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ALASKA REGION TRANSIENT QUARTERS

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SUMMARY OF REVISIONS: This supplement supersedes ARS 04-2003, Alaska Region Transient Quarters, dated September 10, 2003, applicable to NWSI 30-4104. Guidance for quarters inspection has been added based on Chapter 7 of the Alaska Region Housing Management Handbook. The term “reasonably clean,” as used in this supplement, has been defined.

Signed

11/4/05

Laura K. Furgione
Regional Director

Date

Alaska Region Transient Quarters

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1. Introduction. The Alaska Region provides dedicated transient quarters for employees who travel on a temporary duty (TDY) assignment to remote Weather Service Offices (WSO) where commercial accommodations are limited. This supplement describes the pre-approval process and requirements for use of the dedicated transient quarters by employees when traveling on a temporary duty assignment in Alaska. An employee on a TDY will use the dedicated transient quarters when available. Because each traveler is entitled to individual accommodations, sharing of a single dedicated transient quarter is not required when multiple employees travel to the same temporary duty location. However, if the dedicated transient quarters have separate sleeping accommodations, we encourage the continued past practice of sharing the transient quarters. This practice will help minimize the lodging costs paid by the Government by maximizing the use of the transient quarters. This practice is voluntary, so all travelers must agree to the sharing arrangement before arriving on site.

In the spirit of creating a “family friendly” work environment, a dependent may accompany an employee in the dedicated transient quarters when the employee is on a TDY that is longer than 30 calendar days and as long as no additional expense is incurred by the Government.

2. Definitions.

2.1 Dedicated Transient Quarters: A housing facility for employees on a temporary duty assignment.

2.2 Reasonably Clean: Transient quarters will be considered reasonably clean when: carpets are vacuumed, linoleum areas are swept or mopped, beds are stripped of linens, surfaces are wiped down, sinks, tubs, and toilets are rinsed out, kitchen utensils and dishes are cleaned and put away, perishable items in the refrigerator are removed and the garbage is emptied.

2.3 Station Manager: The Official in Charge or the Meteorologist in Charge at the WSO.

2.4 Travel Authorizing Official: A National Weather Service employee designated to authorize travel.

3. Responsibilities.

3.1 Station Manager: The Station Manager at the associated WSO is responsible for ensuring that the dedicated transient quarters are furnished, maintained, and inspected in accordance with Chapter 7 of the Alaska Region Housing Management Handbook, which can be found on site at each WSO. Cable television and phone services may be available, as convenience items, but are not required. Other convenience items include, but are not limited to, cookware, dinnerware, and glasses. The Station Manager will inspect the transient quarters after each use to make sure they are left in a reasonably clean and “ready-to-use” condition before the next scheduled traveler arrives. If a traveler leaves the transient quarters in a dirty condition, the Station Manager will have the quarters cleaned and report this condition to the departed traveler's supervisor.

3.2 Traveler: Before submitting a request for travel orders, the traveler must contact the Station Manager at the associated WSO and determine the availability of dedicated transient quarters during the time of the planned temporary duty assignment. The traveler must then include a statement of availability of dedicated transient quarters with their request for travel orders. If the dedicated transient quarters are available, and the traveler plans to have a dependent accompany them in the quarters during a TDY assignment greater than 30 calendar days, they must inform the Station Manager. The traveler is responsible for leaving the transient quarters in a reasonably clean condition when they depart. Bed linens and dirty towels will be placed either in, or on the washing machine. The traveler should check with the Station Manager for their preference in handling dirty or wet laundry items.

3.3 Travel Authorizing Official: The authorizing official will authorize the proper quarters allowance on the travel order based on the availability of dedicated transient quarters. If the transient quarters are unavailable, or do not meet the definition of dedicated transient quarters, other lodging will be approved. The authorizing official can also deviate from this instruction on a case-by-case basis or in the event of emergency travel.