congress, responding to members and constituents, providing materials for hearings, monitoring legislation, and preparing legislative proposals that affect OBO's basic authorities and appropriations;
- (5) Provides liaison with the *Office of the Inspector General (OIG)* and *the Government Accountability Office (GAO)*, and coordinates OBO responses to their audits and inspections;
 - (6) Formulates, in coordination with OBO offices and *Department of State* elements, OBO's Bureau Performance Plan; contributes to development of OBO's Long-Range Overseas Buildings Plan; serves as *OBO* liaison to *performance* planning in the Department; *and develops and coordinates OBO's input to OMB's Performance Assessment Rating Tool exercises*; and
 - (7) Acquires and maintains reference materials related to OBO activities, and researches and provides information and interpretations on policy and *other OBO* issues.

1 FAM 287 INFORMATION MANAGEMENT DIVISION (OBO/IM)

(CT:ORG-158; 05-30-2006)

The Information Resource Management Division (OBO/IRM):

- (1) Reports directly to the Director/Chief Operating Officer for Overseas Buildings Operations;
- (2) Formulates plans, architecture, strategies, budgets, policies, procedures, and standards, and provides program management to ensure success in information technology (IT) initiatives throughout the *Bureau of Overseas Buildings Operations (OBO)*, based on Department and OBO goals, missions, plans, authorities, and guidance;
- (3) Determines performance metrics, measures *IT service* performance, and initiates changes to enhance efficiency and effectiveness;
- (4) Determines OBO business, technical, and user requirements for information technology and implements solutions, based on Federal regulatory statutes and Department policy, to assist OBO in meeting operational and functional requirements;

- (5) Formulates internal policy, provides program direction, and establishes standards regarding the organization and maintenance of OBO's automated database assets;
- (6) Manages the operation of all IT systems *in* OBO and supplies, manages, and maintains hardware, software, peripherals, and allied equipment to ensure continued and uninterrupted operational capability and adherence to OBO and Department of State policies;
- (7) Serves as principal OBO contact with Department of State and other bureaus' information resource management (IRM) offices, and others to integrate OBO IT needs with overall IRM policy, guidance, standards, and procedures;
- (8) Provides and coordinates information technology training for OBO users *per* Department of State IRM and OBO plans; and
- (9) Manages the OBO information systems security program *per* Federal regulatory statutes and Department policy, including personal, physical, industrial, and information systems security.

1 FAM 288 MANAGEMENT SUPPORT DIVISION (OBO/MSD)

(CT:ORG-158; 05-30-2006)

The Management Support Division (*OBO/MSD*):

- (1) Reports directly to the Director/Chief Operating Officer for Overseas Buildings Operations;
- (2) Formulates *OBO's* internal administrative management *policies and procedures and is responsible for administrative oversight, management activities, and business operations that support the organization;*
- (3) *Manages OBO's security programs:*
 - (a) *Implements and manages the Department's security program, ensures security clearance requirements, provides knowledge of security regulations and procedures, administers the security program, and oversees and reviews control of building passes;*
 - (b) *Develops, integrates, and manages the bureau's plan to*

ensure response and recovery from any domestic emergency, and manages the continuity of operations program;

- (c) Assists with emergency management awareness and training; and*
- (d) Develops, implements, and coordinates emergency activities plans in partnership with the Office of Operations in the Bureau of Administration (A/OPR) and with Bureau of Diplomatic Security (DS) representatives;*
- (4) Provides overall direction regarding the Department's travel regulations. The division formulates travel guidelines and provides travel guidance on travel orders, travel claims, and travel lodgings. It provides travel services as determined by the State Department Travel Contract;*
- (5) Recommends and justifies new or additional space in coordination with the Office of Real Property Management in the Office of Operations of the Bureau of Administration (A/OPR/RPM). The division manages and assigns all OBO space allocations. It conducts office space allocation surveys and promotes efficient use of space assignments. It provides project implementation management and resources and moving services;*
- (6) Manages procurement of furniture, office supplies, and nonexpendable equipment (excluding information technology (IT) hardware and software); requisitions regulatory and specialty publications forms; and operates an off-the-shelf supply room;*
- (7) Administers the Communications Center, which facilitates secure and efficient communications operations of cable traffic. The division coordinates requirements for telecommunications systems including desk phones, mobile phones, and secure communications. It provides courier and mail room services;*
- (8) Establishes systems of management controls over OBO's administrative functions and programs. The division is responsible for constantly evaluating and maintaining internal controls that affect OBO's administrative payments. It verifies receipt of goods and services, confirms authentication of bills for payment, and monitors the Imprest Fund;*
- (9) Implements and administers the policies and procedures of the Department's official file system. The division ensures that processes are in place for official file maintenance and oversees*

- consolidation, packaging, and forwarding of official records eligible for retirement;*
- (10) *Directs and administers for OBO:*
- (a) *Travel card and U.S. Government purchase card programs;*
 - (b) *Wireless information devices, such as data organizers, telephone pagers, and cellular telephones;*
 - (c) *Repair and maintenance service contracts;*
 - (d) *Parking program; and*
 - (e) *U.S. Government-leased vehicles shuttle/van services;*
- (11) *Serves as liaison to other bureaus to coordinate OBO's administrative needs and to ensure compliance with overall Department policy guidance, standards, and procedures; and*
- (12) *Serves as OBO's accountable property officer (APO) and manages OBO's administrative and program property by accounting for all OBO property (including items purchased with purchase orders, purchase cards, or on loan) and to ensure that all transactions affecting OBO property on hand, received, and disposed of within each accountable area, are properly documented on a annual physical inventory and reported to the Office of Logistics Management's Office of Program Management in the Bureau of Administration (A/LM/PMP).*

1 FAM 289 UNASSIGNED

1 FAM EXHIBIT 281.2 BUREAU OF OVERSEAS BUILDINGS OPERATIONS (OBO)

(CT:ORG-158; 05-30-2006)

