

## 6 FAM 520 PRINCIPAL OFFICER RESPONSIBILITIES

*(CT:GS-155; 03-13-2007)*  
*(Office of Origin: A/OPR/CR)*

### 6 FAM 521 DETERMINING NEED

*(CT:GS-155; 03-13-2007)*  
*(Uniform State/USAID/Commerce/Agriculture)*

- a. The principal officer at each post, after appropriate consultation with heads of other agencies at the post, shall determine the need for and the economic feasibility of *the establishment of an employee association*. The continuing need for existing facilities shall be periodically reviewed by the principal officer.
- b. Commissaries, food services, and recreation facilities shall not be established in localities where another U.S. agency operates similar services or facilities unless *there is a compelling reason to do so and* the principal officer of the post *approves*.

### 6 FAM 522 MONITORING ASSOCIATION ACTIVITIES

*(CT:GS-155; 03-13-2007)*  
*(Uniform State/USAID/Commerce/Agriculture)*

The principal officer or the designee thereof, is responsible for monitoring the activities of the employee association and certifying that its operations are managed prudently and in accordance with these regulations. *To assist in fulfilling this responsibility, the principal officer, or the designee thereof, is granted a non-voting seat on the association's board of directors. (See 6 FAM 554)*

### 6 FAM 523 RELATIONS WITH HOST GOVERNMENT AND LOCAL COMMUNITY

*(CT:GS-155; 03-13-2007)*  
*(Uniform State/USAID/Commerce/Agriculture)*

The principal officer shall ensure that the employee association's activities

and facilities do not adversely affect public relations with the citizens and officials of the host country that they do not cause financial embarrassment in the local business community, and that local customs and labor laws are not violated.

## 6 FAM 524 LOGISTICAL SUPPORT

*(CT:GS-155; 03-13-2007)*

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

- a. The principal officer may provide to the employee association supplies, equipment, utilities, properties, space for its facilities and services, customs clearance, local transportation, and other services on a reimbursable or non-reimbursable basis.
- b. In determining whether or not any charges or fees for United States Government facilities and services made available to the association should be assessed, the principal officer should take into consideration the cost incurred by the United States Government in providing such facilities and services, and the profits derived by the association from activities involving the use of such United States Government facilities and services. The United States Government should not unduly subsidize employee associations. For example, United States Government -owned facilities may be provided to an association rent-free but some percentage of the cost of leased facilities made available to the association generally should be reimbursed by the association. In general, the principal officer should not lease facilities using appropriated funds where the facilities are for the exclusive use of the association unless otherwise provided by law (e.g., day care facilities) *or by extraordinary compelling circumstances*. The principal officer must obtain permission from the regional bureau, as well as OBO, prior to the disbursement of funds for this purpose. The cost of utilities such as electricity, water, telephone, and heating/cooling service should be reimbursed to the post. Guard services and other services, if any, that are exclusively provided for an association facility should be reimbursed. Direct costs of equipment such as typewriters, office furnishings, air conditioners, refrigerators, and freezers should be reimbursed if reasonable and possible under local conditions. The employee association should contribute to the cost of modification and repair of Government-provided facilities that are for the exclusive use of association-sponsored activities as reasonable under the circumstances. A record of disposal of surplus or excess material to an association on a non-reimbursable basis should be maintained by the *post*.

## **6 FAM 525 LOCATION ON U.S. GOVERNMENT PROPERTY**

*(CT:GS-155; 03-13-2007)*

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

- a. The principal officer shall ensure that employee association facilities, whenever feasible, are located on U.S. Government-held property. *The Principal Officer or his/her designee and the Chairperson of the Board of Directors must document the use of space made available to the employee association and other logistical support provided. These terms will be stated in a license agreement and must conform to the format provided by the Office of Commissary and Recreation Affairs.* Association-installed physical structures on Government premises shall become the property of the Government at the expiration of the term specified in written permission issued by the principal officer, or sooner, in the event of liquidation of the association or discontinuance of its use for the purpose approved.
- b. If it is necessary for the facilities to be located elsewhere, an inconspicuous place should be selected. Posts shall refrain from advertising the existence of the facilities through media available to the general public, whether in the form of signs, brochures, or other methods.
- c. *License agreements must be submitted to A/OPR/CR for review and approval.*

## **6 FAM 526 LOCATION ON UNITED STATES GOVERNMENT OWNED OR LEASED TDY QUARTERS**

*(CT:GS-155; 03-13-2007)*

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

- a. *The principal officer may make United States Government owned or leased TDY quarters available to the employee association for management thereof only after having received OBO approval to establish TDY quarters (see 15 FAM 249 and 15 FAM 249.2). The Principal Officer or his/her designee and the Chairperson of the Board of Directors must document the use of space made available to the employee association for the operation of TDY quarters. These terms will be stated in a license agreement and must conform to the format provided by the Office of Commissary and Recreation Affairs. License agreements must be submitted to A/OPR/CR for review and approval.*

- b. Employee associations are responsible for establishing room rates based on the size of the unit and number of occupants. Rates must be the same for all U.S. Government employees. Rate must also be within the lodging portion of the prevailing per diem for the locality and competitive with local hotels. U.S. Government employees must be given priority placement.*
- c. All funds necessary for the management, maintenance and operation of the property will be paid out of revenue derived from the room rentals. In addition, employee associations must establish a reserve from rental revenue to cover the replacement of furniture and equipment related to the rooms.*
- d. Employee associations may retain a management fee no greater than 15% of the gross revenue for its management of the rooms.*
- e. Once all expenses (including the reserve fund and management fee) have been met, any remaining proceeds from the room rental must be deposited to the following OBO accounts.*

<i>United States Government owned TDY quarters:</i>	<i>Appropriation X05354</i>
	<i>Allotment 1030, Revenue Source Code AAAQ</i>
<i>United States Government leased TDY quarters:</i>	<i>Appropriation X05353</i>
	<i>Allotment 1030, Revenue Source Code AAAQ</i>

- f. In the event an employee association operates TDY quarters which it directly owns or leases, post will have no involvement in operating or maintaining the units, nor shall any requirement be placed on U.S. Government employees to occupy them.*

## **6 FAM 527 THROUGH 529 UNASSIGNED**