

15 FAM 140 REAL PROPERTY REPORTING REQUIREMENTS

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

15 FAM 141 *POST ADMINISTRATIVE SOFTWARE SUITE (PASS)/REAL PROPERTY APPLICATION (RPA) AND WORK ORDERS FOR WINDOWS (WOW) MODULE*

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

The *Post Administrative Software Suite (PASS)/Real Property Application (RPA)* is the Department of State's standard automated system that supports the management of U.S. Government real property abroad. RPA serves as the primary source of information on all foreign real property holdings managed and maintained by the Department of State as the single real property manager for U.S. Government agencies abroad and *owned and long-term leased real property holdings managed by USAID. The PASS/Work Orders for Windows (WOW) module 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.*

15 FAM 141.1 Real Property Inventory Reports

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

Posts must use *the* automated *Post Administrative Software Suite/Real Property Application (PASS/RPA)* to report their real property inventory to the Bureau of Overseas Buildings Operations (OBO). In preparing the data for submission, posts must follow the procedures in 15 FAM *170* and should consult the RPA User Guide. The RPA Installation Guide should be consulted for instructions for *administering the automatic electronic submission procedure that sends* the data to OBO.

15 FAM 141.2 Facility Maintenance Reporting

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

The *Post Administrative Software Suite (PASS)/Work Order for Windows (WOW) module* is the standard automated system supporting posts' requirements for planning, managing, and accomplishing facility maintenance on U.S. Government-owned/long-term leased (GO/LTL) properties, *except for USAID-owned and long-term leased property*. Posts that use the automated *PASS/Real Property Application (RPA)* program must use the *PASS/WOW module* to record and manage their maintenance activities for these properties.

15 FAM 142 RESPONSIBILITY FOR REAL PROPERTY REPORTS

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

The single real property manager (SRPM) or designee (or the principal agency representative for special USAID reports) is responsible for submitting to the Bureau of Overseas Buildings Operations (OBO) current and accurate real property application (RPA) real property inventory data submissions. *These submissions must include* all land and buildings abroad (whether for office, functional, or residential use) owned or leased by *all agencies of* the U.S. Government, including privately leased housing occupied by U.S. Government personnel. (See 15 FAM Exhibit 142 and referenced sections for real property records *that the SRPM must maintain*).

15 FAM 143 CHIEF OF MISSION (COM) CERTIFICATION OF HOUSING PROGRAM COMPLIANCE

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

The chief of mission (COM) has overall responsibility for the effective management of the housing program countrywide. The COM must certify annually that the housing program in his or her country of assignment complies with the policies and procedures in this chapter. Required procedures for certifications of the COM, the single real property manager (SRPM), and the principal officer (PO) of constituent posts are outlined in 15 FAM *174*.

15 FAM 144 USAID CERTIFICATION AND OTHER ADDITIONAL REPORTS

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

- a. The USAID mission director will certify annually to the chief of mission (COM) that all properties under his or her control are properly managed and used. The certification statement and accompanying report will follow the procedures outlined in 15 FAM 173.
- b. In addition to the real property inventory data that the post must submit to the Bureau of Overseas Buildings Operations (OBO), USAID must submit to the Overseas Management Division, *Office of Management Services*, Bureau for Management, USAID/Washington (USAID/W - *M/MS/OMD*) an annual report and certification of real property holdings (see 15 FAM 173 for detailed procedures).

15 FAM 145 THROUGH 149 UNASSIGNED

15 FAM EXHIBIT 142 REQUIRED REAL PROPERTY RECORDS

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

- a. This is a checklist of real property records that must be maintained by the Bureau of Overseas Buildings Operations (OBO) and/or posts. See referenced sections of 15 FAM for details.
- b. *Official documentation* in a foreign language *must* be accompanied by an English translation, signed by the translator, with his or her name typed below the signature.

Leases

See 15 FAM 350 for details.

- (1) Original signed documents for long-term leases (LTLs) and amendments: OBO or the Overseas Management Division, Bureau for Management, USAID/Washington (USAID/W - *M/MS/OMD*).
- (2) Original signed documents for short-term leases (STLs) and amendments: Post.
- (3) *Signed copy of short-term leases (STL) for all residential and functional properties, and amendments: OBO and USAID/W (M/MS/OMD) upon request.*
- (4) *Signed copy of Termination and Acquittance agreements for LTLs and STLs: OBO or USAID/W (M/MS/OMD).*
- (5) *Copies of documents and amendments for major STLs (e.g., offices, warehouses, and designated residences): OBO and/or USAID/W (M/MS/OMD).*
- (6) *Signed copy USAID LTLs: OBO.*

Property Acquisition Documents

See 15 FAM 450 for details.

- (1) Original title deeds or official documents issued by the land registry, title surveys, and crown leasehold titles: OBO or USAID/W (*M/MS/OMD*).

- (2) Copies of acquisition documents (contract of sale, options exercised, affidavits of title): OBO or USAID/W (*M/MS/OMD*).
- (3) Original acquisition documents (listed above) *and payment vouchers (COAST Voucher Reports)*: Post *and/or* USAID/W (*M/MS/OMD*).
- (4) Signed copy, Boundary and Building Location Survey (copies of drawing and certificate): OBO *and/or* USAID/W (*M/MS/OMD*).
- (5) Original survey drawings and certificate: Post.

Real Property Disposal Documents

See 15 FAM 530 for details.

- (1) Original license or lease (renewals and termination) for U.S. Government-*leased* property: Post.
- (2) Signed copies of license/lease: OBO *and/or* USAID/W (*M/MS/OMD*).
- (3) Contract of sale or exchange *and Form OF-0158, General Receipt*: OBO *and/or* USAID/W (*M/OMD*).
- (4) Title transfer records: OBO *and/or* USAID/W (*M/MS/OMD*).