



# Foreign Affairs Manual

## 15 FAM – Overseas Buildings Operations

**Change Transmittal:** OBO-23

**Date:** January 13, 2012

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### **15 FAM 120 GENERAL DEFINITIONS**

### **15 FAM 130 ALLOCATION OF OFFICE AND OTHER FUNCTIONAL SPACE**

### **15 FAM 140 REAL PROPERTY REPORTING REQUIREMENTS**

### **15 FAM 150 INSPECTING PROPERTIES**

### **15 FAM 170 PROCEDURES AND GUIDELINES FOR REAL PROPERTY REPORTING**

#### **Changes**

1. This Change Transmittal issues revisions to 15 FAM 120 concerning definitions that apply to Volume 15 of the Manual, as well as new

definitions for “building maintenance expenses (BME)”; “repair and improvement (R&I)”; and “tandem couple.”

2. This Change Transmittal issues revisions to 15 FAM 130 regarding the proper allocation of office and functional space based on the official needs of each post abroad.
3. This Change Transmittal issues revisions to 15 FAM 140 regarding (1) the use of the Post Administrative Software Suite (PASS)/Real Property Application for management of U.S. Government real property abroad; and (2) the PASS/Work Orders for Windows (WOW) module that is the standard automated system that supports the maintenance of U.S. Government real property abroad, except for USAID-owned and long-term leased property.

**Crosswalk for 15 FAM 140:**

From Prior Issuance	To Current Issuance
145, Additional Report Required for USAID	144, USAID Certification and Additional Reports

4. This Change Transmittal issues revisions to 15 FAM 150 regarding the Annual Inspection Summary (AIS) that is sent in WebPASS to the Bureau of Overseas Buildings Operations (OBO) no later than January 31st of each calendar year; this policy does not apply to USAID-owned and long-term leased properties.
5. This Change Transmittal issues revisions to 15 FAM 170 regarding the two real property information storage systems: OBO’s Buildings Management Integrated System (BMIS) and the Post Administrative Software Suite (PASS)/Real Property Application (RPA).
6. If the subchapter issuances changed less than half the words, we formatted the changed text in *dark magenta italic*. If the subchapter issuances 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.
7. 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).
8. 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.

## Filing Instructions for Paper Copies

1. Remove and discard old subchapter 15 FAM 120 (CT:OBO-1; 04-29-2005) and insert revised subchapter 15 FAM 120 (CT:OBO-23; 01-13-2012).
2. Remove and discard old subchapter 15 FAM 130 (CT:OBO-1; 04-29-2005) and insert revised subchapter 15 FAM 130 (CT:OBO-23; 01-13-2012).
3. Remove and discard old subchapter 15 FAM 140 (CT:OBO-2; 08-26-2005) and insert revised subchapter 15 FAM 140 (CT:OBO-23; 01-13-2012).
4. Remove and discard old subchapter 15 FAM 150 (CT:OBO-1; 04-29-2005) and insert revised subchapter 15 FAM 150 (CT:OBO-23; 01-13-2012).
5. Remove and discard old subchapter 15 FAM 170 (CT:OBO-1; 04-29-2005) and insert revised subchapter 15 FAM 170 (CT:OBO-23; 01-13-2012).
6. 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-23, 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.