

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AL 4930.2

Alaskan Region

January 10, 2005

SUBJ: REGIONAL HOUSING OVERSIGHT COMMITTEE

1. **PURPOSE.** This order reestablishes the Regional Housing Oversight Committee (RHOC) in order to enhance the overall management of the regional housing program.
2. **DISTRIBUTION.** This order is distributed to branch level in the Regional Office and to all field offices and facilities.
3. **BACKGROUND.** Both Logistics Division and Technical Operations, Western Service Area (ATO-W) have specifically defined functional responsibilities related to the regional housing program. Additionally, other regional organizational elements have a vested interest in housing. Participation by those organizations directly involved with the regional housing program enhances the overall program management. Accordingly, the committee will meet regularly to review housing related issues and to make appropriate recommendations and decisions.
4. **COMMITTEE COMPOSITION.** The Regional Housing Oversight Committee is composed of representatives from the Office of the Regional Administrator, Human Resource Management, Logistics, and Flight Standards Divisions, ATO-W and Alaska Flight Service Operations. The Regional Administrator is chairperson of the Committee. All participants and their substitutes shall be management level representatives from each discipline. Additionally, Headquarters Real Estate, ATO-F, shall participate as an adjunct member.
5. **COMMITTEE FUNCTIONS.** The Logistics Division is responsible for coordinating the meetings. The committee is responsible for reviewing various proposals associated with the regional housing program and associated COMSERFACs, including recommendations of funding priorities, proposed improvements and overall program management, issues such as excessing, outsourcing, safety issues, processes and procedures, etc. Additionally, the committee shall ensure that employees and spouses who occupy remote housing are given an opportunity to provide input for consideration by the oversight committee, possibly through the use of local groups. Logistics and ATO-W shall coordinate their respective functional activities as they pertain to the committee. Recommendations and/or action items from the committee shall be coordinated with and accomplished by the appropriate regional organization. The committee is responsible for tracking the accomplishment of all action items, and action offices shall report accomplishments to the committee as action items are completed.

The committee shall meet on an as-needed basis, but not less than biannually. The committee is a decision-making body. Items for consideration by the committee are to be presented by the sponsoring organization in the form of a position paper, which will be provided to the Logistics Division for distribution with the agenda in advance of the meeting.

Patrick 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												
STT												
SNP												
SSR												
TAL												
UNK												
YAK												

*include seasonal

Signature of Acceptance (Division Manager)

Date Submitted

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

ALASKAN REGION

AL 4930.2 CH 1

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