



DEPARTMENT OF THE NAVY
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU
UNIT NUMBER 3800
APO AA 34031 - 3800

IN REPLY REFER TO

NMRCDINST 11101.1A
25 Mar 2004

NMRCD INSTRUCTION 11101.1A

From: Officer in Charge, U.S. Naval Medical Research Center
Detachment, Lima, Peru
To: Distribution

Subj: NMRCD FOREIGN LEASE HOUSING PROGRAM

Ref: (a) 6 FAM 720, Housing Abroad Program
(b) 6 FAM 700, Foreign Building Operations
(c) Post Housing Handbook, U.S. Embassy, Lima, Peru
(d) Maintenance Handybook, U.S. Embassy, Lima, Peru
(e) OPNAV Instruction 11101.13J
(f) NAVFAC P-930 (Family Housing Manual)
(g) OPNAV Instruction 11101.28B

Encl: (1 GSO Work Order Request Form

1. Purpose. To delineate policy and procedures for the administration of the Foreign Lease Housing Program at the Naval Medical Research Center Detachment (NMRCD), Lima, Peru.

2. Cancellation. NMRCD Instruction 11101.1 is hereby cancelled

3. Scope. The provisions of this directive shall apply to all permanently assigned American personnel attached or assigned to NMRCD (both military and civilian) and their command-sponsored dependents who are authorized to reside in government furnished housing.

4. Background

a. The housing market in Lima, Peru for expatriates is expensive and most landlords require that the total amount of yearly leases be paid in quarterly or semi-annual payments.

b. Extensive coordination is necessary in order to find appropriate housing at a fair price to meet the needs of the member while balancing the many requirements set forth by the various State Department and U.S. Naval directives.

5 Policy

a. Interagency housing policy and standards apply to all employees of all agencies serving abroad who come under the authority of the Chief of Mission (CMO). References (a) through (c) take precedence over all other housing policies.

b. Reference (e) and (f) affirms that the principle objective of the Navy Housing Program is to ensure that Navy members and their dependants are suitably housed.

c. The Secretary of the Navy and the Chief of Naval Operations have stated their commitment to improving the quality of life of Navy members. Government furnished housing profoundly impacts the quality of life of residents and therefore their performance of duty, morale, and retention.

d. A Housing Officer will be appointed in writing by the Officer-in-Charge and shall have overall responsibility for the administration of the NMRC Housing Program. He or she shall administer the NMRC Foreign Lease Housing Program in accordance with the requirements and spirit of references (a) through (g). Housing Officer responsibilities include:

(1) Attend Interagency Housing Board (IAHB) meetings and be familiar with housing regulations.

(2) Reply promptly to written memos proposing housing assignments, attend housing tours to become familiar with major housing areas and complexes.

(3) Contact new arrivals well in advance to determine housing assignments and their preferences. Send them information about housing in Peru.

(4) Provide GSO with arrival dates, rank of position, family size (include ages of children and desired schools), pets, preferences (prioritized list helps), and any special needs or considerations (handicapped family members, head of agency, medical conditions, children on educational travel, etc.). GSO will be notified 90 days in advance.

(5) Represent command members interests before the IAHB when valid justification for housing reassignment is encountered.

(6) Review and approve submission of midyear and annual budget to higher authority.

e. The Housing Assistant assists the Housing Officer with all facets of command housing management and housing property accounting programs. He or she maintains all required records and prepares necessary reports and initial housing budget estimates as directed. The Housing Assistant is responsible for preparing houses for occupancy and return to landlord. Responsibilities include:

(1) Assists with management of housing program for family and unaccompanied personnel.

2 Assists in identifying housing suitable for embassy standards

(3) Interacts with Embassy GSO and NMRCD staff when follow up of required preventive and routine maintenance work of leased units is needed.

(4) Initiates preparation of midyear and annual budget to Housing Officer for review and submission to higher authority.

(5) Insures GSO pre lease, GSO maintenance, and RSO security inspection reports are accomplished and reviewed by Housing Officer prior to lease of any housing unit.

(6) Manages housing inventory and conducts physical inventory of all housing units.

f. Every effort will be made to assign each permanently assigned NMRCD American to the best possible housing unit based upon their maximum space standard, the availability of suitable housing in the community, and funding constraints.

g. Each housing unit is intended to serve only as the private residence for one staff member and his or her command sponsored dependents.

h. American staff members who are assigned government furnished housing will be responsible for maintaining their assigned housing unit and all government furnished property in high state of repair and cleanliness.

25 Mar 2004

5. Housing Assignment. Because of the many complex practical and legal problems involved in obtaining suitable housing for U.S. personnel stationed in Peru and in the interest of efficiency and economy, all U.S. Government agencies represented in Peru participate in a Joint Housing Program and Joint Housing Pool; officially designated as the Interagency Housing Board (IAHB)

a. The size and rank of the assigned housing unit authorized for each staff member is established by reference (a) and is based upon the members family size and position grade.

b. Reference (g) states that foreign-leased housing units assigned to Naval members should be of a similar size and type as other U.S. Government personnel housing for the area.

c. When considering a particular housing unit, the Housing Officer shall appraise its location in relation to other staff residences, Group Home-to-Work Transportation, proximity to local schools, and security requirements.

d. NMRC personnel are often TAD. Lima has high crime and at times credible terrorist threat(s). It is imperative that safe and secure housing be provided for the safety, well being, and piece-of-mind of their dependents.

e. Occupants are expected to remain in their permanently assigned quarters throughout the entire length of their tour. Requests to move to another housing unit shall be submitted in writing to the U.S. Embassy Housing Board via the Officer-in-Charge and will be considered only if the petitioner can show valid justification for moving (such as a change in the number of dependants or security considerations).

f. The occupant shall bear all expenses associated with any move from one government furnished housing unit to another if the move is being made because of a personal request. These expenses include: make ready costs for the new residence, moving company charges, and the price of materials and labor to make the former residence ready for new occupants.

g. A member and his or her family shall never be displaced without their consent only because of another persons request to change residences.

h. Personnel shall only be directed to move from their assigned housing unit to another in order to meet the needs of the government upon expiration of the lease, sale of the property, safety or security reasons. In these cases, the Government will pay for the cost of the move. Personal property (within established weight allowances) may be shipped to Peru. Government owned furnishings may be provided for use in all NMRCD government leased housing.

6. Furnishings. References (c) through (f) delineate criteria for providing government owned furnishings in family or bachelor quarters outside of CONUS.

a. The occupant of government furnished housing shall sign an inventory acknowledging custody of all government owned property in his or her assigned housing unit and shall be held responsible for any loss or damage due to his or her neglect.

b. Every effort will be made to provide the basic items necessary to adequately furnish each housing unit and create comfortable living conditions for the occupant. The quantity and style of furnishings may vary depending upon availability, the size of housing unit, and the number of persons occupying the quarters.

c. Articles generally furnished by NMRCD will include furniture that is appropriate for each room, major appliances, fans, air conditioners, electrical step-down transformers, lamps and drinking water dispenser (all items subject to availability)

d. Personnel are expected to provide their own bedspreads, linens, kitchenware, pictures, wall hangings, bric-a-brac, television, stereo, lamps, toasters and iron.

7. Maintenance. The landlord is responsible for maintenance and repair of leased housing. GSO will coordinate with the landlord, all routine and preventive maintenance, repair and installation of appliances and emergency maintenance services the landlord may be unable to perform. All maintenance and repair requests for leased or government owned houses must be requested and documented by a GSO Work Order Request filled out by the member. The GSO Work Order is the official method for communicating with GSO, landlords, and NMRCD Housing Division that a particular

service is needed or there is a problem that needs correcting in your house.

a. Routine maintenance repair or service at a residence is requested from GSO Maintenance via a completed GSO Work Order Request Form (enclosure 1). Bottled water deliveries, which are established upon employee's arrival and check-in with GSO may be changed with GSO via a GSO Work Order Request Form. Telephone repair work is the responsibility of the occupant and should be directed to TELEFONICA. Maintenance standards and service requirements are in accordance with the International Cooperative Administrative Support Services (ICASS).

b. If there is a maintenance emergency after normal working hours, you should contact COSMOS and ask for the emergency maintenance duty worker and/or Maintenance Supervisor. That individual will make a determination whether it is prudent to call in FSN staff to fix the problem, or whether it can wait until the next working day. The definition of emergency is a situation that poses a threat to either life or property or which causes a residence to become uninhabitable. Examples include:

Severe flooding from water pipe or major leaks

(2) Complete loss of electric power or water (not the result of neighborhood blackout or loss of water).

Any type of fire

A break-in or robbery.

Examples of situations that do not constitute an emergency or non-urgent maintenance include:

(1) Air conditioning problems, except for centrally air conditioned homes. If one air conditioner stops working, use the other in the residence until GSO can get a crew to fix it during working hours.

(2) Refrigerator or freezer stops working transfer food into second appliance.)

(3) Washing machine or dryer won't work

Minor electrical problems such as non-working

outlets

These non-urgent problems are classified as routine maintenance.

c. American staff personnel who occupy NMRC D government furnished housing shall take all necessary action to ensure their assigned housing unit is cared for and maintained is as high a standard of repair and cleanliness as possible. Unless clearly the responsibility of the landlord, occupants shall:

(1) Bear the expense of any custodial services or household help, including maids, and gardeners.

(2) Clean air conditioner filters at least monthly

(3) Care for the exterior grounds, to include watering and mowing the lawn.

(4) Promptly report any maintenance requirement via a completed GSO Order Request Form, enclosure (1).

(5) Be responsible for the cost of any repair or replacement of government owned or leased property in his or her custody due to damage or loss through neglect.

8. NMRC D Responsibilities. Responsibilities include preparation of housing units for occupancy or return to landlord, insure pre-lease inspections are accomplished and reviewed prior to lease and occupancy, and interaction with GSO on behalf of the occupant (if requested). NMRC D will assist with: local moves of American staff, replacement of furniture, coordinate logistics of all inventory movement (local area and within warehouse), conduct physical inventory at residences and warehouse, maintain inventory data base of all government owned housing inventory and residences, and assist in other Housing issues as directed. Lamps, transformers, and room fans can be returned to the command for repair or replacement.

9. GSO Work Order Requests. It is the occupant's responsibility to call GSO first to attempt to resolve maintenance request problems if they have not been resolved in 10 days. Once GSO has been contacted, you should document the follow-up status, report any unusual problems, and GSO's timeframe to resolve the problem.

Occupants should be able to provide a copy of their GSO Work Request upon request.

10. Welcome/Departure Kits. NMRCD does not provide Welcome/Departure kits. Welcome/Departure kits are available from the GSO Property and Warehouse Unit (GSO/PAW). They provide a limited amount of basic items such as kitchenware and linens for members to use while they are without their household goods. Only newly arrived members who have not yet received their household goods shipment or departing members who have already packed-out and who are still occupying government furnished housing may utilize hospitality kits. Reference (c) lists the type of items usually found in a hospitality kit.

11. Vacating Government Furnished Housing. Whenever a staff member vacates Government Furnished Housing, he or she shall be personally liable and fiscally responsible for ensuring that the housing unit is thoroughly cleaned and that any government furnished property that was damaged through neglect is repaired or replaced.

a. Any damage to the premises or property beyond normal wear or tear and for which the occupant refuses to accept liability will be evaluated by the NMRCD Housing Officer who will make specific recommendations to the Officer-in-Charge.

b. With readily available and inexpensive household help in Lima, there is no reason why housing units should not be up to the highest standards of cleanliness when vacated. NMRCD personnel shall follow the cleaning and inspection procedures outlined in reference (c) when vacating government furnished housing.

c. Members whose housing unit fails to meet cleanliness standards when they vacate shall be responsible for the cost of any cleaning services that may be required.

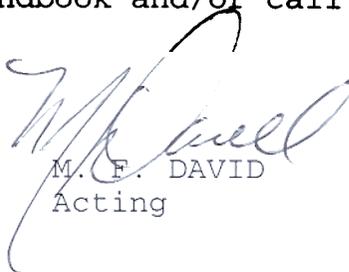
12 Action

a. The NMRCD Housing Officer is tasked with managing the NMRCD Foreign Lease Housing Program in accordance with references (a) through (g). He or she shall represent NMRCD as a member of the U.S. Embassy Peru Interagency Housing Board (IAHB).

b. NMRCD personnel who occupy government-furnished housing

NMRCDINST 11101.1A
25 Mar 2004

shall thoroughly familiarize themselves with reference (c) and (d), especially the sections on fire, life safety, and security. Refer to Embassy Housing Handbook and/or call GSO Housing Office for further guidance.



M. F. DAVID
Acting

**GENERAL SERVICES OFFICE
WORK ORDER REQUEST**

Date: _____

Name of Requestor _____

Office/Agency: _____ Floor/Room: _____ Extension: _____

Address/Location: _____ Home Phone: _____

AGENCY APPROVAL (if required by your agency): _____

(Only **one** work order request per form. Describe request as specifically as possible.)



FOR GSO USE ONLY

WORK ORDER NUMBER: _____

DATE: _____

____ APPROVED
Initial Inspection

____ Immediate
within 24 hrs.

____ Urgent
3 working days

____ Routine
10 working days

DISAPPROVED

ACTION ASSIGNED TO:

- Procurement
- Warehouse
- Annex Maintenance
- Chancery Maintenance
- GO Housing Maintenance
- .STGL Housing Maintenance
- .Motorpool

ACTION TO BE TAKEN:

- .Initiate minor repairs
- .Inspect and evaluate request
- .Contact landlord to require repairs
- .Contact landlord to request non -mandatory improvements
- .Obtain contractor estimates to perform work

COMMENTS:



REQUESTOR COMMENTS:

Work request completed satisfactorily.

Work request not completed satisfactorily explain below: _____