



# Foreign Affairs Manual

## 15 FAM – Overseas Buildings Operations

Change Transmittal: OBO-24

Date: January 26, 2012

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### **15 FAM 410 GENERAL POLICY AND SCOPE**

### **15 FAM 420 PROFESSIONAL AND TECHNICAL SERVICES**

### **15 FAM 430 POST RESPONSIBILITIES AND PROCEDURES**

### **15 FAM 440 PURCHASE AGREEMENTS**

### **15 FAM 450 REQUIRED DOCUMENTATION**

### **15 FAM 460 USAID ACQUISITION OF PROPERTY**

**Changes**

1. This Change Transmittal issues revisions to 15 FAM 410 regarding purchase agreements and policy to evaluate real property for acquisitions.
2. This Change Transmittal issues revisions to 15 FAM 420 regarding the selections of real estate experts, architects, engineers, and other technical services providers.
3. This Change Transmittal issues revisions to 15 FAM 430 regarding post responsibilities and procedures such as documentation required for acquisition proposals.
4. This Change Transmittal issues revisions to 15 FAM 440 regarding types of purchase agreements and real estate acquisitions by gift.
5. This Change Transmittal issues revisions to 15 FAM 450 regarding documentation necessary for the acquisition of real estate.
6. This Change Transmittal issues revisions to 15 FAM 460 regarding the policies that apply in the acquisition of real estate by USAID.

**7. Crosswalk for 15 FAM 420 and 15 FAM 440:**

From Prior Issuance	To Current Issuance
422, Selection of Real Estate Experts	423, Selection of Real Estate Experts
423, Selection of Architect, Engineer, and Related Technical Services	424, Selection of Architect, Engineer, and Related Technical Services
424, Fees for Expert Services	425, Fees for Expert Services
425, Selection and Payment of Attorneys	426, Selection and Payment of Attorneys
Exhibit 441(A), Model Option Agreement for the Purchase and Sale of Real Estate	Exhibit 441(1), Model Option Agreement for the Purchase and Sale of Real Estate
Exhibit 441(B), Affidavit of Title	Exhibit 441(2), Affidavit of Title
Exhibit 441(C), Notice of Exercise of Option	Exhibit 441(3), Notice of Exercise of Option

8. 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.
9. 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).
10. 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 410 (CT:OBO-10; 08-24-2006) and insert revised subchapter 15 FAM 410 (CT:OBO-24; 01-26-2012).
2. Remove and discard old subchapter 15 FAM 420 (CT:OBO-10; 08-24-2006) and insert revised subchapter 15 FAM 420 (CT:OBO-24; 01-26-2012).
3. Remove and discard old subchapter 15 FAM 430 (CT:OBO-10; 08-24-2006) and insert revised subchapter 15 FAM 430 (CT: OBO-24; 01-26-2012).
4. Remove and discard old subchapter 15 FAM 440 (CT:OBO-10; 08-24-2006) and insert revised subchapter 15 FAM 440 (CT:OBO-24; 01-26-2012).
5. Remove and discard old subchapter 15 FAM 450 (CT:OBO-10; 08-24-2006) and insert revised subchapter 15 FAM 450 (CT:OBO-24; 01-26-2012).
6. Remove and discard old subchapter 15 FAM 460 (CT:OBO-10; 08-24-2006) and insert revised subchapter 15 FAM 460 (CT:OBO-24; 01-26-2012).
7. 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-24, and initial.

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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.