

15 FAM 220 ESTABLISHING THE HOUSING PROFILE

*(CT:OBO-7; 04-26-2006)
(Office of Origin: OBO)*

15 FAM 221 HOUSING INVENTORY

*(CT:OBO-7; 04-26-2006)
(Uniform State/USAID/Commerce/Agriculture/DIA)*

A post's housing inventory includes all U.S. Government-held residences, whether U.S. Government-owned/long-term leased (GO/LTL) or short-term leased (STL). Where USAID manages its *owned and long-term leased* housing program, USAID has a separate housing inventory.

15 FAM 222 PURPOSE AND POLICY FOR POST HOUSING PROFILES

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

- a. Each post with predominantly U.S. Government-owned or -leased housing must establish a stable inventory of housing to meet long-term post needs in a cost-effective manner. Longer retention of units will protect against spiraling lease costs, allow for amortization of make-ready or security upgrade costs, and provide for the availability of housing in limited markets.
- b. Each post must maintain a housing profile that provides a mix of housing to meet the projected long-term requirements of personnel of varying position ranks and family size. A profile is the ideal mix of residences that reflect the projected staffing at post, with adjustments for local real estate market conditions. Procedures for developing housing profiles are in 15 FAM 251. No housing profile is required of posts exclusively under living quarters allowance/overseas housing allowance (LQA/OHA) programs.

15 FAM 223 APPROVING HOUSING PROFILES

(CT:OBO-7; 04-26-2006)

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

Housing profiles *are* approved by the Bureau of Overseas Buildings Operations (OBO), *based on input from posts*, or the Overseas Management *Staff* in the Bureau for Management, USAID/Washington (USAID/W - M/OMS) where USAID *employees reside exclusively in USAID-owned and long-term leased properties*. Once OBO or USAID/W (M/OMS) has approved a profile, the post may assign employees to the housing units within the profile without requesting waivers (see 15 FAM 322). Any major change in post position structure, demographics, or the local real estate market requires submission of a revised profile to OBO or USAID/W (M/OMS) for approval. Profiles are monitored through the real estate management system (REMS) and reviewed biennially by OBO and *annually by* USAID/W (M/OMS), in consultation with post management, to determine if adjustments are warranted.

15 FAM 224 ALTERNATIVE HOUSING PROFILE PROCEDURES

(CT:OBO-7; 04-26-2006)

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

At certain posts, the Bureau of Overseas Buildings Operations (OBO) may determine that establishing a housing profile based on post demographics is not practical (such as *at* small posts where profiles are likely to change as staff changes) or possible (such as posts where leases beyond occupant tenancy are not possible and frequent turnover of properties is unavoidable). The authority to determine that a profile is not practical or possible rests with OBO or USAID/W (M/OMS). Such posts are not required to base their housing profiles on post demographics; rather, OBO will work with these posts to develop acceptable housing profiles using the alternative procedures in 15 FAM 252.

15 FAM 225 HOUSING SELECTION

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

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

- a. Short-term leased (STL) housing acquired for a U.S. Government leasing program should reflect space standards and post housing requirements as defined in the post profile. Guidelines for selecting housing are found in

15 FAM 253.

- b. To achieve maximum cost benefit to the U.S. Government, every effort should be made to retain appropriate housing under leases of five years or more.
- c. In recognition of the factors in a host country which necessitate a U.S. Government leasing program, post management is authorized to retain leases on units which may be left vacant for short periods of time between transfers of employees (normally not to exceed 90 days), if it is deemed in the best interests of the U.S. Government (see 15 FAM 160 for funding).

15 FAM 226 THROUGH 229 UNASSIGNED