



Foreign Affairs Manual

15 FAM – Overseas Buildings Operations

Change Transmittal: OBO-22

Date: December 23, 2011

15 FAM 510 SCOPE AND GENERAL POLICY

15 FAM 520 METHODS OF DISPOSAL AND PROCESSING OF PROCEEDS

15 FAM 530 PROCEDURES FOR DISPOSAL OF REAL PROPERTY

Changes

1. This Change Transmittal issues complete revisions of the above-listed subchapters.
2. **Crosswalk:**

From Prior Issuance	To Current Issuance
512.3, Funding of Expenses	512.4, Funding of Expenses
512.4, Documentation and Records 223	512.5, Documentation and Records
521.3, Property Exchanges	521.4, Property Exchanges
521.4, Lease and License Agreements	521.5, Leases and Licenses
521.5, USAID Trust-Fund Properties	521.6, USAID Trust-Fund Properties
531, Procedures for Property Sales	532, Sales
532, Instructions for Invitation to Bid	533, Sale Through Competitive Bids
533, Procedures for Property Exchanges	534, Procedures for Property Exchanges
534, Procedures for Lease and License Agreements	535, Procedures for Lease and License Agreements to Prospective Users

Exhibit 532, Invitation to Bid	Exhibit 533, Invitation to Bid
Exhibit 534(A), Model Lease for U.S. Government-Owned Property	Exhibit 534(1), Model Lease for U.S. Government-Owned Property
Exhibit 534(B), Model Lease for U.S. Government-Owned Property	Exhibit 534(2), Model Lease for U.S. Government-Owned Property

3. If the subchapter issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If the subchapter issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
5. The office responsible for the material in these subchapters is the Bureau of Overseas Buildings Operations (OBO). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

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1. Remove and discard old subchapter 15 FAM 510 (CT:OBO-6; 04-11-2006) and insert revised subchapter 15 FAM 510 (CT:OBO-22; 12-23-2011).
2. Remove and discard old subchapter 15 FAM 520 (CT:OBO-6; 04-11-2006) and insert revised subchapter 15 FAM 520 (CT:OBO-22; 12-23-2011).
3. Remove and discard old subchapter 15 FAM 530 (CT:OBO-6; 04-11-2006) and insert revised subchapter 15 FAM 530 (CT:OBO-22; 12-23-2011).
4. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:OBO-22, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.