

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AL 4930.2 CH 1

ALASKAN REGION

March 1, 2005

SUBJ: REGIONAL HOUSING OVERSIGHT COMMITTEE

1. **PURPOSE.** This change is to further define the required position paper and provide a template (Appendix 1) to submit items for consideration to the Regional Housing Oversight Committee. The Housing Survey questionnaire (Appendix 2) will be used to conduct an annual survey of projected housing needs.
2. **DISTRIBUTION.** This order is distributed to the branch level in the Regional Office and to all field offices and facilities.
3. **RESPONSIBILITIES.** The sponsoring organization shall complete the position paper. The sponsoring Division Manager must sign the proposal as complete and accurate. A copy is to be provided to the Logistics Division at least twenty days in advance of the next scheduled meeting to be included as an Agenda Item. This will allow for distribution to Housing Committee members.

Patrick N. Poe
Regional Administrator

APPENDIX 1. REGIONAL HOUSING OVERSIGHT COMMITTEE

PROPOSAL

Sponsoring Organization _____

Prepared by _____

Primary Spokesperson _____

Background:

Provide all facts pertinent to existing situation.

Include net value of agency asset, consumption, operating and maintenance costs.

Include health, safety, and security risks.

Alternatives:

Options considered (pros and cons).

Recommendation:

Clear a statement of recommended approach.

Cost projections/benefits.

Cost savings/cost avoidance.

Funding availability.

Political considerations/Other dynamics:

Include implications for employee impact.

Does this affect others? (Private sector, other government entities, etc.)

Timeline:

Estimate project start date; completion date.

Signature of Acceptance (Division Manager)

Date Prepared:

This proposal must be provided to Logistics Division at least twenty days in advance for distribution to Housing Committee members in order to be included as an Agenda Item.

**APPENDIX 2. ALASKAN REGION HOUSING SURVEY
QUESTIONNAIRE**

	Current Occupancy			Projected			Projected			Projected		
		20XX			20XX			20XX			20XX	
	Permanent	Transient	Rotation	Permanent	Transient	Rotation	Permanent	Transient	Rotation	Permanent	Transient	Rotation
AKN												
ANI												
BET												
BRW												
CDB												
CDV												
DLG												
DUT												
ILI*												
JOH												
MCG												
MDO												
OME												
ORT												
OTZ												
SSC												
SIT												
SNP												
SSR												
TAL												
UNK												
YAK												

*include seasonal

Signature of Acceptance (Division Manager)

Date Submitted