



FOREIGN AFFAIRS MANUAL

VOLUME 6 – General Services

Transmittal Letter: GS-117

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6 FAM 220 PERSONAL PROPERTY MANAGEMENT FOR POSTS ABROAD AND 6 FAM 230 DOMESTIC PERSONAL PROPERTY MANAGEMENT

CHANGES

1. **6 FAM 220 throughout:** All references to “administrative” officer or counselor have been changed to “management” officer or counselor in accordance with the change in these position titles by the Bureau of Human Resources (DGHR).

2. **6 FAM 221.4, paragraph h, Capitalized personal property:** This definition has been revised.

3. **6 FAM 225.2-1, paragraph d, State only:** All software that meets the Department’s thresholds and has a useful life of two years or longer, shall be capitalized. This paragraph is revised throughout.

4. **6 FAM 229.3, Capitalized Property Records:** Records are generated by the Nonexpendable Property Application (NEPA), which posts and bureaus manage. Quarterly reporting to RM/GFS/DFS/FO/A on capitalized property is required.

5. **6 FAM 229.3-1, State Department:** The Capitalized Property Depreciation Report produced by the NEPA system is to be submitted quarterly in electronic format according to instructions from RM.

6. **6 FAM 230 throughout:** All references to “administrative” officer or counselor have been changed to “management” officer or counselor in

accordance with the change in these position titles by the Bureau of Human Resources (DGHR).

7. **6 FAM 232, paragraph h, Capitalized personal property:** Commercial off-the-shelf software configured for State operations with a total cost of \$500,000 or more; State software developed within the agency by direct-hire or contract employees if the cost of direct-hire or contractual services exceeds \$500,000; and bulk purchases of software packages with a total acquisition cost of \$100,000 or more, shall be capitalized.

8. **6 FAM 235.6-4(B), IT Software:** Commercial off-the-shelf software configured for State operations with a total cost of \$500,000 or more; State software developed within the agency by direct-hire or contract employees if the cost of direct-hire or contractual services exceeds \$500,000; and bulk purchases of software packages with a total acquisition cost of \$100,000 or more, shall be capitalized.

9. **6 FAM 235.6-4(C), Program Property:** Program property for which accountability has not been delegated will be capitalized by the program office and reported by that office to the Bureau of Resource Management (RM).

10. **6 FAM 239.2, Capitalized Property Depreciation Report:** Bureaus must provide quarterly information on capitalized property to RM/DFS/DFO/FO/A. The capitalization level of IT software begins at \$500,000 and bulk purchases of software packages with a total acquisition cost of \$100,000 or more shall also be capitalized.

11. Revisions since the last update appear in italics. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

12. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to International Broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.

13. 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).

FILING INSTRUCTIONS FOR PAPER COPIES

1. Remove and discard old 6 FAM subchapter 220 (issued under TL:GS-76, 01-28-2002; 74 pages) and replace it with revised 6 FAM subchapter 220 (75 pages).

2. Remove and discard old 6 FAM subchapter 230 (issued under TL:GS-100, 01-31-2003; 27 pages) and replace it with revised 6 FAM subchapter 230 (27 pages).

3. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:GS-117, and initial.

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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), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. When returning excess or unused materials, include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, HST B-934, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

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(A/LM/PMP)