

15 FAM 170 PROCEDURES AND GUIDELINES FOR REAL PROPERTY REPORTING

(CT:OBO-23; 01-13-2012)
(Office of Origin: OBO)

15 FAM 171 *POST ADMINISTRATIVE SOFTWARE SUITE (PASS)/REAL PROPERTY APPLICATION (RPA) BUILDINGS MANAGEMENT INTEGRATED SYSTEM (BMIS) AND THE WORK ORDERS FOR WINDOWS (WOW) MODULE*

15 FAM 171.1 General Information

(CT:OBO-23; 01-13-2012)

There are two *systems that store* real property *information*: Bureau of Overseas Buildings Operations (OBO) *Buildings Management Integrated System (BMIS) and Post Administrative Software Suite (PASS)/Real Property Application (RPA)*. *Data from Post RPA is fed into BMIS*. Both systems provide managers with *an* automated environment to manage the U.S. Government's real property holdings abroad. The *PASS/Work Orders for Windows (WOW) module* is the post's automated facilities maintenance program.

15 FAM 171.2 Bureau of Overseas Buildings Operations (OBO) *Buildings Management Integrated System (BMIS)*

(CT:OBO-23; 01-13-2012)

Buildings Management Integrated System (BMIS) is an automated real property inventory database that includes data on the real property managed worldwide by the Department of State and other foreign affairs agencies. As a consolidated worldwide database, Bureau of Overseas

Buildings Operations (OBO) *BMIS* is updated with posts' *RPA daily* data submissions.

15 FAM 171.3 Post *Administrative Software Suite (PASS)/Real Property Application (RPA)*

(CT:OBO-23; 01-13-2012)

- a. The real property application (RPA) property inventory database contains the records of U.S. Government-owned and -leased land; buildings *and structures*; office and residential units, and occupant information. This system supports posts' management of the housing program and maintains data for U.S. Government-owned real property. The *PASS/RPA User Guide provides* instructions on how to use *PASS/RPA* to maintain real property information and to identify all of the data that must be reported.
- b. The *PASS/RPA* software is *the Department of State's only approved software for use at post* and *must be installed at all posts*.
- c. Only *Overseas Staffing Model (OSM) categories 1 and 2* posts may remain nonautomated, if that is their preference. On *a semi-annual* basis, OBO will supply nonautomated posts with RPA data collection forms and guidance to complete and submit their updated real property inventory information to OBO.
- d. The single real property manager (SRPM) is required to maintain data for all agencies at post. In order to *ensure that all properties are included* in the *PASS/RPA* database, post should *work with USAID and other agencies at post, to gather all real property information required* to update *RPA*. *Post's housing office must update the information in WebPASS RPA*.

15 FAM 171.4 Work Orders for Windows (WOW)

(CT:OBO-23; 01-13-2012)

The *Post Administrative Software Suite (PASS)/Work Orders for Windows (WOW) module* supports posts' requirements for planning, managing, and *accomplishing* facility maintenance, *except for USAID-owned and long-term leased properties* (see 15 FAM 600 and *15 FAH-1, Facilities Maintenance Handbook*).

15 FAM 172 PROCEDURES FOR SUBMITTING REAL PROPERTY APPLICATION (RPA) INFORMATION

(CT:OBO-23; 01-13-2012)

Posts must *administer* the *automated electronic submission procedure in order for the system to automatically forward regular electronic submissions to OBO daily*. (See the *Post Administrative Software Suite (PASS) Installation Guide for instructions*.)

15 FAM 173 ADDITIONAL ANNUAL REPORTING REQUIREMENTS FOR USAID

(CT:OBO-23; 01-13-2012)
(USAID Only)

- a. At the request of the embassy management officer, each USAID mission shall prepare an annual report on its real property holdings (owned and *long-term* leased). This report must be submitted to the chief of mission (COM) for certification that the USAID housing program is properly and effectively used and that housing has been assigned in compliance with all existing housing policies and procedures. The principal USAID officer must approve and sign the report, which must accompany the certifying statement in 15 FAM 174. The report must be in the following format:

OWNED PROPERTY

Property No.	Occupant/Purpose
X4007	OB (for office building)
X5008	ADO (for area development officer)

LEASED PROPERTY

USAID Lease No.	Occupant/Purpose
[AID-YYY-LE-XX-ZZZ]	
AID-306-LE-84-585	MD (for mission director)
AID-306-LE-84-591	DD (for deputy director)

- b. For leases, it is only necessary to list the USAID series indicator, country code, and lease contract symbol ("LE") at the top of each column. Special residences, office buildings, and other nonresidential facilities should be indicated by the abbreviations shown above. No abbreviation or other identification is needed for nonrepresentational housing.

15 FAM 174 REQUIRED CERTIFICATIONS

15 FAM 174.1 Annual Chief of Mission (COM) Certification: Contents

(CT:OBO-23; 01-13-2012)
(Uniform State/USAID/Commerce/Agriculture/DIA)

The *annual* chief of mission (COM) certification *must* state *whether* the post's housing program complies with 15 FAM, note any deviations from established policies and procedures, and indicate what actions will be undertaken to correct them. Appropriate notations *must* be made in post files. The certification *must* also include specific reference to each housing assignment over space standards and assignments to short-term leased (STL) quarters that are 10 percent or more expensive than the average *or the rental benchmark* for that tier and family size, and provide the justification for *assignments not complying with current standards*. (See 15 FAM 212.) *The COM certification must also state whether post has installed the Post Administrative Software Suite (PASS) and is maintaining its accuracy and completeness, and whether post is maintaining its Real Property Application (RPA) data current and accurate at all times. (Overseas Staffing Model (OSM) categories 1 and 2 posts are exempt from the PASS installation but not the certification.)*

15 FAM 174.2 Single Real Property Manager (SRPM) Certification

(CT:OBO-23; 01-13-2012)
(Uniform State/USAID/Commerce/Agriculture/DIA)

In preparing the annual chief of mission (COM) certification on housing program management, the single real property manager (SRPM) must certify, in writing, to the COM *whether* all leases acquired or renewed and housing assignments made during that fiscal year for the embassy and constituent posts were processed in compliance with 15 FAM. *Any* exceptions and explanations must be noted, especially housing assignments that exceed space standards and assignments to short-term leased (STL) quarters that are 10 percent or more expensive than the average *or the rental benchmark* for that tier and family size, including a justification for each assignment *not complying with current standards* (see 15 FAM 212). The SRPM's certification must include a list of all housing actions taken during the fiscal year. Such certifications are subject to audit and must be maintained in post files for *3 years from the date of submission of the annual chief of mission (COM) certification, and in accordance with*

Department of State records management guidelines.

15 FAM 174.3 Reporting *the* Chief of Mission (COM) Certification

(CT:OBO-23; 01-13-2012)
(Uniform State/USAID/Commerce/Agriculture/DIA)

The post *must* include the chief of mission (COM) certification, as a separate certification, in the telegram to the Bureau of Resource Management (RM) due on October 15 of each year for the annual report to the President on internal controls, which is required under the Federal Managers' Financial Integrity Act (FMFIA).

15 FAM 174.4 Principal Officer (PO) Certification

(CT:OBO-23; 01-13-2012)

The principal officer (PO) of constituent posts *must* provide annual certification of compliance with established policies and procedures as outlined in 15 FAM to the chief of mission (COM) for incorporation in the required COM certification.

15 FAM 174.5 USAID Annual Certification

(CT:OBO-23; 01-13-2012)

The annual report (15 FAM 173) required to be submitted to the COM must be accompanied by the following certification:

"The reporting post certifies that the listed properties were effectively used during the fiscal year and that the overall maintenance and operating costs for these units were not excessive in comparison to other suitable properties (except . . .). These listed properties were assigned or leased in compliance with all existing housing policies and procedures."

15 FAM 175 DOCUMENT DISPOSITION

(CT:OBO-23; 01-13-2012)

Documents required to be sent to the Bureau of Overseas Buildings Operations (OBO) or to the Overseas Management Division, *Office of Management Services*, Bureau for Management, USAID/Washington (USAID/W - *M/MS/OMD*) or other agencies should be sent to the addresses

given in 15 FAM 175.1, 15 FAM 175.2, and 15 FAM 175.3.

15 FAM 175.1 Department of State, Bureau of Overseas Buildings Operations (OBO)

(CT:OBO-23; 01-13-2012)

a. Send documents by registered pouch to:

U.S. Department of State
OBO/PRE/RPM
SA-6
Attn: *RPM Archive* Manager
Washington, DC 20522-0602

b. Send documents by commercial air courier to:

U.S. Department of State
OBO/PRE/RPM
Attn: *RPM Archive* Manager
1701 N. Ft. Myer Dr.
Arlington, VA 22209-2248

15 FAM 175.2 USAID

(CT:OBO-23; 01-13-2012)
(USAID Only)

Send documents to:

U.S. Agency for International Development
USAID/W
M/MS/OMD
Attn: Property Management Officer
RRB – Room *2.12*
Washington, DC 20523

15 FAM 175.3 Other Agencies

(CT:OBO-23; 01-13-2012)
(Agriculture/Commerce/DIA)

Each agency must submit required documents to the parent agency, using the addresses below:

U.S. Department of Agriculture

Foreign Agriculture Service
Room 6077, South Building
Washington, DC 20520

U.S. Department of Commerce
USFCS/OPM
HCHB
Room 3809
14th and Constitution N.W.
Washington, DC 20230

Defense Intelligence Agency
Attn: DHR-4B (Housing)
Washington, DC 20340

15 FAM 176 THROUGH 179 UNASSIGNED