



Foreign Affairs Manual

15 FAM – Overseas Buildings Operations

Change Transmittal: OBO-29

Date: March 29, 2012

15 FAM 340 LEASE AGREEMENTS

Changes

1. This Change Transmittal issues the following major revisions to 15 FAM 340:
 - **15 FAM 343, Renegotiation:** The new lease must identify the former lease by number and must state that it is replacing or superseding that lease;
 - **15 FAM 346, Local Registration of Leases:** The failure to register a lease can lead to the loss of valuable contract rights and/or potential embarrassment to the U.S. Government. Despite the fact that the model lease requires the landlord to register the lease, some landlords fail to do so. In those cases, a post must take it upon itself to register all leases;
 - **15 FAM Exhibit 341(1), Model Lease Explanations and Instructions:** This exhibit was formerly 15 FAM Exhibit 341(A). It has been revised throughout;
 - **15 FAM Exhibit 341(2), Model Standard Lease:** This exhibit was formerly 15 FAM Exhibit 341(B). It has been revised throughout;
 - **15 FAM Exhibit 342, Lease Amendment:** This exhibit has been revised throughout; and
 - **15 FAM Exhibit 344, Termination and Acquittance Agreement:** This exhibit has been revised throughout.
2. **15 FAM 340 Crosswalk:**

From Prior Issuance	To Current Issuance
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Exhibit 341(A), Model Lease Explanations and Instructions	Exhibit 341(1), Model Lease Explanations and Instructions
Exhibit 341(B), Model Standard Lease	Exhibit 341(2), Model Standard Lease

3. If these subchapter issuances changed less than half the words, we formatted the changed text in *dark magenta italic*. If these 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.
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.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 15 FAM 340 (CT:OBO-16; 02-13-2008) and insert revised subchapter 15 FAM 340 (CT:OBO-29; 03-29-2012).
2. 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-29, 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.