Guidelines for Establishing Headquarters of Construction Personnel

Each employee of the Office of Structure Construction will have a designated headquarters. The primary consideration in designating a Structure employee's headquarters is that the headquarters location conforms to the Board of Control definition. That is, it shall be "... the place where the officer or employee spends the largest portion of his regular workdays or working time; or the place to which he returns on completion of special assignments...".

Each time a Structure employee is given a new assignment, the letter of assignment will designate their headquarters location. A Structure employee's designated headquarters would normally remain the same, but may be changed for the following reasons.

If it appears reasonably certain that there will be a continuing work load in an area where there are insufficient numbers of Structure employees to handle the work, then a Structure employee may be assigned to that area, and that area may be designated as the Structure employee's new headquarters. Also, if a Structure employee has been working in an area not within commuting distance of their headquarters, and it appears reasonably certain that there will be a continuing work load in that area, the Structure employee's headquarters may be changed to the work area and relocation expenses will be paid, but the Structure employee will not be eligible for per diem subsistence allowance when located at the new headquarters.