

FISH AND WILDLIFE SERVICE
FACILITY MANAGEMENT

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OVERVIEW

2.1 What is the purpose of this chapter? This chapter describes:

- A. The source of and restrictions on quarters funds,
- B. How funds can be transferred, and
- C. When funds can be used for national initiatives.

2.2 What is the scope of this chapter? This chapter applies to all employees involved in the management of quarters that the U.S. Fish and Wildlife Service (Service) owns, leases, or manages through other means (e.g., service level agreements).

2.3 What is the overall policy? We must:

- A. Charge tenants accurate rental rates per the instructions in Office of Management and Budget (OMB) Circular A-45,
- B. Deposit quarters rents and money we receive from other rental charges in a special fund (i.e., FWS Subactivity 8610), and
- C. Only spend these funds on operations and maintenance described in the Department of the Interior's (Department) [Housing Management Handbook](#). These funds are available until spent (i.e., they are "no-year money").

2.4 What are the authorities for this chapter? See 371 FW 1 for a list of authorities for all the chapters in Part 371.

2.5 Who is responsible for managing quarters funds? See 371 FW 1 for a list of roles and responsibilities for all the chapters in Part 371.

TRANSFERRING FUNDS

2.6 When can quarters funds be transferred?

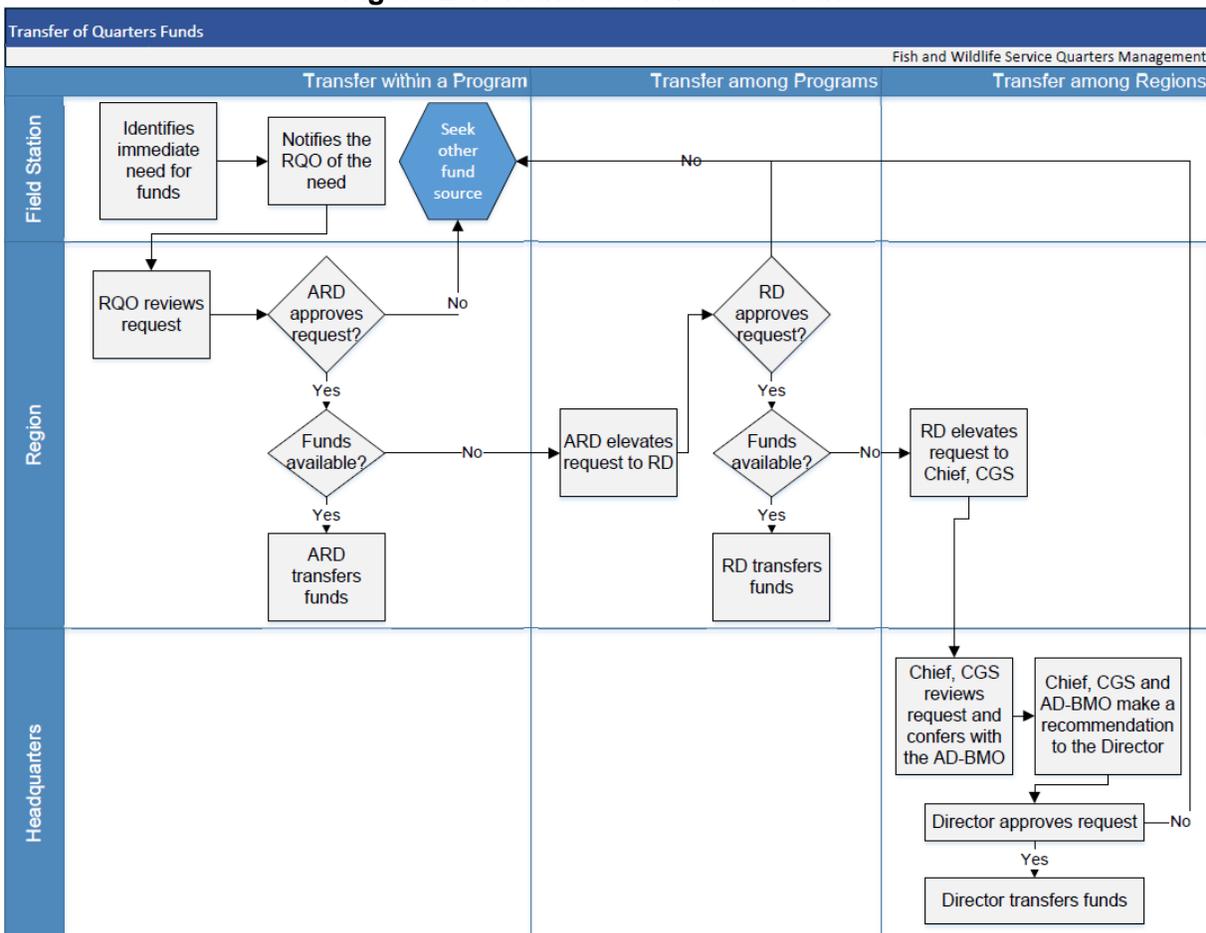
A. We may transfer quarters funds between stations or between Regions when there is an immediate need if:

- (1) The station or Region transferring funds does not have an immediate need for the funds, and
- (2) The station requesting the transfer does not have sufficient funds to pay for an immediate need. Immediate needs are those that could affect the health and safety of occupants or, if not addressed, could lead to further structural damage.

B. The official approving the transfer (see Figure 2-1) must review the proposed transfer with the Project Leader/supervisor providing the funds. He/she must also review the station's maintenance backlog in the Service Asset and Maintenance Management System (SAMMS).

2.7 What is the process for transferring quarters funds? Figure 2-1 shows the process for transferring quarters funds between stations and between Regions.

Figure 2-1: Transfer of Quarters Funds



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FACILITY MANAGEMENT

Facility Management

Part 371 Quarters Management

Chapter 2 Managing Quarters Funds

371 FW 2

Acronym Key

RQO: Regional Quarters Officer
ARD: Assistant Regional Director of Program
RD: Regional Director
CGS: Division of Contracting and General Services
AD-BMO: Assistant Director – Business Management and Operations

NATIONAL INITIATIVES

2.8 When can quarters funds be used for major national initiatives?

A. We may use available quarters funds for a national initiative if it:

- (1) Potentially benefits quarters across programs and Regions, or
- (2) Mitigates an immediate health or safety risk.

B. Examples of initiatives that qualify for funding under this policy include asbestos testing/mitigation and removal of trailers/mobile homes that are unsafe.

2.9 What is the process for using quarters funds for major national initiatives? If we identify a major national initiative that meets the criteria in section 2.8, the National Quarters Officer will draft a proposal. The AD-BMO vets the proposal and coordinates with impacted Headquarters Program Quarters Representatives. If the Program Quarters Representatives concur with the proposal, the AD-BMO will ask the Director for final approval. Unless stated otherwise in the proposal, the AD-BMO manages the national initiative, once funded.

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DEPUTY DIRECTOR

Date: January 18, 2018