

6 FAM 700 OVERSEAS BUILDINGS OPERATIONS

6 FAM 710 MANAGEMENT OF REAL PROPERTY ABROAD

(TL:GS-95; 11-18-2002)

6 FAM 711 SCOPE

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

Chapter 700 of 6 FAM covers the acquisition, design, construction, furnishing, management, maintenance, disposal, and reporting of real property abroad for the Department of State and all foreign affairs agencies represented at posts. Questions or comments on the regulations or procedures in this chapter may be directed to *OBO/OM/AM* or *USAID/W (M/AS/OMS)*. Unless general dissemination of information is desired by posts, e-mail or fax may be used. A list of references providing additional information is given in 6 FAM 711 Exhibit 711. *See also 12 FAM 300 for policies related to the physical security of facilities abroad.*

6 FAM 712 AUTHORITIES

6 FAM 712.1 General

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

Statutory authority for the regulations prescribed in this chapter is found in the following:

- (1) 5 U.S.C. 5912;
- (2) 22 U.S.C. 291;
- (3) The Foreign Service Buildings Act of 1926, as amended (22 U.S.C. 292-302);
- (4) Section 636 of the Foreign Assistance Act of 1961, as amended (22 U.S.C. 2396);

(5) Section 804 (10)(11)(12) of the United States Information and Educational Exchange Act of 1948, as amended (22 U.S.C. 1474);

(6) The annual appropriations acts for the International Trade Administration and the Bureau of Export Administration of the Department of Commerce;

(7) 7 U.S.C. 1765 and 7 U.S.C. 2670(h), applying to Department of Agriculture activities abroad;

(8) Sections 401 and 402 of the Omnibus Diplomatic Security and Antiterrorism Act of 1986, as amended (22 U.S.C. 4851 and 4852);

(9) *Section 13 of the State Department Basic Authorities Act, as amended; and*

(10) *31 U.S.C. 1348 (b).*

6 FAM 712.2 Department of State Authorities

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

The Foreign Service Buildings Act of 1926, as amended, authorizes the Secretary of State to acquire, by purchase, construction, exchange, or lease, sites and buildings in foreign capitals and other foreign cities for use by the diplomatic and consular establishments of the United States; to maintain, repair, improve, and preserve these properties; to dispose of properties; to obtain architectural and other expert technical services; and to accept gifts of property and services for purposes of the Act. The Act also authorizes the Secretary of State to provide residential and office space and necessary related facilities to other agencies abroad whose employees are under the authority of the chief of mission. This authority is delegated, by regulation (1 FAM) and by Delegations of Authority 114 and 120, to the *Bureau of Overseas Buildings Operations (OBO)*, which acts as the single real property manager (SRPM) for nonmilitary U.S. Government property abroad. There are certain exceptions for USAID that are addressed in later sections.

6 FAM 712.3 USAID Authorities and Responsibilities

(TL:GS-43; 4-27-96)

(USAID Only)

Under 22 U.S.C. 2396(c), USAID is authorized to purchase and hold title to real property in support of its mission abroad. USAID is responsible for managing such properties in accordance with this chapter. At posts where USAID leases its own residential properties, USAID will independently

manage its housing program in compliance with the post interagency housing board (IAHB) policy and guidelines, and will establish a separate housing profile following the policy and criteria in 6 FAM 720.

6 FAM 712.4 Bureau of Overseas Buildings Operations (OBO)

6 FAM 712.4-1 Organization

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

OBO, managed by the Director/Chief Operating Officer for Overseas Buildings Operations, has five offices:

- (1) Planning and Development (OBO/PD);*
- (2) Real Estate & Property Management (OBO/REPM);*
- (3) Project Execution (OBO/PE);*
- (4) Operations & Maintenance (OBO/OM); and*
- (5) Resource Management (OBO/RM).*

See 1 FAM for detailed responsibilities of each office.

6 FAM 712.4-2 Professional, Technical, and Legal Services

(TL:GS-95; 11-18-2002)

(State Only)

a. OBO has authority to employ “architectural and other expert technical services as may be necessary” to carry out its programs under the Foreign Service Buildings Act (22 U.S.C. 296). This authority extends to legal services, with Office of the Legal Adviser concurrence, for such out-of-court activities as legal opinions on matters related to OBO contracts, title transfer services, and other legal matters related to activities under the Foreign Service Buildings Act.

b. If an attorney must represent the U.S. Government in a foreign court action, the Department of Justice must authorize, supervise, and pay litigation costs. Posts seeking authorization to retain an attorney abroad for litigation or other legal services should follow the procedures contained in 2 FAM 283.

6 FAM 713 RESPONSIBILITIES

6 FAM 713.1 Department of State

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

As the single real property manager (SRPM) for nonmilitary U.S. Government-held property abroad, the Department of State through its *Bureau of Overseas Buildings Operations (OBO)* is responsible for establishing, implementing, and overseeing all policies and procedures governing the real property program as provided in the Foreign Service Buildings Act of 1926, as amended. This applies to all land and all office, residential, and other functional properties owned or leased in the name of the U.S. Government, as well as residential properties acquired under the Living Quarters Allowance (LQA) Program (Standardized Regulations, Chapter 100) or (for U.S. military personnel under *chief of mission (COM)* authority) the Overseas Housing Allowance Program (OHA). Where USAID independently manages its housing program under its independent authorities (see 6 FAM 712.3); 6 FAM 713.1, 6 FAM 713.2, and 6 FAM 713.3 do not apply.

6 FAM 713.2 Chief of Mission/Principal Officer (COM/PO)

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

The COM/PO is responsible for the implementation of all policies and procedures related to the real property program. The Department assumes the COM/PO will delegate daily responsibilities to the senior administrative officer at post who is the designated SRPM. Without any written delegation of authority to the contrary, the senior administrative officer assumes such authority and responsibility.

6 FAM 713.3 Single Real Property Manager (SRPM)

6 FAM 713.3-1 General

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

The SRPM is the post authority on all real property program issues and the liaison with *OBO* on all real property management matters. At missions with constituent posts, the *embassy* SRPM will coordinate activities of constituent post SRPMs. Where determined by the COM, the embassy

SRPM is responsible for promoting uniform countrywide housing policies and practices among constituent posts.

6 FAM 713.3-2 Responsibilities of the SRPM

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

The SRPM responsibilities include, but are not limited to, the following:

(1) Implementing all policies, procedures, and regulations pertaining to the real property program;

(2) Serving as nonvoting, ex officio member of the post interagency housing board (IAHB);

(3) Using GSO and staff expertise to advise the post IAHB on the appropriate implementation and management of the post-housing program;

(4) Advising the COM/PO on allocation and use of U.S. Government-held property and the IAHB on housing issues;

(5) Advising the COM/PO on any issues or problems that could affect the annual certification;

(6) Preparing the annual SRPM certification to the COM that all housing acquired and/or assigned during the fiscal year complied with all regulations, procedures, and policies. Any exceptions and explanations should be noted;

(7) Preparing, with post IAHB assistance, a post-housing guide, in accordance with relevant policies, procedures, and regulations, for use by officially assigned employees and dependents;

(8) Ensuring that U.S. Government-held real property is maintained in good condition and in a cost-effective manner within the post's funding limitations;

(9) Ensuring that U.S. Government-held residential quarters are left in good condition by departing occupants and that the employee properly accounts for damages and loss;

(10) Ensuring that *all* agencies at post are charged for short-term lease (STL) property costs in a fair and uniform manner through direct charge;

(11) Ensuring that all funds provided to support the real property program are properly spent and accounted for; and

(12) Ensuring that real property records are current and accurate. This includes the prompt submission of property information to *OBO* Washington for the *Real Property Application (RPA)* database and to USAID/W (M/AS/OMS) for Joint Administrative Operations.

6 FAM 714 ALLOCATION OF OFFICE AND OTHER FUNCTIONAL SPACE

6 FAM 714.1 General

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. The post COM/PO allocates all U.S. Government-owned (GO), long-term leased (LTL), and short-term leased (STL) office and other functional space to serve best the overall interests of the U.S. Government. (For allocation of residential space, see 6 FAM 724.)

b. Each agency's principal representative will allocate its U.S. Government-held office and other functional space assigned by the COM/PO.

c. For USAID-held properties, the USAID mission director will allocate USAID-held properties and will report annually to the COM on the allocation and effective use of USAID properties (see 6 FAM 715.3 through 6 FAM 715.5).

6 FAM 714.2 Surplus Office and Other Functional Space

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. The COM/PO and the SRPM will inform all agencies at post of all surplus space and will allocate such space.

b. Each agency's principal representative will advise the COM/PO and the SRPM when U.S. Government-held office and other functional space is surplus to that agency's needs. Principal representatives may not relinquish surplus space without COM/PO and SRPM concurrence. This requirement does not apply to those USAID-owned or -controlled properties that ultimately will revert to the host government.

c. Upon the determination of the COM/PO and the SRPM, and only with the approval of *OBO*, surplus properties may be disposed of as outlined in 6 FAM 750. USAID-owned properties require only the approval of USAID/W (M/AS/OMS). (See 6 FAM 750 for policies on evaluating property use and surplus property disposal.)

6 FAM 715 REAL PROPERTY REPORTING REQUIREMENTS

6 FAM 715.1 Real Property Application (RPA) and REMS Work Order System

(TL:GS-95; 11-18-2002)
(Uniform State/USAID/Commerce/Agriculture/DIA)

The *Real Property Application (RPA)* is the Department of State's standard automated system that supports the management of U.S. Government real property abroad. *The REMS work order system is the standard automated system that supports the maintenance 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 real property holdings managed by USAID.*

6 FAM 715.1-1 Real Property Inventory Reports

(TL:GS-95; 11-18-2002)
(Uniform State/USAID/Commerce/Agriculture/DIA)

Posts must use automated *RPA* to report their real property inventory to *OBO*. In preparing *the data for submission*, posts must follow the procedures in 6 FAM 719 and should consult the *RPA User Guide*. *The RPA Installation Guide should be consulted for instructions for electronically submitting the data to OBO.*

6 FAM 715.1-2 Facility Maintenance Reporting

(TL:GS-95; 11-18-2002)
(Uniform State/USAID/Commerce/Agriculture/DIA)

The REMS work order system is the standard automated system supporting posts' requirements for planning, managing, and accomplishing facility maintenance on GO/LTL properties. Posts that use the automated RPA program must use the REMS work order system to record and manage their maintenance activities for these properties.

6 FAM 715.2 Responsibility for Real Property Reports

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

The single real property manager (SRPM) or designee, or the principal agency representative for special USAID reports, is responsible for submitting to *OBO* current and accurate *RPA* real property inventory *data submissions* for all land and buildings abroad (whether for office, functional, or residential use) owned or leased by the U.S. Government, including privately leased housing occupied by U.S. Government personnel. (See 6 FAM 715 Exhibit 715.2 and referenced sections for real property records required to be maintained.)

6 FAM 715.3 COM Certification of Housing Program Compliance

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

The 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 SRPM, and the principal officer (PO) of constituent posts are outlined in 6 FAM 719.

6 FAM 715.4 USAID Certification

(TL:GS-95; 11-18-2002)

(USAID Only)

The USAID mission director will certify annually to the 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 6 FAM 719.

6 FAM 715.5 Additional Reports Required for Other Agencies

(TL:GS-95; 11-18-2002)

(USAID Only)

In addition to the real property inventory *data* that the post must submit to *OBO*, USAID must submit to USAID/W (M/AS/OMS) an annual report

and certification of real property holdings (see 6 FAM 719 for detailed procedures).

6 FAM 716 INSPECTING PROPERTIES

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. Representatives of the post, *OBO*, the *Office of the Inspector General (OIG)*, and the General Accounting Office (GAO) may make periodic inspections of U.S. Government-held properties and may make recommendations concerning management, operation, fire and life safety, and maintenance practices, as well as recommendations for new acquisition or construction projects. During routine post inspections, *OBO* area management officers should visit representative samples of U.S. Government-held properties, both offices and residences of the Department of State as well as other agencies. In addition, 6 FAM 761.3 requires that post officials inspect GO/LTL properties at least annually. This policy does not apply to USAID.

b. Posts will make available, upon request, records relating to the properties and provide necessary support to these officials in the conduct of their assigned duties. *OBO* officers visiting posts should be advised of all problems associated with U.S. Government-held property.

6 FAM 717 FUNDING RESPONSIBILITIES OF AGENCIES OCCUPYING U.S. GOVERNMENT-HELD PROPERTY

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

This section covers the following costs related to U.S. Government-owned or -leased residential, office, and other functional space: leasehold costs, building operating expenses (BOE), costs related to preparing STL residences for occupancy, telephone costs, taxes, and condominium fees. Funding maintenance and improvement costs is in 6 FAM 760; funding of furniture, furnishings, appliances, and equipment is in 6 FAM 770; and funding of fire protection equipment is in 6 FAM 780. (See also 6 FAM 717 Exhibit 717.)

6 FAM 717.1 U.S. Government-Owned and Long-Term Leased (GO/LTL) Space

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. **LTL costs for office/functional and residential space:** *OBO* funds leasehold costs for all LTL office/functional and residential space regardless of the occupying agency, except for certain USAID properties.

b. **BOE for office/functional and residential space:** Building operating expenses (BOE) for GO/LTL office/functional and residential space *is the responsibility of the occupying agency, either directly or through ICASS.*

c. **USAID operating costs:** USAID funds operating costs for USAID-owned or -leased properties. Various funds may be authorized and used for maintenance and repair costs. Operating expenses funds (OE) or one of the project-funded accounts may be charged, if appropriate. The mission should also consider trust funds, if available and with the agreement of the host government, and U.S.-owned currency. USAID will determine which funds are to be used.

d. **Other costs:** *OBO* funds maintenance and repair, minor improvements, capital construction, and major improvement projects for GO/LTL office/functional and residential property under the jurisdiction of the Department of State, with the following exceptions (see 6 FAM 760 and 6 FAM 790):

(1) Alterations peculiar to the needs of another agency or for space not normally usable by other agencies (such as dark rooms, libraries, *vaults*) and subsequent restoration of that space to its normal condition shall be funded by the using agency upon approval from *OBO* and the parent agency; and

(2) Repairs necessitated by deliberate acts or negligence shall be the responsibility of the individual involved or the agency occupying the space, as appropriate under the circumstances.

6 FAM 717.2 Short-Term Leased (STL) Space

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. **Nonresidential space—sole occupancy:**

(1) *Non-State:* For office or functional STL properties occupied solely by a single agency, lease costs and BOE (utilities, custodial services, and other operating costs) are funded by that agency. *Agencies may subscribe to receive BOE services for STL office and functional properties through the ICASS STL Nonresidential Building Operations Cost Center if that is appropriate based on conditions at post, including the ICASS service provider's ability to provide the service;*

(2) *State:* When State (program) is the sole occupant, OBO funds lease costs and DCP funds BOE. State may subscribe to receive BOE services for STL office and functional properties through the ICASS STL Nonresidential Building Operations Cost Center if that is appropriate based on conditions at post, including the ICASS service provider's ability to provide the service;

(3) *ICASS:* For office or functional property occupied by ICASS staff, lease costs and BOE are funded from the ICASS allotment.

b. **Nonresidential space—joint occupancy:** When office or functional space is occupied by several agencies, those agencies are charged for their proportionate share of lease costs and BOE through ICASS unless the situation complies with all criteria for direct charging per 6 FAH-5 H-902, *paragraph c* (Cost Distribution Principles).

c. **Residential space:**

(1) *Non-State:* Lease costs for STL residences are funded by the occupant's agency *directly*. *Only in cases which do not meet the criteria for a direct charge (6 FAH-5 H-902, paragraph c) should posts consider charging for STL residential leases through ICASS. Agencies may subscribe to receive BOE services for STL residential properties through the ICASS STL Residential Building Operations Cost Center if that is appropriate based on conditions at post, including the ICASS service provider's ability to provide the service;*

(2) *State:* For STL residences occupied by Department of State Program employees, OBO funds lease costs and DCP funds BOE. State may subscribe to receive BOE services for STL residential properties through the ICASS STL Residential Building Operations Cost Center if that is appropriate based on conditions at post, including the ICASS service provider's ability to provide the service;

(3) *ICASS: For STL residences occupied by ICASS employees, lease and BOE costs are funded from the ICASS allotment.*

d. Preparation for occupancy of STL residences:

(1) It may be necessary to prepare leased property for occupancy in order to meet safety, hygiene, comfort, and efficiency standards, as well as to meet specific operational requirements. Posts may expend up to \$5,000 from DCP or ICASS funds, *as appropriate*, to prepare Department of State-held STL residential properties for occupancy. For all other agencies, the occupying agency pays similar make-ready expenses for residential properties. Justification and accounting documentation *should be maintained* in the lease file;

(2) Each regional bureau, IO, and parent agency may establish a limitation on make-ready expenses below this ceiling and, at its own discretion, establish guidelines and procedures under which its posts may apply for release from the limitation. This limitation applies to all agencies under the authority of the COM, except USAID and DIA, which retain control over such expenditures through *their* own statutory authority and administrative guidance.

6 FAM 717.3 Residences Occupied by Tandem Couples

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. When members of a tandem couple are employed by different agencies and occupy a U.S. Government STL residence, all costs, including rent, BOE, and preparation for occupancy, are shared evenly between the two agencies. This may be accomplished through a use agreement. *If one member of the tandem couple is an ICASS employee, the cost sharing can be accomplished through the appropriate reflection of costs and square footage counts in the ICASS software.* (See also 6 FAM 724.7.)

b. When members of a tandem couple working for different agencies occupy a GO/LTL residence in the custody of the Department of State, *the lease cost is paid by OBO* and BOE costs are shared as in paragraph a of this section.

c. When one member of a tandem couple is authorized designated housing (*EMR, DCR, or CGR when PO*), the Department of State will pay all costs.

d. When one member of a tandem couple is authorized dedicated housing and the housing is STL, the agency for which the unit is dedicated will pay all costs.

6 FAM 717.4 Displacement and Changes in Occupancy

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. **Office or functional space:** When one agency's activities or personnel are moved from assigned office or functional space to accommodate another agency's activities or personnel of another agency, the agency that will occupy the space pays the following:

- (1) Moving costs;
- (2) Basic fit out of new space for the displaced agency; and

(3) Lease costs and BOE until funds for the continuing costs of alternative space can be budgeted by the displaced agency, but not to exceed costs accruing to the end of the following fiscal year.

b. **Residential STL space:** When personnel of one agency are assigned to STL residential quarters previously funded by another agency, funding responsibility will shift (see also 6 FAM 724.3). The vacating agency remains responsible for the ongoing lease and related costs of the residential unit until the post IAHB assigns it to another agency. The shift in funding responsibility takes place on the date of assignment by the IAHB or the day following the date the employee moves out, if later than the date of assignment, not on the date of occupancy of the unit. (Leases may be retained on units between occupancies for no longer than 90 days; see 6 FAM 733.5.)

6 FAM 717.5 Security Costs

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. With the exception of the authorities of the USAID *Office of Security*, OBO funds major and minor physical security upgrades for nonresidential GO/LTL and State-occupied STL properties, including the installation, maintenance, repair, and rehabilitation of public access and perimeter controls and physical security upgrades. DS maintains and provides parts for technical security equipment such as simplex and cipher locks, CCTVs, alarms, and vehicle and personnel barriers.

b. DS funds security upgrades to U.S. Government-held and privately leased residential properties, within budgetary constraints, for all agencies. Prior authorization and funding must be requested from DS through the RSO/PSO.

6 FAM 717.6 Payments for Telephone Service

6 FAM 717.6-1 Payment of Initial Installation Costs

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

Posts will pay the initial installation costs of telephones in U.S. Government-owned or -leased residences occupied by Department of State *program* employees using the DCP appropriation allotted by the regional bureaus or IO. *ICASS will fund initial installation for ICASS employees.* State will not pay the initial installation costs when residences are occupied by other agency personnel. Telephone installation costs for other agencies require the approval of that agency. Under no circumstances may posts pay for installation of *private* telephone service in quarters obtained under LQAs; the cost of such installation may be claimed by the employee under the Foreign Transfer Allowance (Standardized Regulations, section 240).

6 FAM 717.6-2 Payment of Continuing Charges

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. Except as provided in this section, the occupant is required to pay the continuing service charges on all *private* telephones in U.S. Government-owned or -leased residential quarters.

b. Continuing charges on all telephones required in the COM/PO and U.S. Government representative to *international organization* residences may be reimbursed. However, no reimbursement shall be made for personal calls.

c. In the absence of the COM or U.S. Government representative to *an international organization* for more than one month, reimbursement to the chargé d'affaires or acting U.S. representative to *an international organization* may be made retroactively to the first day of absence by the COM/PO or U.S. representative to *an international organization*.

6 FAM 717.6-3 Limitations on Payments for Telephone Service

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

As a general rule, the post will pay for the installation and removal of only one standard telephone instrument and the trunkline serving it in each U.S. Government-owned or -leased residence. The post or other agency may pay for the installation and removal of more than one instrument, upon the determination by the COM/PO or U.S. *representative to an international*

organization or other agency head that additional service is required for official business or for security reasons, provided that existing allotments of funds are adequate.

6 FAM 717.6-4 Telephone Charges for Unassigned Residences

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

When U.S. Government-held residential quarters are unassigned, continuing telephone service charges may be paid by the post upon a finding by the SRPM, or his or her designee (for USAID, the executive officer), that such action will be more economical than the payment for removal and subsequent reinstallation, or that subsequent reinstallation cannot be made on a timely basis. In such cases, the vacating agency pays ongoing costs until a new occupant is assigned to the property (see also 6 FAM 717.4, paragraph b).

6 FAM 717.7 Taxes and Rates

6 FAM 717.7-1 Policy

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

The U.S. Government seeks tax exemptions, to the extent possible, on owned and leased real properties.

6 FAM 717.7-2 General Prohibition Against Payment of Taxes on Conveyance or Registration of Title

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

No taxes on U.S. Government-owned or -leased property for the conveyance of title to property or for the registration of title documents, levied by the local government or a political subdivision thereof, shall be paid unless authorized by the funding agency in the first instance of payment.

6 FAM 717.7-3 Exemption from Taxes

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

The post should make *best* efforts to obtain exemption from taxes and rates on all or any of the following bases:

(1) By invoking the provisions of treaties and conventions (such as the Vienna Convention on Diplomatic Relations and Vienna Convention on Consular Relations) or other applicable agreements, such as *bilateral consular conventions or friendship, commerce and consular rights agreements*, or those concluded under authority of the Diplomatic Relations Act (22 U.S.C. 254(a));

(2) By reciprocity, where applicable; *and/or*

(3) By the application of customary international law.

6 FAM 717.7-4 Occupier's Tax on Leased Property

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. The tax structure in some countries places realty taxes on the occupier rather than on the owner *or assesses lease taxes on the tenant*. Accordingly, the Department of State or USAID, as tenant in officially leased quarters, is liable for the tax in the absence of exemption. Therefore, in countries where there is such occupier's (tenant's) tax, leases should be drawn to permit exemption *and the exemption should be secured, as such taxes levied on the tenant mission by the host government are granted exemption under the Vienna Diplomatic and Consular Conventions and certain bilateral agreements*.

b. *By comparison, real property taxes which are levied on the owner of property and "passed along" in the lease to the U.S. Government as tenant are generally not granted exemption under governing treaties. In this instance, since the owner or lessor is unwilling to assume full responsibility for payment of the taxes, the lease should state that the owner or lessor will assume responsibility for making the payment of the taxes and the amount of the tax should be negotiated as part of and included in the total rental amount (but not specifically itemized in the clause regarding rental rate).*

6 FAM 717.7-5 Specific Services Rendered/Beneficial Rates

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. When reporting on taxes assessed against U.S. Government-owned properties, the post should indicate whether the assessment is, in whole or in part, for *"specific services rendered," sometimes called "beneficial rates."* *"Specific services rendered" or "beneficial rates" are the amounts charged (often as taxes) for services that benefit the property directly, such as water or sewer charges, refuse removal, and installation of sewers, gutters, or curbs. Such charges should be quantified in a manner that is reasonably related to the amount of goods or services provided, such*

as by *gallonage or wattage*. The U.S. Government normally pays these charges for “*specific services rendered*” or “*beneficial rates*” for U.S. Government-owned property without protest but refuses to pay, or pays under protest, general revenue taxes.

b. For *properties held under LTL and STL*, taxes, assessments, and other charges of a public nature are *normally considered* the lessor’s responsibility under the terms of the lease. *Only with exception and after negotiation should post agree to assume responsibility for any of these types of payments.*

6 FAM 717.7-6 Tax Payments

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

All tax payments, except for those associated with purchases of real property, are paid from post-held BOE funds or the user agency’s OE funds.

6 FAM 717.8 Condominium Fees

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. Condominium fees typically cover maintenance and utilities for common areas of a building. These costs are normally associated with real property maintenance. Normally, routine maintenance of a property (i.e., building systems, periodic painting, general upkeep) is included in the rental charges for noncondo properties.

b. Condo fees for State Department STL properties, exclusive of unit utility costs, whether included in the lease amount or separately denominated and not included as part of the lease payment, are properly chargeable to the *OBO* function code for leaseholds.

c. That portion of a condo fee that includes association dues or specific assessments for use of common areas for recreation (e.g., tennis courts, health or exercise facilities, pools) is not a proper charge to the *OBO* leasehold or maintenance and repair function codes and should be charged to the appropriate DCP or *ICASS* account, or to the occupant if the charges are elective.

d. In certain cases, condominium fees are associated with some GO/LTL properties. Condo fees, exclusive of unit utility charges, which are subject to the limitation in paragraph a of *this section* for GO/LTL properties, logically can be considered as covering routine maintenance of real

property and, as such, are properly chargeable to the *OBO* function code for routine maintenance and repair.

e. Procedures for payment of condo fees for agencies other than the Department of State should be developed in discussions with agency headquarters, but the occupying agency should pay the fees.

6 FAM 717.9 Energy Cost Controls

6 FAM 717.9-1 Energy Management and Controls

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

Posts should reduce energy consumption and costs by using energy efficient products and practices. To the extent possible, posts shall require vendors and suppliers to provide appropriate data that can be evaluated to assess the lifecycle costs of goods and equipment, including building systems components, lighting systems, and other energy-consuming appliances and equipment. A vigorous policy should be pursued for turning off appliances, equipment, and lighting when not required in all functional and residential space. *OBO* can assist posts by providing product information, assistance with audits of electric consumption, and information on energy-savings techniques. Large-scale conversion programs may be funded as special M&R with *OBO* approval.

6 FAM 717.9-2 Residential Cost Controls for Utilities

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. The SRPM for the Department of State and the executive officer for USAID are responsible for ensuring that costs of utilities for U.S. Government-held residences are carefully controlled and held to reasonable levels. The SRPM and USAID executive officers, in coordination with the post IAHB, shall take appropriate administrative measures, to include establishing utility ceilings for some or all residential quarters, as needed.

b. To ensure that the use and cost are held to reasonable levels, and as a basis for establishing a ceiling, cost records for U.S. Government-held residential quarters will be maintained and data collected on utilities in comparable privately-leased (LQA/OHA) quarters. The SRPM and USAID executive *officers*, in coordination with the post IAHB, will ensure uniformity among the agencies at post in establishing ceilings or in taking other administrative action to control costs.

6 FAM 718 GENERAL DEFINITIONS

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. **Administrative officer or counselor:** The State Department officer responsible for managing all administrative and support activities of a post *abroad*, except for USAID activities under independent administration. Responsibilities include management and budgeting of real property operations. (See single real property manager.)

b. **Appliances:** Devices or machines not built into the building structure of residential quarters that supplement manual labor and perform a specific task. Appliances normally include such items as domestic clotheswashers, clothesdryers, ranges, and refrigerators.

c. **Building operating expenses (BOE):** Expenses incident to occupying buildings and grounds, but not including *improvements, repair* or maintenance costs *beyond those minor operating system repairs and preventive maintenance identified in the ICASS Handbook (6 FAH-5 H-405.1-11)*. BOE include:

- (1) Building operating force (e.g., carpenters, gardeners, electricians);
- (2) Custodial services (e.g., janitors, char force, window washers, building engineers, furnace persons);
- (3) Service contracts for building equipment such as heating plants, elevators, and air conditioning systems;
- (4) Operating fuel;
- (5) Utilities (except certain condo fees; see 6 FAM 717.8);
- (6) Janitorial supplies and trash collection;
- (7) Municipal assessments and taxes (when exemptions cannot be obtained); and
- (8) Fire or comprehensive insurance on buildings and grounds (when required by local law).

OBO funds may not be expended for these items; BOE is funded by the post's DCP allotments from regional bureaus, *by the occupant agency, or through ICASS*.

d. **Contracting officer:** An individual with written authority of the State Department or USAID procurement executive to enter into, administer, and terminate contracts including leases. The procurement executive (*A/OPE* for State or *M/OP* for USAID) appoints all contracting officers in conformance with FAR 1.603-3 and DOSAR 601.603-3 for State or AIDAR 701.601 for USAID.

e. **Dedicated housing:** Under the single real property manager (SRPM) concept, dedicated housing is provided *only* to the senior representative of each of the foreign affairs agencies (FAS, US&FCS, and USAID) and the U.S. Defense representative (see 6 FAM 724).

f. **Designated housing:** Under the SRPM concept, the only designated housing units are the residences for the ambassador (COM), deputy chief of mission (DCM), consul general (CG) when principal officer (PO), U.S. representative to *an international organization* abroad when PO, and Marine security guards.

g. **Executive officer:** A term used by some agencies to identify the officer charged with responsibilities for administrative and program support activities.

h. **Equipment:** Those items required for safe, comfortable, and proper habitability of a residence, including window and split air-conditioners, smoke detectors, fire extinguishers, humidifiers, and dehumidifiers.

i. **OBO capital account:** The XJ 6XXX allotment used for acquisition, development, and construction (including project supervision) for U.S. Government-owned and LTL properties. The OBO capital account does not fund maintenance and repair projects.

j. **OBO-related activities account:** The XJ 2XXX allotment used to fund functional programs, maintenance and repair, minor improvements for LTL and U.S. Government-owned property, recurring rental payments, *and living quarters allowances for Department of State program personnel.*

k. **Functional space:** All nonresidential U.S. Government-held real property, such as office buildings, warehouses, garages, and special program space.

l. **Furnishings:** Those items that equip residential quarters for living, such as carpets, draperies or curtains, lamps, and lighting fixtures.

m. **Furniture:** The basic residential furniture includes those items listed as “Furniture” in 6 FAM 772 Exhibit 772.3A.

n. Furniture, furnishings, appliances, and equipment (FFA&E): Items that are provided in U.S. Government-furnished quarters. There are four major categories of FFA&E:

(1) **Basic FFA&E:** The minimum set of items that is normally provided in all U.S. Government-furnished residential quarters, as listed in 6 FAM 772 Exhibit 772.3A;

(2) **Supplemental FFA&E:** Those items listed in 6 FAM 772 Exhibit 772.3B, or others approved by the post and the Washington, DC parent agencies, which may be provided for residential quarters if posts have sufficient funding to procure them and if the post interagency housing board establishes a joint policy that such items will be routinely furnished;

(3) **Initial FFA&E:** Those items of basic or supplemental FFA&E provided for new Foreign Service positions; and

(4) **Replacement FFA&E:** Those items of basic or supplemental FFA&E that are not initial FFA&E (see 6 FAM 772).

o. Furniture, furnishings, and equipment (FF&E): Those items placed in offices of U.S. Government employees, see 6 FAM 775.2 for further details.

p. Government-furnished residential quarters: See *U.S. Government-furnished residential quarters (6 FAM 718, paragraph nn)*.

q. Government-held real property: See *U.S. Government-held real property (6 FAM 718, paragraph oo)*.

r. Government-provided residential quarters: See *U.S. Government-provided residential quarters (6 FAM 718, paragraph pp)*.

s. Gross square meter space measurement: Space on all floors within the outside surface of the exterior walls (see 6 FAM 724 *Exhibits 724.8A, B, and C*).

t. Heritage assets: *Antiques, works of art, and other cultural objects with historic importance, antiquity, rare quality, or intrinsic value. This includes decorative arts such as textiles, antique furniture, clocks, sterling silver hollowware, porcelain and ceramics, and attachments such as wooden panels, hand-painted wallpapers, chandeliers, and fireplace mantels. It includes fine arts such as paintings, sculpture, and unique or limited edition prints. It also includes other cultural property such as musical instruments and rare books.*

u. **Improvements:** Additions or alterations that increase the value or change the use of a building or property or significantly improve its utility, not maintenance, repair, or restoration to the original condition. Improvements create something that did not exist before. (See Minor improvements.)

v. **International Cooperative Administrative Support Services (ICASS):** *An interagency program administered by the Department of State through which posts abroad obtain, provide, and share the cost of common administrative support services. ICASS uses a cost distribution system based on per capita counts, actual workload factors, and hybrid distribution factors (such as square meters occupied, number of telephone instrument services) to share administrative support costs among participating agencies. (See 6 FAH-5, ICASS Handbook.)*

w. **Joint administrative office (JAO):** An office, usually staffed by representatives of several agencies, that provides administrative support to all agencies represented at a diplomatic or consular post. A JAO is established upon authority from the agencies' headquarters in Washington, DC, and upon conclusion of a written agreement among the participating agencies.

x. **Lease (leasehold) costs:** Gross rent including real estate taxes and landlord's operating expenses (i.e., all costs passed on to the tenant by the landlord).

y. **License agreement:** A revocable agreement that formalizes the terms of temporary occupancy of property without creating a leasehold right to occupy the property for a specified time.

z. **Living quarters allowance (LQA):** An allowance intended to cover the average costs of rent and utilities incurred by U.S. citizen civilian employees living in a foreign area by reason of employment with the U.S. Government. The LQA is available if U.S. Government quarters are not provided. The amount of the allowance varies by post, employee grade or rank, and size of family. (See Standardized Regulations, section 130.)

aa. **Long-term lease (LTL):** A real property lease for 10 years or longer. It also includes any lease that was subsequently renewed for a period less than 10 years in which the original lease was a long-term lease.

bb. **Maintenance and repair (M&R):** See 6 FAM 764.

cc. **Minor improvements:** See 6 FAM 764.

dd. **Net square meter space measurement:** Usable space within the interior walls of a building (see 6 FAM 724 *Exhibits 724.8A, B, and C*).

ee. **Principal representative:** The senior representative of a U.S. Government agency attached to a diplomatic mission abroad.

ff. **Property identification number (PropID):** The five-digit number assigned by the post to each real property unit *or structure*. (*Consult the RPA online help function or user guide for additional information.*)

gg. **Real property:** A parcel or plot of land and structures contained thereon, including but not limited to, offices, garages, warehouses, residences, schools, and recreational facilities.

hh. **Real Property Application (RPA):** Automated information *system* designed to support:

(1) Local planning, operation, and control of U.S. Government-held real property abroad; and

(2) Management and reporting requirements of *OBO*.

ii. **Routine maintenance and repair (M&R):** See 6 FAM 764.

jj. **Short-term lease (STL):** A real property lease for less than 10 years. The number of renewals does not affect the classification of a lease as short-term; a short-term lease may be renewed for an unlimited number of times and is still considered a short-term lease, as long as each lease period is less than 10 years.

kk. **Single real property manager (SRPM):** *OBO* is the designated SRPM worldwide. This responsibility is delegated through the COM to the administrative counselor or officer at each embassy. This person is responsible for acquisition and management of all officially leased and U.S. Government-owned real property in the country, except for certain USAID property.

ll. **Special maintenance and repair (M&R):** See 6 FAM 764.

mm. **Tandem couple:** A married couple with both individuals being employees of Federal agencies assigned by headquarters agency orders to full-time positions at a post abroad.

nn. **U.S. Government-furnished residential quarters:** *U.S. Government-held quarters that are provided with at least the basic furniture, furnishings, appliances, and equipment for the occupant's convenience and use.*

oo. U.S. Government-held real property: Real property owned, leased, requisitioned, or otherwise held in the name of the U.S. Government by the Secretary of State, by the U.S. Agency for International Development, or by other agencies, as authorized. This does not include real property leased under living quarters allowances (LQA).

pp. U.S. Government-provided residential quarters: Living quarters made available to employees in lieu of LQA/OHA.

qq. Use agreement: An interagency agreement covering the use by one or more agencies of all or part of a property under short-term lease to another agency. Normally, U.S. Government agencies do not sublease real property to one another. Instead, their understandings on use of the property (e.g., funding and other responsibilities) are stated in a use agreement signed at post by all involved agencies and administered as a STL.

6 FAM 719 PROCEDURES AND GUIDELINES FOR REAL PROPERTY REPORTING

6 FAM 719.1 Real Property Application (RPA) and the REMS Work Order System

6 FAM 719.1-1 General Information

*(TL:GS-95; 11-18-2002)
(Uniform State/USAID/Commerce/Agriculture/DIA)*

There are two versions of RPA: OBO headquarters RPA and post RPA. Both RPA systems provide managers a windows-based automated environment to manage the U.S. Government's real property holdings abroad. The REMS work order system is the post's automated facilities maintenance program.

6 FAM 719.1-2 OBO Headquarters RPA

*(TL:GS-95; 11-18-2002)
(Uniform State/USAID/Commerce/Agriculture/DIA)*

Headquarters RPA is an automated *real* property inventory database that includes data on *the* real property managed worldwide by the Department of State and other foreign affairs agencies. As a consolidated worldwide database, OBO headquarters RPA is updated with posts' data submissions.

6 FAM 719.1-3 Post RPA

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. The *RPA* property inventory database contains the records of U.S. Government-owned and -leased land and buildings, office and residential units, and occupant information. This system supports posts' management of the housing program and maintains data for U.S. Government-owned real property. *The RPA User Guide and the RPA online help function provide instructions on how to use RPA to maintain real property information and to identify all of the data that must be reported.*

b. *The RPA* software is available to all posts for installation on their local area network (LAN). *RPA* is a client-server application. Part of the software is loaded on the server and part on the user's personal computer (PC).

c. Only Special Embassy Program (SEP) and Special Consular Program (SCP) posts may remain nonautomated, if that is their preference. On an annual basis, OBO will supply nonautomated posts with *RPA* data collection forms and guidance to complete and submit their updated real property inventory information to OBO.

d. *The SRPM* is required to maintain data for all agencies at post. In order to include properties managed by USAID in the *RPA* database, post should either have USAID update their data directly in the *RPA* or have USAID provide updated information in a manual format to the embassy *SRPM* to update in *RPA*.

6 FAM 719.1-4 REMS Work Order System

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

The REMS work order system supports posts' requirements for planning, managing, and accomplishing facility maintenance (see 6 FAM 760 and 6 FAH-4, *Facilities Maintenance Handbook*).

6 FAM 719.2 Procedures for Submitting RPA Information

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

Posts must submit updated *RPA* information to OBO via email to the "MOBORPA, *RPA*" mailbox on a quarterly basis. (See the *RPA Installation Guide*, Section 111, for directions.) The quarterly due dates are:

First Quarter: January 15

Second Quarter: April 15

Third Quarter: July 15

Fourth Quarter: October 15

6 FAM 719.3 Additional Annual Reporting Requirements for USAID

(TL:GS-95; 11-18-2002)
(USAID Only)

a. At the request of the embassy administrative officer, each USAID mission shall prepare *an annual* report on its real property holdings (owned and leased). This report must be submitted to the COM for certification that the USAID housing program is properly and effectively used and that housing has been assigned in compliance with all existing housing policies and procedures. The principal USAID officer must approve and sign the report, which must accompany the certifying statement in 6 FAM 719.4. The report must be in the following format:

OWNED PROPERTY

<u>Property No.</u>	<u>Occupant/Purpose</u>
X4007	OB (for office building)
X5008	ADO (area development officer)

LEASED PROPERTY

<u>USAID Lease No.</u>	<u>Occupant/Purpose</u>
------------------------	-------------------------

(AID-YYY-LE-XX-ZZZ)

AID-306-LE-84-585	MD (for mission director)
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AID-306-LE-84-591	DD (for deputy director)
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b. For leases, it is only necessary to list the *USAID* series indicator, country code, and lease contract symbol (“LE”) at the top of each column. Special residences, office buildings, and other nonresidential facilities should be indicated by the abbreviations shown above. No abbreviation or other identification is needed for nonrepresentational housing.

6 FAM 719.4 Required Certifications

6 FAM 719.4-1 Annual COM Certification: Contents

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

The required COM certification should state that the post's housing program complies with 6 FAM 700, and should note any deviations from established policies and procedures and indicate what actions will be undertaken to correct them. Appropriate notations should be made in post files. *The certification should also include specific reference to each housing assignment over space standards and assignments to STL quarters that are 10 percent or more expensive than the average for that tier and family size, and provide the justification for each assignment. See 6 FAM 722.3.*

6 FAM 719.4-2 SRPM's Certification

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

In preparing the annual COM certification on housing program management, the SRPM must certify, in writing, to the COM that all leases acquired or renewed and housing assignments made during that fiscal year for the embassy and constituent posts were processed in compliance with 6 FAM 700; any exceptions and explanations must be noted, *especially housing assignments that exceed space standards and assignments to STL quarters that are 10 percent or more expensive than the average for that tier and family size, and provide the justification for each assignment. See 6 FAM 722.3.* The SRPM's certification must include a list of all housing actions taken during the fiscal year. Such certifications are subject to audit and must be maintained in post files for three years.

6 FAM 719.4-3 Reporting the COM Certification

(TL:GS-95; 11-18-2002)

(Uniform State/USAID/Commerce/Agriculture/DIA)

The post will include the COM certification, as a separate certification, in the telegram to *the Bureau of Resource Management (RM)* due on October 15 of each year for the annual report to the President on internal controls, which is required under the Federal Managers' Financial Integrity Act (FMFIA).

6 FAM 719.4-4 Principal Officer (PO) Certification

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture/DIA)

The principal officer (PO) of constituent posts shall provide annual certification of compliance with established policies and procedures as outlined in 6 FAM 700 to the COM for incorporation in the required COM certification.

6 FAM 719.4-5 USAID Annual Certification

(TL:GS-95; 11-18-2002)
(USAID Only)

The annual report (6 FAM 719.3) required to be submitted to the COM must be accompanied by the following certification:

“The reporting post certifies that the listed properties were effectively used during the fiscal year and that the overall maintenance and operating costs for these units were not excessive in comparison to other suitable properties (except...). These listed properties were assigned or leased in compliance with all existing housing policies and procedures.”

6 FAM 719.5 Document Disposition

(TL:GS-95; 11-18-2002)
(Uniform State/USAID/Commerce/Agriculture/DIA)

Documents required to be sent to *OBO* or USAID/W (M/AS/OMS) or other agencies should be sent to the addresses *given in 6 FAM 719.5-1, 6 FAM 719.5-2, and 6 FAM 719.5-3.*

6 FAM 719.5-1 Department of State (OBO)

(TL:GS-95; 11-18-2002)
(Uniform State/USAID/Commerce/Agriculture/DIA)

- a. Send documents by registered pouch to:

U.S. Department of State
OBO/REPM/RPM
SA-6
Attn: RPA Data Manager
Washington, DC 20522-0602

- b. Send documents by commercial air courier to:

U.S. Department of State
OBO/REPM/RPM
Attn: *RPA* Data Manager
1701 N. Ft. Myer Dr.
Arlington, VA 22209-2248

6 FAM 719.5-2 USAID

(TL:GS-95; 11-18-2002)
(USAID Only)

Send documents to:

U.S. Agency for International Development
USAID/W
M/AS/OMS
Attn: Property Management Officer
RRB – Room 4.06-123
Washington, DC 20523

6 FAM 719.5-3 Other Agencies

(TL:GS-95; 11-18-2002)
(Uniform State/USAID/Commerce/Agriculture/DIA)

Each agency must submit required documents to the parent agency, using the addresses below:

- (1) U.S. Department of Agriculture
Foreign Agriculture Service
Room 6077, South Building
Washington, DC 20520
- (2) U.S. Department of Commerce
USFCS/OPM
HCHB
Room 3809
14th and Constitution N.W.
Washington, DC 20230
- (3) Defense Intelligence Agency
Attn: *DHR-4B (Housing)*
Washington, DC 20340

6 FAM 711 Exhibit 711 ADDITIONAL REFERENCES

(TL:GS-95; 11-18-2002)

The following additional references are available from OBO. For *further* information, contact the designated OBO office and division, or OBO/OM/AM:

<i>Architectural & Engineering Design Guidelines for U.S. Diplomatic Mission Buildings</i>	(OBO/PE/DE)
Facility Maintenance Guide*.....	(OBO/OM/FAC)
Fire Protection Guide*.....	(OBO/OM/FIR)
Guidelines for the Art in Embassy Program.....	(OBO/OM/ART)
<i>Housing Questions and Answers (Qs and As)*</i>	(OBO/REPM/RPM)
<i>Integrated Pest Management Program</i>	(OBO/OM/SHEM)
Interior Design and Furnishings Program Guide.....	(OBO/PE/IF)
Project Director's Guide.....	(OBO/PE/CC)
<i>Residential Safety, Health, and Fire Prevention Awareness Checklist</i>	(OBO/OM/SHEM)
<i>Safety, Occupational Health, and Environment Management Resource Guide*</i>	(OBO/OM/SHEM)
<i>Swimming Pool Safety Standard</i>	OBO/OM/SHEM)
Swimming Pool Operations and Maintenance Guide*.....	(OBO/OM/FAC)

* Also accessible on the INFOGUIDES CD-ROM

6 FAM 715 Exhibit 715.2 REQUIRED REAL PROPERTY RECORDS

(TL:GS-95; 11-18-2002)

a. This is a checklist of real property records which must be maintained by OBO and/or posts. See referenced sections of 6 FAM 700 for details.

b. Documentation in a foreign language should be accompanied by an English translation, signed by the translator, with his or her name typed below the signature.

Leases

See 6 FAM 738 for details.

- (1) Original *signed* documents for long-term leases (LTLs) and amendments: *OBO or USAID/W (M/AS/OMS)*.
- (2) Original *signed* documents for short-term leases (STLs) and amendments: *Post*.
- (3) Signed copy of Termination and Acquittance Agreements for LTLs: *OBO or USAID/W (M/AS/OMS)*.
- (4) Copies of documents *and amendments* for major STLs (e.g., *offices, warehouses, and designated residences*): *OBO or USAID/W (M/AS/OMS)*.
- (5) Signed copy USAID LTLs: *OBO*.

Property Acquisition Documents

See 6 FAM 747 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/AS/OMS)*.
- (2) Copies of acquisition documents (contract of sale, options exercised, affidavits of title): *OBO or USAID/W (M/AS/OMS)*.
- (3) Original acquisition documents (listed above): *Post or USAID/W (M/AS/OMS)*.
- (4) Signed copy, Boundary & Building Location Survey (copies of drawing and certificate): *OBO or USAID/W (M/AS/OMS)*.
- (5) Original survey drawings and certificate: *Post*.

Continuation—6 FAM 715 Exhibit 715.2

Real Property Disposal Documents

See 6 FAM 755 for details.

- (1) Original license or lease (renewals and termination) for U.S. Government-owned property: Post.
- (2) Signed, copies of license/lease: *OBO* or USAID/W (*M/AS/OMS*).
- (3) Contract of sale or exchange: *OBO* or USAID/W (*M/AS/OMS*).
- (4) Title transfer records: *OBO* or USAID/W (*M/AS/OMS*).

6 FAM 717 Exhibit 717

CHECKLIST OF COSTS AND FUNDING SOURCES

(TL:GS-95; 11-18-2002)

This table identifies most major costs and funding sources covered in 6 FAM 700. Users should consult referenced subchapters for detailed information, keeping in mind that there are many exceptions to the general rules. Funding for USAID-owned and -leased buildings is not reflected in the checklist.

ITEM OF COST	PROPERTY	TYPE	OCCUPANTS	FUNDING	REFERENCE
LEASE COSTS	LTL	O & R	DOS/OA	OBO	717.1
	STL	O & R	DOS only	OBO	717.2
	STL	O & R	OA only	OA	717.2
	STL	O	DOS/OA	ICASS or OBO/OA	717.2
BOE*	GO/LTL/STL	O	DOS/OA	ICASS or DCP/OA	717.1
	GO/LTL/STL	O & R	OA sole*	OA or ICASS	717.1
	STL	O	DOS only	ICASS or DCP	717.2
MAKE READY	STL	R	DOS only	DCP	717.2
	STL	R	OA only	OA	717.2
	STL	R	DOS/OA	ICASS	717.2
PHYSICAL SECURITY UPGRADES	GO/LTL	O	DOS/OA	OBO**	717.5
	STL	O	DOS only	OBO	717.5
	STL (&LQA)	R	DOS/OA	DS	717.5
TECHNICAL SECURITY EQUIPMENT	GO/LTL/STL	O	DOS/OA	DS	717.5
M&R/ IMPROVEMENTS	GO	O & R	DOS/OA	OBO	762.3
	LTL	O & R	DOS/OA	Lessor/OBO	762.3
	STL	O & R	DOS/OA	Lessor	762.3
	GO/LTL	R	Marine SG	OBO	762.3
	STL	R	Marine SG	Lessor	762.3
PROGRAM ALTERATION (OA)	GO/LTL	O	OA	OA	762.3
GROUNDS CARE	GO/LTL	O/R (Apt)	DOS/OA	ICASS or DCP/OA	762.2
	STL	O/R (Apt)	DOS/OA	ICASS or DCP/OA	762.2
	GO/LTL/STL	R	Listed Off	DCP/OA	762.2
GROUNDS CARE/M&R	GO/LTL/STL	R	Marine SG	DS	762.2
FIRE EQUIPMENT	GO/LTL	O & R	DOS/OA	OBO	782
	STL	O & R	DOS/OA	OBO	782
	STL	R	OA only	OBO	782
	STL	O	OA only	OA	782

Continuation—6 FAM 717 Exhibit 717

INITIAL FFA&E	GO/LTL/STL	R	Listed Off	OBO	772.2
	GO/LTL/STL	R	DOS	DCP	772.2
	GO/LTL/STL	R	OA	OA	772.2
	GO/LTL/STL	R	Marine SG	DS	772.2
REPLACEMENT FFA&E	GO/LTL/STL	R	Listed Off	OBO	772.2
	GO/LTL/STL	R	DOS/OA	DCP/ICASS/OA	772.2
	GO/LTL/STL	R	Marine SG	DS	772.2
FURN & LG EQUIPMENT	GO (CAP)	R	DOS/OA	OBO/OA (agreement)	772.2
REPRESENTATIONAL ITEMS	GO/LTL/STL	R	Listed Off	OBO/OA	773.2
Certain Items	GO/LTL/STL	R	Listed Off/DOS	DCP	773.2
REFURB/REDEC	GO/LTL/STL	R	Listed Off	OBO	773.3
EMERGENCY REFURB/REDEC (up to \$1,000/yr)	GO/LTL/STL	R	Listed Off	OBO	772.2
INITIAL FF&E	GO (CAP)	O	DOS/OA	OBO/OA	775.3
	GO/LTL/STL	O	DOS/OA	DCP/OA	775.3
REPLACEMENT FF&E	GO/LTL/STL	O	DOS/OA	DCP/ICASS/OA	775.3
AC UNIT > 36,000 BTU	GO/LTL	O & R	DOS/OA	OBO	777.2
	STL	O & R	DOS/OA	Lessor	777.2
AC UNIT < 36,000 BTU	GO/LTL/STL	O	DOS/OA	DCP/ICASS/OA	777.2
EMERGENCY GENERATORS (& major overhauls)	GO/LTL/STL	O & R	DOS only or DOS + OA	OBO	778.1
	GO/LTL/STL	O & R	OA only	OA	778.1
GENERATOR SERVICE CONTRACT	GO/LTL/STL	O & R	DOS/OA	DCP/OA	778.1

Note:

See also telephone installation (6 FAM 717.6) and condo fees (6 FAM 717.8).

* Sole tenant agencies in some GO/LTL facilities fund BOE & F&F.

** As authorized and appropriated under Diplomatic Security Act.

Key:

BOE	Building operating expenses (see 6 FAM 718)
CAP	Capital construction
DCP	Post-held funds allotted under Diplomatic and Consular Program appropriations by regional bureaus
DOS	State
DS	Bureau of Diplomatic Security
FFA&E	Furniture, furnishings, appliances, and equipment
GO/LTL	U.S. Government (State)-owned or long-term leased
LG EQP	Washers, dryers, furnace, water heater, etc.
Listed Off	Listed officers

Continuation—6 FAM 717 Exhibit 717

LQA	<i>Living quarters allowance</i>
M&R	Maintenance <i>and</i> repair
O	Office (nonresidential)
OA	Other Agency (except USAID)
OBO	Overseas Buildings <i>Operations</i> appropriations
R	Residential
SG	Security guard
STL	Short-term leased