

Installation Status Report (ISR): Detailed Descriptions of the Data Elements and Calculation Formulas Used To Extract and Top-Load HOMES Data for the Service Performance Standards (Section III) Evaluations

This document outlines the data elements and calculation formulas used to extract Occupancy/Utilization and Average Wait Time performance measure (PM) information from Army installation HOMES databases for the Service Performance Standards sections of the Installation Status Report (ISR). The descriptions apply to the following PM evaluation reports: 50 – 01, Utilization Rate for Government Family Quarters; 50 – 02, Utilization Rate for Leased Housing; 50 – 03, Average Number of Days Awaiting On-Post Housing; 52 – 01, Occupancy Rate for BOQs and SEBQs.

Time Period

The timeframe used for the performance measure calculations is the fiscal year (01 October through 30 September, inclusive) preceding publication of each Installation Status Report. The descriptions in this document were drafted for FY03 ISR performance measure reporting and will remain in effect until further notice.

50 - 01 Utilization Rate for Government Family Quarters

The two performance data elements used to calculate the government-owned family housing utilization rate for each installation are as follows. (1) The total number of government-owned quarters-days occupied during the previous fiscal year. (2) The total number of government-owned quarters-days available during the previous fiscal year.

How the total number of occupied government-owned quarters-days is determined:

A count of the number of days during which customers resided in government-owned family housing quarters over the course of the fiscal year is performed. The days counted are those within the fiscal year that fall between the date when each customer was assigned to housing and the date they were terminated (if the termination occurred before the end of the fiscal year). Occupancy days are only counted for “primary” customers assigned to quarters within the fiscal year. “Secondary” customers (spouses of service members who are themselves service members, usually with lower pay grades or less seniority than their associated primaries) are not included in the calculation.

Quarters included in the aggregation are those designated as Army Family Housing (AFH) inventory that were occupied at any time during the fiscal year, subject to the following condition: The quarters must have an Acquisition Category of 1, 2, 3, 4, 5, 6, 11, 13, 14, or 15. (See chart at end of this document for a list of the Acquisition Category codes and their corresponding descriptions in HOMES). At least one housing unit meeting these criteria must have been available for occupancy at a given installation during the fiscal year for which the calculation is being performed.

Customers are only counted if their Service Branch was Army (AR), Air Force (AF), Marine Corps (MC), or Navy (NV), or, alternatively, if the Service Branch was one of Civil Service (CS), Non-appropriated Fund (NF), Wage Grade (WG) and the Rental Cost Type code was Military housing allowance (HA).

If family housing quarters were diverted (D) at any time during the fiscal year, the days during which they were flagged as diverted are not counted, irrespective of whether the quarters were occupied or not.

How the total number of available government-owned quarters-days is determined:

A count of the total number of days during which government-owned quarters at each installation were available for occupancy throughout the fiscal year is performed. "Available for occupancy" includes those days when each housing unit was occupied or vacant, except for periods when a unit was diverted (D), In Repair (R), or flagged for deletion in the system. (*Note: Elimination of "In Repair" periods was introduced for the FY03 ISR.*) If a unit was flagged for deletion during the fiscal year, only the days prior to that date are counted.

The rules for including quarters in the count are otherwise the same as those used for counting occupancy. Acquisition Category must be 1, 2, 3, 4, 5, 6, 11, 13, 14, or 15. For periods when the quarters were occupied, the days are only counted as available if the customer's Service Branch was one of the following: Army (AR), Air Force (AF), Marine Corps (MC), or Navy (NV) or, alternatively, Civil Service (CS), Non-appropriated Fund (NF), Wage Grade (WG) and the Rental Cost Type code was Military housing allowance (HA).

Utilization rate for government family quarters:

The utilization rate is calculated by dividing the total number of *occupied* government-owned quarters-days by the total number of *available* government-owned quarters-days for each installation during the preceding fiscal year.

50 - 02 Utilization Rate for Leased Housing

The two performance data elements used to calculate the leased housing utilization rate for each installation are as follows. (1) The total number of leased quarters-days occupied during the previous fiscal year. (2) The total number of leased quarters-days available during the previous fiscal year.

How the total number of occupied leased quarters-days is determined:

A count of the number of days during which customers resided in leased quarters over the course of the fiscal year is performed. The days counted are those within the fiscal year that fall between the date when each customer was assigned to housing and the date they were terminated (if the termination occurred before the end of the fiscal year). Occupancy days are only counted for "primary" customers assigned to quarters within the fiscal year. "Secondary" customers (spouses of service members who are themselves service members, usually with lower pay grades or less seniority than their associated primaries) are not included in the calculation.

Quarters included in the aggregation are those designated as Army Family Housing (AFH) inventory that were occupied at any time during the fiscal year, subject to the following condition: The quarters must have an Acquisition Category of 7, 17, or 18. (See chart at end of this document for a list of the Acquisition Category codes and their corresponding descriptions in HOMES). At least one housing unit meeting these criteria must have been available for occupancy at a given installation during the fiscal year for which the calculation is being performed.

Customers are only counted if their Service Branch was Army (AR), Air Force (AF), Marine Corps (MC), or Navy (NV), or, alternatively, if the Service Branch was one of Civil Service (CS), Non-Appropriated Fund (NF), Wage Grade (WG) and the Rental Cost Type code was Military housing allowance (HA).

If family housing quarters were diverted (D) at any time during the fiscal year, the “diverted” status is ignored because leased units should not be diverted.

How the total number of available leased quarters-days is determined:

A count of the total number of days during which leased quarters at each installation were available for occupancy throughout the fiscal year is performed. “Available for occupancy” includes those days when each housing unit was occupied or vacant, except for periods when a unit was In Repair (R), or flagged for deletion in the system. (*Note: Elimination of “In Repair” periods was introduced for the FY03 ISR.*) If a unit was flagged for deletion during the fiscal year, only the days prior to that date are counted. Diverted leased quarters are counted along with other non-deleted units because leased units should not be diverted.

The rules for including quarters in the count are otherwise the same as those used for counting occupancy. Acquisition Category must be 7, 17, or 18. For periods when the quarters were occupied, the days are only counted as available if the customer’s Service Branch was one of the following: Army (AR), Air Force (AF), Marine Corps (MC), or Navy (NV) or, alternatively, Civil Service (CS), Non-Appropriated Fund (NF), Wage Grade (WG) and the Rental Cost Type code was Military housing allowance (HA).

Utilization rate for leased housing:

The utilization rate is calculated by dividing the total number of *occupied* leased quarters-days by the total number of *available* leased quarters-days for each installation during the preceding fiscal year.

50 - 03 Average Number of Days Awaiting On-Post Housing

The two performance data elements used to calculate the average number of days awaiting on-post housing for each installation are as follows. (1) The total number of days from the date of a member’s placement on an on-post-housing waiting list or receipt of Temporary Lodging Allowance to assignment of the member to government quarters during the previous fiscal year. (2) The total number of first-time assignments of families to government quarters during the previous fiscal year.

How the total number of wait days is determined (*NOTE – The definition of this data element was substantially changed for the FY03 report*):

A count of the cumulative number of days from each primary customer’s waiting list “base date” to the date when the customer was first assigned to government family housing at an Army installation during the designated fiscal year is performed. “First assigned” means that, to be included in the count, the member must never have been assigned to a family housing unit at that installation prior to the assignment that occurred during the fiscal year in question. Time spent waiting for “intra-post” assignments (i.e., cases where a member has already occupied government-owned family housing during his or her current tour at the installation) is not considered for the purposes of calculating average wait times. See the section on how the total number of assignments is determined for other factors that constrain which assignments qualify for inclusion in the wait time calculations.

The waiting list base date is established according to the criteria laid out in the following paragraphs. Examples are provided in each case for clarification. The most important change in the FY03 ISR is that a member’s station arrival date is no longer used as the wait time start date, though it is possible that the arrival date may coincide with the waiting list base date established according to the rules described below.

Additionally, off-post and UPH waiting lists are not considered at all in determining the base date. (Off-post and UPH housing assignments are also ignored.)

1. If a member was placed on any family housing waiting list for government-owned on-post housing before being assigned to a family housing unit, the date when the member was first added to a waiting list is used as the waiting list base date. In cases where the member was placed on multiple waiting lists, either concurrently or consecutively, the base date will correspond to the date the member was placed on the first waiting list. *Example:* Customer “A”, an E-9 with one dependent, arrived at the 411th BSB – Heidelberg on 24 April 2003 and lived in off-post housing from 17 May 2003 to 29 September 2003. While still living off post, the customer applied for on-post housing and was placed on a total of three waiting lists between 09 September 2003 and 29 September 2003. She was assigned to an on-post unit on 29 September 2003. The waiting list base date for this customer is therefore 09 September 2003 (the date she was first placed on a waiting list). Total wait time is 20 days. Note that the period during which the customer was residing off post up until the time she was placed on a waiting list was *not* included in the wait time.

2. If a member was not placed on any waiting list but received Temporary Lodging Allowance (TLA) prior to being assigned, the date when the member first began to receive TLA is used as the waiting list base date. If a member received TLA and was subsequently added to an on-post waiting list, the date of the member’s placement on the waiting list, not the TLA start date, will be used as the base date. *Example:* Customer “B”, an O-4 with five dependents, arrived at Yongsan Garrison on 12 June 2003 and received TLA from 12 June 2003 to 17 June 2003. He was assigned to a four-bedroom unit with an effective assignment date of 18 June 2003 without being placed on a waiting list. The waiting list base date for this customer is therefore 12 June 2003. Wait time is 5 days.

3. For cases where a customer’s family was assigned to government housing without ever being placed on a waiting list or receiving TLA, the effective assignment date is used as the base date. In this last case, the wait time will automatically default to zero. *Example:* Customer “C”, an O-3 with three dependents, arrived at Pine Bluff Arsenal on 12 February 2003. He was assigned to a three-bedroom on-post unit the next day (13 February 2003) without being placed on a waiting list or receiving TLA. The wait list base date for this customer is therefore 13 February 2003 – the same as the effective assignment date. Wait time is 0 days.

Once the waiting list base date for each member has been determined, it is subtracted from the corresponding effective date recorded in the members’ assignment orders. This provides each member’s actual wait time in days. The wait times for all assigned members are then aggregated to produce the total wait days for the installation.

How the total number first-time assignments is determined:

A count of the total number of first-time family housing assignments to government-owned on-post housing transacted during the previous fiscal year is performed. “First-time” means that the count is limited to assignments of primary customers that have never been assigned to a family-housing unit during their current tours of duty until the fiscal year in question. (Note, however, that assignments during *previous* tours at the same installation, where the member has officially left the post and subsequently returned, will not prevent an assignment during the current tour from being counted.)

Assignments of “secondary” customers (spouses of service members who are themselves service members, usually with lower pay grades or less seniority than their associated primaries) are not included in the count. Revoked assignments of primary customers are also not counted. Assignments originally made with an effective date that does not fall within the designated fiscal year but amended in such a way that the new effective date does fall in the fiscal year are included in the count.

Average number of days awaiting on-post housing:

The average number of days awaiting on-post housing is calculated by dividing the total number of wait days by the total number of first-time assignments made at each installation during the preceding fiscal year.

52 - 01 Occupancy Rate for BOQ and SEBQs

The two performance data elements used to calculate the Unaccompanied Personnel Housing (UPH) utilization rate for each installation are as follows. (1) The total number of quarters-days during which BOQs and SEBQs were occupied during the previous fiscal year. (2) The total number of quarters-days during which BOQs and SEBQs were available during the previous fiscal year.

How the total number of occupied BOQ and SEBQ quarters-days is determined:

A count of the number of days during which customers resided in BOQ or SEBQ quarters over the course of the fiscal year is performed. The days counted are those within the fiscal year that fall between the date when each customer was assigned to housing and the date they were terminated (if the termination occurred before the end of the fiscal year).

Quarters included in the aggregation are those designated as UPH inventory that were occupied at any time during the fiscal year, subject to the following condition: Only those quarters with the Facility Designation Current Use value (Current Occupancy Category Code) of **72180** and **72410** are counted. (See chart at end of this document for a list of the UPH Occupancy Category codes and their corresponding descriptions in HOMES). The quarters counted do not include quarters “diverted” from Family Housing or diverted UPH quarters. At least one housing unit meeting these criteria must have been available for occupancy at a given installation during the fiscal year for which the calculation is being performed.

Customers are only counted if their Service Branch was Army (AR), Air Force (AF), Marine Corps (MC), or Navy (NV), or, alternatively, if the Service Branch was one of Civil Service (CS), Non-Appropriated Fund (NF), Wage Grade (WG) and the Rental Cost Type code was Military housing allowance (HA).

Only quarters occupancy days are counted, not quarters living spaces. If there is an occupant in any of the quarters living spaces, those quarters are considered occupied.

How the total number of available BOQ and SEBQ quarters-days is determined:

A count of the total number of days during which BOQ and SEBQ quarters at each installation were available for occupancy throughout the fiscal year is performed. “Available for occupancy” includes those days when each housing unit was occupied or vacant, except for periods when a unit was diverted (D), In Repair (R), or flagged for deletion in the system. (*Note: Elimination of “In Repair” periods was introduced for the FY03 ISR.*) If a unit was flagged for deletion during the fiscal year, only the days prior to that date are counted.

The rules for including quarters in the count are otherwise the same as those used for counting occupancy. The Current Occupancy Category must be **72180** or **72410**. For periods when the quarters were occupied, the days are only counted as available if the customer’s Service Branch was one of the following: Army (AR), Air Force (AF), Marine Corps (MC), or Navy (NV) or, alternatively, Civil Service (CS), Non-Appropriated Fund (NF), Wage Grade (WG) and the Rental Cost Type code was Military housing allowance (HA).

The number of available days is based on the count of quarters not the number of living spaces in the quarters.

Occupancy Rate for BOQ and SEBQ quarters:

The occupancy rate is calculated by dividing the total number of *occupied* BOQ and SEBQ quarters-days by the total number of *available* BOQ and SEBQ quarters-days for each installation during the preceding fiscal year.

On-Post Housing Acquisition Category Codes and Descriptions (as used in HOMES)

Acquisition Category	Description
1	After FY1970
2	From FY1950 to FY1969
3	Before FY1950
4	Relocatable
5	Capehart
6	Wherry (acquired)
7	Leased
8	Foreign service (adequate)
9	Surplus commodity
10	Permit
11	Other standard housing
12	Foreign service (inadequate)
13	Other inadequate public quarter
14	Trailer
15	Other substandard housing
16	Wherry (privately owned)
17	Section 801
18	Rental guaranty
19	Trailer space
20	UPH/Gang latrine
21	UPH/OPB
22	UPH/VOLAR (Voluntary Army Barracks)
23	UPH/2 plus 2
24	UPH/1 plus 1

UPH Occupancy Category Codes and Descriptions (as used in HOMES)

Occupancy Cat Code	Description
72111	Enlisted Barracks
72114	Enlisted Barracks, Annual Training
72115	Enlisted Barracks, Mobilization
72120	Enlisted Barracks, Transient
72140	Civilian Dormitory
72180	Senior Enlisted Personnel Quarters
72181	Trainee Barracks, Basic Trainee
72190	Other use, not housing
72360	Day Room, Detached
72410	BOQ, Military
72411	BOQ, Military Transient
72415	BOQ, Students
72430	BOQ, Civilians
72510	Hutment
72590	Other Emergency Housing
73090	Personnel Support Facility