

Real Estate Guidance - (7/2014)

8.2 Roles & Responsibilities Revised 4/2012

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This section outlines the major roles and responsibilities of offices within the FAA LOBs to implement the FAA housing program. This listing is not meant to be all-inclusive. There are other responsibilities cited throughout this document.

A. Regions and Centers (ARC)

1. **Aviation Logistics Organization, Real Estate Policy, Procedures and Budget (ALO-200)** is responsible for managing the national housing program by establishing housing policy for ARC Real Estate Contracting Officers to implement. Also serves as voting member on the Department of Interior Housing Council, ensures that budgeting for and payment of the Quarters Management Information System (QMIS) annual bill is timely and accurate, and responds to housing inquiries related to rents.
2. **Regional Administrator** designates the Logistics Service Area Manager as the Housing Representative for ARC.
3. **Logistics Service Area Manager (LSAM) or Deputy LSAM** is the Housing Representative for ARC in the Logistics Area and coordinates all employee housing activities within or outside the agency.
4. **Real Estate Contracting Officer (RECO)** is designated the Housing Officer for ARC in the Service Area.
 - The RECO acquires and disposes of housing quarters.
 - The RECO inputs data regarding FAA's housing inventory into the QMIS database.
 - The RECO receives and validates reports provided by the Department of the Interior from the QMIS system.
 - Receives established rental rates for housing quarters from Department of Interior, National Business Center, and implements rents in QMIS.
 - The RECO issues annual tenant rental notices and adjustments in compliance with OMB Circular A-45 to all tenants occupying permanent quarters.
 - The RECO sends tenant rental information to the Service Area Payroll Liaison Specialist (PLS), who in turn advises DOI of payroll deductions.
 - Issues of payroll deductions, arrears, overages, and shortages, shall be resolved between the employee and the PLS.
 - For leased quarters, the RECO works with the Lessor to correct performance deficiencies and to ensure Lessor accountability and compliance with habitability requirements as well as ensuring the lease clauses are being met. LOB field manager or representative is responsible for the assignment of the housing quarter. At no time shall the RECO become involved with housing assignments at the local level, or employee matters that rest with LOB managers.
 - RECO ensures that all housing quarters assets are listed in the Real Estate Management System (REMS).

B. Air Traffic Organization (ATO)

1. **Contracting Officer Technical Representative (COTR)** or local FAA housing designee is appointed by ATO and is responsible for the local housing program, who once designated, will be issued a COTR appointment letter signed by the RECO. These are agency employees whose duty assignments place them in the vicinity of employee housing locations on a frequent or day-to-day basis.
 - The COTR shall be appointed in accordance with all applicable policy and must complete the required training as outlined within the Acquisition Management System (AMS).
 - The COTR must conduct on-site inspections of employee housing units with ATO Manager at least once every three years and will provide appropriate documentation to the RECO for rent calculation and real property inventory purposes.
 - The COTR will handle management of day-to-day functions of FAA housing in the area including but not limited to:
 - Resolution of problems arising from occupancy and operations, and inform the RECO.
 - Preparing and forwarding required reports to the RECO.
 - Advising the RECO of all pertinent actions.
 - Immediately advise RECO of tenant occupancy/vacancy and submit completed paperwork. Also maintains record of current tenant agreements and inventory listings for each unit as well as other pertinent information.
 - COTR will assist the RECO in gathering market data and providing pictures, prices, and other information for the purposes of acquiring new housing, or for making the determination to remain in existing housing.
 - COTR is responsible for conducting move-in/out inspections and inventory with tenants and for maintaining appropriate paperwork to document such inspections.
2. **ATO Service Center Manager** is responsible for ensuring the budget requests have been forwarded to headquarters for the construction, maintenance and upkeep of the housing inventory. They are also responsible to help resolve any employee issue related to the condition, maintenance and upkeep of the housing unit. They should notify the ARC LSAM and RECO of any adverse situations that arise with respect to the FAA housing. RECO will retain notification in the file. ATO Service Center Manager is also responsible for coordinating with ARC Logistics Housing Representative for the collection of payment for damages to housing, posting eviction notices, and responding to Congressional inquiries on housing.
3. **ATO Manager (SSC or other ATO Manager as appropriate)** is responsible for reviewing, coordinating and securing necessary approvals of all project documents involving housing. Other responsibilities include:
 - The ATO Manager will develop and prepare, in coordination with Program and Requirements who will coordinate with the ATO Service Area Tech Operations Director, annual estimates for funding the construction, maintenance, repair, and upkeep of the employee housing inventory located in their Service Area. Actual

budget submissions will be the responsibility of the ATO Service Area in accordance with annual budget submission procedures.

- The ATO Manager will also maintain for record purposes copies of both Facilities and Equipment (F&E) and Operations annual budget submission.
- ATO Manager will designate a project manager or site representative for housing construction, repair, and improvement projects per assigned project. (Upon request from the RECO, the Project Manager on behalf of the ATO Manager shall submit the annual report identifying the number, condition, and information on the status of the project.
- ATO Manager may designate a representative or the Logistics Management Specialist (LMS) may inspect the housing units using the forms as outlined in IV. "Forms & Documentation."
- ATO Manager will provide funding for RECO travel for housing inspections, **subject to the availability of appropriations.** In the event that there are insufficient funds to pay all travel-related expenses, the RECO shall assign the inspection to the COTR, subject to the review and approval of the inspection report by the RECO.

C. Service Area Housing Oversight Committees

Service Area Housing Oversight Committee(s) shall consist of ARC RA, LSAM and RECO and ATO Service Representative, AT Flight Service Representative, Flight Standards Representative, and Human Resources (HR). This committee will be formed in the service areas that have employee housing. This committee shall meet as needed to discuss and resolve housing issues arising in the Service Areas.