

6 FAM 520 PRINCIPAL OFFICER RESPONSIBILITIES

6 FAM 521 DETERMINING NEED

(TL:GS-35; 1-19-95)

(Uniform State/USAID/USIA/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 each type of service or facility existing or proposed. 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 the principal officer of the post determines they are necessary.

6 FAM 522 MONITORING ASSOCIATION ACTIVITIES

(TL:GS-35; 1-19-95)

(Uniform State/USAID/USIA/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. (See section 555.)

6 FAM 523 RELATIONS WITH HOST GOVERNMENT AND LOCAL COMMUNITY

(TL:GS-35; 1-19-95)

(Uniform State/USAID/USIA/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

(TL:GS-35; 1-19-95)

(Uniform State/USAID/USIA/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. (See 6 FAM 514.2 for support authorized from USAID and USIA.)

b. In determining whether or not any charges or fees for U.S.G. facilities and services made available to the association should be assessed, the principal officer should take into consideration the cost incurred by the U.S.G. in providing such facilities and services, and the profits derived by the association from activities involving the use of such U.S.G. facilities and services. The U.S.G. should not unduly subsidize employee associations. For example, U.S.G.-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). The principal officer must obtain permission from the regional bureau, as well as A/FBO/PPS/RE, prior to the disbursement of funds for this purpose. The cost of utilities such as electric, 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 principal officer.

6 FAM 525 LOCATION ON U.S. GOVERNMENT PROPERTY

(TL:GS-35; 1-19-95)

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

The Principal Officer shall ensure that employee association facilities, whenever feasible, are located on U.S. Government-held property. A Memorandum of Understanding (MOU) should be written between the post and association to identify the U.S. Government facilities made available to the association and the types and amounts of support provided by the post to the association. 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. 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.

6 FAM 526 THROUGH 6 FAM 529 UNASSIGNED

