

# **15 FAM 170 PROCEDURES AND GUIDELINES FOR REAL PROPERTY REPORTING**

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

## **15 FAM 171 REAL PROPERTY APPLICATION (RPA) AND REAL ESTATE MANAGEMENT SYSTEM (REMS) WORK ORDER SYSTEM**

### **15 FAM 171.1 General Information**

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

There are two versions of real property application (RPA): Bureau of Overseas Buildings Operations (OBO) headquarters RPA and post RPA. Both RPA systems provide managers with a Windows-based automated environment to manage the U.S. Government's real property holdings abroad. The real estate management system (REMS) work order system is the post's automated facilities maintenance program.

### **15 FAM 171.2 Bureau of Overseas Buildings Operations (OBO) Headquarters Real Property Application (RPA)**

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

Headquarters real property application (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, Bureau of Overseas Buildings Operations (OBO) headquarters RPA is updated with posts' data submissions.

## **15 FAM 171.3 Post Real Property Application (RPA)**

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

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

- a. The real property application (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 single real property manager (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 its data directly in the RPA or have USAID provide updated information in a manual format to the embassy SRPM to update in RPA.

## **15 FAM 171.4 Real Estate Management System (REMS) Work Order System**

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

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

The real estate management system (REMS) work order system supports posts' requirements for planning, managing, and facility maintenance (see 15 FAM 610 and 6 FAH-4, Facilities Maintenance Handbook).

## **15 FAM 172 PROCEDURES FOR SUBMITTING REAL PROPERTY APPLICATION (RPA) INFORMATION**

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

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

Posts must submit updated real property application (RPA) information to the Bureau of Overseas Buildings Operations (OBO) via email to the "OBORPA, 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

## **15 FAM 173 ADDITIONAL ANNUAL REPORTING REQUIREMENTS FOR USAID**

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

*(USAID Only)*

- a. At the request of the embassy management officer, each USAID mission shall prepare an annual report on its real property holdings (owned and leased). This report must be submitted to the chief of mission (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 15 FAM 174. 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 (for 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)
AID-306-LE-84-591	DD (for deputy director)

- 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.

## **15 FAM 174 REQUIRED CERTIFICATIONS**

### **15 FAM 174.1 Annual Chief of Mission (COM) Certification: Contents**

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

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

The required chief of mission (COM) certification should state that the post’s housing program complies with 15 FAM, and 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 short-term leased (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 15 FAM 212.3.)

### **15 FAM 174.2 Single Real Property Manager (SRPM) Certification**

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

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

In preparing the annual chief of mission (COM) certification on housing program management, the single real property manager (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 15 FAM; any exceptions and explanations must be noted, especially housing assignments that exceed space standards and assignments to short-term leased (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 15 FAM 212.3. 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.

## **15 FAM 174.3 Reporting Chief of Mission (COM) Certification**

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

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

The post will include the chief of mission (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).

## **15 FAM 174.4 Principal Officer (PO) Certification**

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

*(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 15 FAM to the chief of mission (COM) for incorporation in the required COM certification.

## **15 FAM 174.5 USAID Annual Certification**

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

*(USAID Only)*

The annual report (15 FAM 173) 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."

## **15 FAM 175 DOCUMENT DISPOSITION**

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

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

Documents required to be sent to the Bureau of Overseas Buildings Operations (OBO) or to the Overseas Management Support Division in the Bureau for Management, USAID/Washington (USAID/W - M/OMS) or other agencies should be sent to the addresses given in 15 FAM 175.1, 15 FAM

175.2, and 15 FAM 175.3.

## **15 FAM 175.1 Department of State, Bureau of Overseas Buildings Operations (OBO)**

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

*(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

## **15 FAM 175.2 USAID**

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

*(USAID Only)*

Send documents to:

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

## **15 FAM 175.3 Other Agencies**

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

*(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

## **15 FAM 176 THROUGH 179 UNASSIGNED**