

15 FAM 120 DEFINITIONS

*(CT:OBO-1; 04-29-2005)
(Office of Origin: OBO)*

15 FAM 121 DEFINITIONS APPLICABLE TO THIS VOLUME

*(CT:OBO-1; 04-29-2005)
(Uniform State/USAID/Commerce/Agriculture/DIA)*

Administrative officer or counselor [now referred to as management 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 (SRPM).)

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 clothes washers, clothes dryers, ranges, and refrigerators.

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 International Cooperative Administrative Support Services (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 15 FAM 168);
- (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).

Bureau of Overseas Buildings Operations (OBO) funds may not be expended for these items; BOE is funded by the post's diplomatic and consular programs (DCP) allotments from regional bureaus, by the occupant agency, or through ICASS.

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 (Federal Acquisition Regulation) FAR 1.603-3 and (Department of State Acquisition Regulation) DOSAR 601.603-3 for State or (U.S. Agency for International Development Acquisition Regulation) AIDAR 701.601 for USAID.

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 (Department of Agriculture's Foreign Agricultural Service (FAS), Department of Commerce's U.S. and Foreign Commercial Service (US&FCS), and USAID) and the U.S. Defense representative (see 15 FAM 230).

Designated housing: Under the single real property manager (SRPM) concept, the only designated housing units are the residences for the ambassador (chief of mission (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.

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.

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

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

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

Furniture: Basic residential furniture includes those items listed as "Furniture" in 15 FAM Exhibit 723A.

Furniture, furnishings, and equipment (FF&E): Those items placed in offices of U.S. Government employees; see 15 FAM 752 for further details.

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 15 FAM Exhibit 723A;
- (2) **Initial FFA&E:** Those items of basic or supplemental FFA&E provided for new Foreign Service positions;
- (3) **Replacement FFA&E:** Those items of basic or supplemental FFA&E that are not initial FFA&E (see 15 FAM 720); and
- (4) **Supplemental FFA&E:** Those items listed in 15 FAM Exhibit 723B, 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 (IAHB) establishes a joint policy that such items will be routinely furnished.

Government-furnished residential quarters: See “U.S. Government-furnished residential quarters” definition in this section.

Government-held real property: See “U.S. Government-held real property” definition in this section.

Government-provided residential quarters: See “U.S. Government-provided residential quarters” definition in this section.

Gross square meter space measurement: Space on all floors within the outside surface of the exterior walls (see 15 FAM Exhibit 238A, 15 FAM Exhibit 238B, and 15 FAM Exhibit 238C).

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.

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.”)

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.)

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.

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).

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.

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.)

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 of less than 10 years in which the original lease was a long-term lease.

Maintenance and repair (M&R): See 15 FAM 620.

Minor improvements: See 15 FAM 620.

Net square meter space measurement: Usable space within the interior walls of a building (see 15 FAM Exhibit 238A, 15 FAM Exhibit 238B, and 15 FAM Exhibit 238C).

OBO capital account: The Bureau of Overseas Buildings Operations (OBO) XJ 6XXX allotment used for acquisition, development, and construction (including project supervision) for U.S. Government-owned (GO) and long-term leased (LTL) properties. The OBO capital account does not fund maintenance and repair projects.

OBO-related activities account: The Bureau of Overseas Buildings Operations (OBO) XJ 2XXX allotment used to fund functional programs, maintenance and repair (M&R), minor improvements for long-term leased (LTL) and U.S. Government-owned (GO) property, recurring rental payments, and living quarters allowances (LQAs) for Department of State program personnel.

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

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

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.

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 the Bureau of Overseas Buildings Operations (OBO).

Routine maintenance and repair: See 15 FAM 620.

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.

Single real property manager (SRPM): The Bureau of Overseas Buildings Operations (OBO) is the designated SRPM worldwide. This responsibility is delegated through the chief of mission (COM) to the management 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.

Special maintenance and repair: See 15 FAM 620.

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.

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

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 (LQAs).

U.S. Government-provided residential quarters: Living quarters made available to employees in lieu of a living quarters allowance/overseas housing allowance (LQA/OHA).

Use agreement: An interagency agreement covering the use by one or more agencies of all or part of a property under short-term lease (STL) 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.

15 FAM 122 THROUGH 129 UNASSIGNED