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1.0 Introduction and Purpose

This section will help answer the following questions:

- What is the scope of this handbook?
- How does this handbook differ from policy and system documents?
- What authorities exist for the quarters program?
- How should quarters management stakeholders use this handbook?

1.1 Purpose

The Quarters Management Desk Reference (the desk reference) is intended as a guide to assist U.S. Fish and Wildlife Service (FWS, the Service) employees in understanding processes and procedures that support the quarters' management policies governed by the Service Manual Part 371 (371 FW).

The Service supplies quarters to employees, contractors, volunteers, and others when:

- It is determined that the tenant is essential to fulfilling the mission, and
- There is an inadequate supply of suitable housing in the private rental market.

Regulations and procedures apply to all FWS-owned or leased quarters, whether rented to employees of the FWS, employees of another Department of the Interior (DOI) bureau, another federal agency, or non-federal tenants who require quarters to contribute to the FWS mission.

1.2 Relationship to the Service Manual

The desk reference does not replace or supersede the Service Manual Part 371 policies or departmental or federal directives. While the Service Manual depicts policies, requirements, and rules, the desk reference serves as a process-oriented guide to quarters management processes, procedures, responsibilities, and tools. Quarters management stakeholders should refer to this desk reference for detailed processes not described in departmental or Service-level policy documents. Refer to Appendix C for a more complete list of references.

1.3 Quarters Management Authorities

The FWS must comply with all applicable federal laws and regulations that pertain to quarters, including administration, rental rates determination and collection, maintenance, operation, construction, and rehabilitation standards. The following is a synopsis of the most commonly applied regulations. For complete information, consult the DOI Housing Management Handbook (400 DM 3), Chapter 2.

1 The terms quarters, housing, and housing units are interchangeable. The DOI also uses the interchangeable term government furnished housing (GFH).
Public Law 88-459 (5 USC 5911) authorizes agencies to provide government quarters to employees only when conditions of employment or availability of housing warrant such actions. The law allows for the collection of rent and charges for facilities. Rental rates should be based on reasonable value and the collection of rent will be done through payroll deduction.

Public Law 89-554 (5 USC 5536) prohibits the establishment of rental rates or other charges that would provide a subsidy, serve as an inducement in the recruitment or retention of employees, or encourage the occupancy of existing housing. Such actions constitute the provision of additional pay or allowances, which is prohibited.

Public Laws 98-473 requires rental receipts to be deposited in a special fund, where they remain until used exclusively for the maintenance and operation of quarters.

Public Law 100-446 rescinds the provisions of Public Law 98-473 that restricted the use of rents and charges collected through payroll deduction to only the sites where the funds were collected. Any portion of, or all, rental receipts can now be transferred to another site. The funds can only be used for expenses related to quarters maintenance and operation.

Public Law 104-333 (16 USC 17 (c)), Omnibus Parks and Public Lands Management Act of 1996, expands the options available for the construction and repair of essential government housing, and the alternatives to onsite government quarters. The law promotes reliance on the private sector to finance or supply housing to the maximum extent possible in order to reduce the need for federal appropriations. The law also calls for eliminating government quarters that are not needed and stipulates that needed government quarters should be situated in a manner that does not harm primary resource values.

Public Law 95-616 (section 4(c)(1)), Fish and Wildlife Improvement Act of 1978 authorizes quarters for volunteers.

Accounting and Auditing Act of 1950 (31 USC 713) requires all agencies to report and maintain standard accounting systems on fiscal, budget, and program information. The act also provided the groundwork for establishing the Joint Financial Management Improvement Program (JFMIP). The JFMIP publishes the requirements for financial management systems.

Public Law 97-255 (31 USC 901), Federal Managers Financial Integrity Act, amends the Accounting and Auditing Act of 1950 to require federal agencies to establish internal accounting and administrative controls to prevent waste or misuse of agency funds or property and assure the accountability of assets.

Public Law 103-62 (31 USC 1116), Government Performance and Results Act, requires agencies to develop five-year strategic plans, prepare annual performance plans, and prepare annual performance reports that review the agency's success or failure in meeting its targeted performance goals.


Office of Management and Budget (OMB) Circulars:

- A-11 Preparation and Submission of Budget Estimates sets forth policies related to budgeting and planning for the construction of quarters.

- A-25 User Charges establishes federal policy regarding fees assessed for government services and for sale or use of government goods or resources. The circular provides information about the scope and types of activities that are subject to user charges and how those charges are to be set. In addition, it provides guidance for agency implementation of charges and the disposition of receipts collected.
A-45 Rental and Construction of Government Quarters contains procedures for establishing rental rates and charges for related facilities that are provided to tenants and contains construction standards for quarters.

A-123 Management’s Responsibility for Internal Controls defines the management responsibilities for internal controls in federal agencies.

**DOI 400 DM 3 and Departmental Housing Management Handbook** provides guidance to DOI bureaus for acquisition, maintenance, management, and disposal of quarters.

**FWS Policy Manual** provides further governance for quarters management for the FWS.

1.3.1 Reduce the Footprint

The OMB’s Reduce the Footprint (OMB Memorandum M-12-12, dated March 25, 2015) has no impact on the quarters inventory.

1.4 Database and Quarters Systems Management

FWS quarters management involves use and familiarity with four interconnected enterprise systems:

**Internet Quarters Management Information System (iQMIS)**: The DOI system of record for rent setting, tenant tracking, and reporting for government quarters. The iQMIS database provides management information to the OMB and to national, regional, and installation quarters managers.

**Financial and Business Management System (FBMS)**: The DOI integrated finance and administrative system; also the real property system of record used for Federal Real Property Profile (FRPP) reporting.

**Service Asset and Maintenance Management System (SAMMS/Maximo)**: The FWS facility maintenance and capital improvement database of record. SAMMS contains facility inspection and maintenance work orders that document condition of each asset, itemizes any deferred maintenance needs and their estimated costs, and documents desired improvements to assets including construction of new assets. In SAMMS, all project funding proposals for maintenance, rehabilitation, and replacement are documented for constructed real property assets, regardless of funding source.

**Federal Personnel/Pay System (FPPS)**: The DOI's Interior Business Center (IBC) integrated, on-line, and real-time personnel and payroll system.

The following outlines the main processes involved in using each system:

- A rental rate is set based on data inputted into the iQMIS. This data is shared with the FBMS and the FPPS.
- When a tenant that is a federal employee is entered into the iQMIS, the information is sent to the FPPS. The FPPS collects the rental rate via payroll deduction.
- The rent payment, rather collected via FPPS payroll deduction or another approved method, is recorded in the FBMS as revenue.
- The field station uses the collected rental income to manage and maintain the quarters program. All expenditures are tracked in the FBMS.
- All quarters maintenance work is recorded in SAMMS and the FBMS. The work order cost and completion data is transferred to SAMMS so that the system maintains an accurate record of costs.

Although the majority of quarters-related transactions are conducted in the iQMIS, the FBMS, SAMMS, and the FPPS, other systems are used for additional functions related to quarters:

- **QuickTime**: Captures employee time and attendance entries against work orders.
- Pay.gov: Allows for the reporting of cash and check receipts (collections) to the US Treasury through a secure, web-based system. **Law 5 USC 5911** requires that when at all possible, paid employees should use payroll deduction as their method of rental payment.

### 1.5 How to Use this Desk Reference

This desk reference is comprised of nine sections: (1.0) Introduction and Purpose, (2.0) Roles and Responsibilities, (3.0) Determine the Need for Quarters, (4.0) Add Quarters to the Inventory, (5.0) Manage Quarters, (6.0) Manage Tenants, (7.0) Dispose of Quarters, (8.0) Inform Tenants of Responsibilities, and (9.0) Manage the Quarters Program.

Some sections describe a key process within quarters management. These sections each begin with a flow chart detailing the high-level process and continue with subsections that provide step-by-step details on completing each part of the process.

Some subsections contain a table of sequential tasks and the corresponding role responsible for carrying out the task. These tables are meant to break down each sub-process into simple step-by-step instructions.

### 1.6 Revisions

The Business Management and Operations directorate (BMO) is responsible for ensuring that this desk reference is current and is responsible for preparing any necessary revisions. Requests for changes or amendments to the desk reference should be submitted to the BMO. Refer to **Appendix G** for the Desk Reference Version and Change Log.
2.0 Roles and Responsibilities

This section provides stakeholders the detailed roles and responsibilities expected at each level of quarters management within the service. The handbook distinguishes between three levels: headquarters, regional, and local. Roles and responsibilities are also categorized by phase (e.g., general responsibilities, determine the need for quarters, add quarters to the inventory, manage quarters, manage tenants, and dispose of quarters).

This section will help answer the following questions:

- Who has responsibilities for quarters?
- What are the responsibilities related to quarters management held by each stakeholder in the FWS quarters management process?
- Which responsibilities lie at the headquarters, regional, and local levels?

It is important to note that because responsibilities vary by region and locality, one person may fulfill multiple roles, just as one role may be fulfilled by multiple people. Please view this section under the lens of each specific region and/or locality.

2.1 Collaboration

Ensuring full compliance with the authorities, regulations, and policies outlined in Section 1.3 requires an interdisciplinary team approach to quarters management. The FWS draws expertise from multiple functional areas and program representatives, as listed in Table 1.

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget and Finance</td>
<td>Manages the collection of rental income and the expenditure of quarters funds. Reviews financial data to ensure accurate rental rate deductions and collections.</td>
</tr>
<tr>
<td>Engineering</td>
<td>Manages quarters rehabilitation, replacement, and construction projects. Advises on identifying and mitigating environmental hazards including lead-based paint, radon, and asbestos and coordinates appropriate surveys for environmental hazards as needed.²</td>
</tr>
<tr>
<td>General Services</td>
<td>Develops policies and procedures and performs oversight to ensure compliance with stated guidelines.</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Ensures required occupancy is documented in position descriptions, vacancy announcements, and tax documents.</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>Oversees the general facility management of quarters. Submits requests for project funding. Oversees rehabilitation and new construction. Performs comprehensive condition assessments.</td>
</tr>
<tr>
<td>Safety &amp; Health</td>
<td>Ensures quarters compliance with federal fire and safety codes and regulations.</td>
</tr>
<tr>
<td>Space Leasing</td>
<td>Procsues and manages leased housing.</td>
</tr>
<tr>
<td>Volunteer Management</td>
<td>Assists with the regulation of volunteers lodging in quarters.</td>
</tr>
</tbody>
</table>

² In some regions, environmental compliance is in the safety functional area.
2.2 Headquarters Level

2.2.1 Director

General responsibilities
- Approves policy for quarters management.
- Oversees the strategic direction of the quarters program.
- Approves transfers of funds among regions and/or from the headquarters account. See Section 5.1.1 for more information.

2.2.2 Deputy Director

General responsibilities
- Serves as the Service’s Senior Asset Manager.
- Oversees and manages the quarters program.

2.2.3 Assistant Director, BMO and Chief Financial Officer (AD-BMO)

General responsibilities
- Evaluates all aspects of the Service’s quarters management program to help ensure consistency with departmental policies, federal regulations, and executive orders.
- Represents the FWS quarters program to the DOI, Congress, OMB, the Congressional Budget Office (CBO), General Accountability Office (GAO), and others.

Add Quarters to the Inventory
- Approves requests for construction and acquisition of new, additional, or replacement quarters (Form DI 1871). Refer to Section 4.1.

2.2.4 Chief, Division of Contracting and General Services (CGS)

General responsibilities
- Assigns a national quarters officer (NQO).
- Provides reports to Congress, Office of the Inspector General, CBO, OMB, and others.

Manage Quarters
- Facilitates trans-regional fund transfers and brings the requests to the director for approval. See Section 5.1.1 for more information.

Quarters Management Controls and Strategic Planning
- Serves as the Management Control Evaluator (MCE) for quarters Management Control Reviews (MCRs) at the national level. The Chief, CGS may elect to appoint a designee for this task.

2.2.5 Chief, Division of Engineering

Add Quarters to the Inventory
- Manages quarters construction projects.

Manage Quarters
- Provides guidance and information on environmental hazards in quarters.

2.2.6 Chief, Division of Financial Management (DFM)

General responsibilities
- Manages financial aspects of the quarters program including audits, assets under construction, and reporting.
Add Quarters to the Inventory
- Creates work breakdown structures (WBSs) in the FBMS and asset numbers, upon request, for newly constructed or acquired quarters.

2.2.7 National Quarters Officer
General responsibilities
- Develops and implements quarters policy and supplemental procedures and interprets them for employees.
- Provides guidance, technical, and administrative support to regional offices and sites.
- Notifies regional offices about the Quarters Regional Surveys and adjustments to the Consumer Price Index (CPI) and distributes Departmental Regional Surveys to the regional quarters officers (RQOs).
- Coordinates FWS contact with DOI quarters officials.
- Maintains national level quarters inventory.

Add Quarters to the Inventory
- Reviews Justifications for New or Replacement Housing, Form DI 1871, for compliance with FWS policy and provides recommendations to AD-BMO. Refer to Section 4.1.

Manage Tenants
- Distributes DOI IBC rent program and installation instructions with adequate time to implement rent changes in March.
- Serves as the technical authority and liaison for the reconsideration/appeal process.

Quarters Management Controls and Strategic Planning
- Serves as the MCE for quarters MCRs at the Regional level.

2.2.8 Chief, Division of Human Resources
General responsibilities
- Works with the quarters management program to provide guidance and documentation on required occupancy.

2.2.9 Program Quarters Representatives
General responsibilities
- Represent the program’s interest in quarters management.
- Represent quarters’ interest to the program.
- Provide guidance to program local level representatives.

2.2.10 Program Budget Officers
General responsibilities
- Reviews collections and expenditures from the regional quarters account to ensure they are authorized.
- Screens monthly quarters expenditure files to ensure that budget object class codes are appropriate.
- Investigates any questionable obligations, if necessary.
2.3  Regional Level

2.3.1  Regional Directors

General responsibilities

- Ensures that project leaders/supervisors are accountable for implementing the quarters management program in accordance with all related laws and policies that affect quarters.

Add Quarters to the Inventory

- Reviews and recommends for the AD-BMO's approval Justifications for New or Replacement Housing, Form DI 1871. Refer to Section 4.1.

Manage Quarters

- Authorizes transfer of funds between programs. Refer to Section 5.1.1.

Manage Tenants

- Approves required occupancy certifications, Form DI 1872. Refer to Section 3.2.1.
- Convenes a panel to review employee requests for release from required occupancy.

2.3.2  Assistant Regional Directors (ARD) of Programs

Manage Quarters

- Initiates requests for transfer of funds among regions. See Section 5.1.1 for more information.
- Authorizes fund transfers between stations within their program. See Section 5.1.1 for more information.
- Ensures that annual real property inspections include the quarters inventory.

2.3.3  Regional Chiefs, Division of Contracting and General Services (CGS)

General responsibilities

- Assigns RQOs.

2.3.4  Regional Environmental Compliance Coordinators

Managing Quarters

- Works with local managers to ensure environmental hazards such as lead-based paint, radon, and asbestos in quarters are known and mitigated as appropriate.
- Assists with coordination of surveys for environmental hazards including lead-based paint, radon, and asbestos and provides technical assistance to project leader/supervisors regarding required visual inspections. Refer to Section 2.4.1.
- Ensures that lead-based paint abatement is performed by persons who have completed mandatory Environmental Protection Agency (EPA) approved certification training.

2.3.5  Regional Quarters Officers

General responsibilities

- Serves as the initial contact for project leaders/supervisors.
- Works with the NQO and project leaders/supervisors to provide reports, data, and communications about quarters.

3 In some regions, these roles are delegated to the ARD or a program. In these cases, documentation noting the delegation should exist.

4 In some regions, this responsibility is assigned to a program.
Manages the iQMIS database based on input from project leaders/supervisors.

**Add Quarters to the Inventory**
- Reviews Justifications for New or Replacement Housing (Form DI 1871) to ensure compliance with policy. Refer to Section 4.1.
- Sends a Government Housing Inventory Form, DI 1875, after quarters are approved, to the project leader/supervisor responsible for the quarters.
- Enters new quarters into the iQMIS. The housing unit record in the iQMIS references an existing FBMS building record if the record was marked iQMIS relevant in the iQMIS.

**Manage Tenants**
- Maintains up-to-date iQMIS records. The iQMIS automatically calculates the rental rate based on the information entered into the system. Data entries must be in accordance with 400 DM 3 and the Department’s Housing Management Handbook. Refer to Section 6.1.
- Provides guidance and/or addresses tenant issues.
- Reviews Requests for Reconsideration of rental rates and ensure there is adequate comparable rental data. See Section 6.8.

**Dispose of Quarters**
- Deletes record in the iQMIS of housing units removed from quarters management program (demolished or changed use) in coordination with program Regional Facility Management Coordinator (FMC) and the Regional Asset Management Coordinator (AMC).

**Quarters Management Controls and Strategic Planning**
- Serves as the MCE for quarters MCRs at the local level.

### 2.3.6 Regional Facilities Program Supervisor

**Add Quarters to the Inventory**
- Reviews Justifications for New or Replacement Housing (Form DI 1871) to ensure compliance with policy. Refer to Section 4.1.
- Adds new/replacement quarters to the Deferred Maintenance (DM) plan. Quarters should only be added to the DM plan once final approval is received from the AD-BMO.

### 2.3.7 Regional Facility Management Coordinators (FMC)

**Manage Quarters**
- Completes a Comprehensive Condition Assessment every five years.
- Verifies and validates all quarters are recorded appropriately in SAMMS with the appropriate asset code.
- Identifies and documents all deficiencies found during condition assessments in SAMMS.
- Creates Deferred Maintenance work orders in SAMMS based on the results of Comprehensive Condition Assessments (CCAs).

### 2.3.8 Regional Asset Management Coordinators (AMC)

**Add Quarters to the Inventory**
- Submits requests for asset shell setup for new building records to the DFM and releases the record in SAMMS and the FBMS.

**Manage Quarters**
- Maintains accurate data between SAMMS and the FBMS.
• Creates work orders in SAMMS and FBMS for station use in documenting maintenance and repairs.

2.3.9 Regional Human Resources Officers

Manage Tenants
• Documents an employee’s status as a required occupant on the SF 50, Notification of Personnel Action.
• Includes a position’s occupancy requirement in the position description and the vacancy announcement for each position having such a requirement.
• Ensures that unions with exclusive recognition are contacted and collective bargaining impact and implementation obligations are satisfied in accordance with 5 U.S.C. 71.

2.3.10 Regional Budget and Finance Officers (BFO)

General responsibilities
• Keeps current and accurate financial records for each quarters.
• Receives and reviews WBS and asset number requests from AMCs and ensures accuracy before forwarding the requests to DFM for processing.
• Receives and reviews from field stations purchase requests related to real property, to ensure that costs will be accurately tracked in the FBMS.

Add Quarters to the Inventory
• Completes the acquisition cost information for each new asset record in the FBMS, as well as any capitalized improvement costs for existing assets and forwards this information to the DFM.

2.4 Local Level

2.4.1 Project Leaders/Supervisors

General responsibilities
• Oversees the operation and maintenance of quarters.

Determine the Need for Quarters
• Identifies a need for additional quarters and conducts analysis on alternatives and options.
• Ensures implementation of alternative solutions to on-site quarters is coordinated with the regional office.

Add Quarters to the Inventory
• Develops proposals and works with the Regional AMC on forthcoming plans to construct, acquire, or replace real property assets.
• Initiates Justifications for New or Replacement Housing (Form DI 1871). Refer to Section 4.1.
• Ensures that the quarters meet the requirements for the addition to the inventory.
• Ensures that quarters have been inspected and major deficiencies have been mitigated prior to tenant’s check-in.

Manage Quarters
• Ensures that quarters are safe, reliable, and sanitary.
• Ensures the completion of annual real property inspections. Reports all major deficiencies that the station can’t correct to the regional FMC.
• Performs lead-based paint inspections at least annually, or when necessary, as described in the Lead-Based Paint in Residences fact sheet.
• Performs semiannual visual inspections on quarters with friable asbestos containing materials to ensure that any damage/deterioration of asbestos containing materials is detected and corrective action taken.
• Ensures that tenants with disabilities have access to the same services and opportunities provided to all other tenants.
• Develops strategies for rehabilitating units into good condition.
• Records costs associated with the operation and maintenance of the quarters.
• Requests, from the AMC, an asset-specific work order when repairs to any individual asset are expected to exceed $5,000.
• Report completed work on quarters to the Regional AMC.

Manage Tenants
• Maintains accurate tenant information in the iQMIS\(^5\) including check-in and check-out.
• Ensures the appropriate forms are completed and signed upon check-in including the Quarters Assignment Agreement (lease) and lead-based paint disclosures.
• Downloads and sends the rent implementation forms from the iQMIS when rents change. Provides tenants 30 days' notice of any rental rate change.\(^6\)
• Ensures accurate inventory and tenant data and deduction documentation is provided to the RQO for entry into the iQMIS and rental rate determination.
• Updates annually and signs documentation for rent deductions because of lack of amenities, loss of privacy, excess or inadequate size, excess heating and cooling costs, and poor condition.
• Initiates Certificates of Required Occupancy (Form DI 1872). Refer to Section 3.2.1.
• Shares information with the tenant regarding how rents are set and how required occupancy is determined.
• Implements and adheres to FWS policy in meeting the criteria for volunteer housing as outlined in 150 FW 3.6-8.
• Makes sure employees affected by required occupancy determinations are aware of their rights for appeal (see 371 FW 3 and 4).
• Ensures that tenants receive at least 30 days’ notice to vacate unless the Quarters Assignment Agreement (lease) requires less notice (the tenant may agree to a shorter period to vacate).
• Ensures that tenants are informed of all appropriate quarters issues including health hazards (lead-based paint, asbestos, radon, etc.).
• Ensures that tenants comply with all terms of the Quarters Assignment Agreement (lease).
• Acts as liaison to attempt to resolve conflicts with tenants and others.
• Ensures that requests for reconsideration receive responses and employees are informed of their rights to exercise official claims.

Dispose of Quarters
• Develops a strategy to eliminate obsolete quarters and excess quarters.
• Requests authorization to dispose of quarters by forwarding appropriate documentation and forms to the Regional Facility Branch.
• Documents, through the AMC or the FMC, the completion of approved disposals.

\(^5\) This responsibility requires a tenant manager role in the iQMIS. If the project leader/supervisor does not hold that role, the responsibility is transferred to the RQO.
\(^6\) See note 5.
2.4.2 Tenants

General responsibilities

- Occupies government quarters only as authorized or required by management.
- Adheres to the terms and conditions in the Quarters Assignment Agreement (lease) and abides by DOI and FWS policies.
- Verifies and confirms inventory and rental calculations and follows the established processes to inform the RQO of discrepancies.
- Notifies facility management staff of any critical maintenance need to avoid further damage or costly repairs.
- Provides information/certifies annually to the RQO deductions such as unused space and loss of privacy. Refer to Section 6.1.
- Notifies the project leader/supervisor if the condition of the quarters has changed with regards to health hazards (e.g., encapsulated lead-based paint peels or material known to contain asbestos is exposed).
- For tenants that possess a firearm: Utilizes a firearm safety locking device, stores ammunition separate from the weapon, properly operates personally owned firearms, and abides by state and local law to legally possess a firearm.
3.0 Determine the Need for Quarters

This section describes the procedure for determining the need for quarters in the FWS inventory. It will help answer the following questions:

- Does a program need quarters?
- What type of quarters are needed?
- What are the various methods for acquiring quarters?
- What actions must stakeholders complete during and after any quarters addition?

It is the policy of the FWS to rely on the private sector to provide housing for FWS employees. The cost to the government of acquiring, constructing, operating, maintaining, managing, and disposing of quarters typically far exceeds the value of rental receipts collected. For this reason, the Service will provide only the number of quarters necessary to support the FWS mission.

New or replacement quarters will not be provided unless it has been determined by the AD-BMO that the quarters are essential to the accomplishment of the FWS's mission. Further, the need to construct, retain, or acquire additional quarters (including major rehabilitations and replacement of units) is limited to circumstances where it is determined that 1) the employees must live at the station to provide necessary service or protection, or 2) adequate housing is not available in the local commuting area.

Individuals can only occupy quarters that are recorded in the iQMIS. Quarters must remain in the iQMIS inventory as long as it is occupied or a future need is identified.

![Figure 1: Process for Determining the Need for Quarters](image)

3.1 Conduct Housing Requirements Analysis

The DOI requires a Housing Requirements Analysis (HRA) to ascertain a need for new or replacement quarters. Refer to Section 3.1.2 of the DOI Housing Management Handbook for more information.
The HRA is required to be submitted at the same time as Form DI 1871: Justification for New or Replacement Housing (refer to Section 4.1.). Refer to the Justification for New or Replacement Quarters Checklist in Appendix G.

The HRA must include the following items:

- Number of anticipated tenants by position, title, series, and grade
- Duties and services performed by the anticipated tenants
- Whether or not the anticipated tenants are key employees
- Statement of no available housing for purchase or lease in the private market
- Description of government and local housing market within 30 miles of designated housing site
- Insufficient housing demonstrated by one of more of the following conditions: (a) housing cannot be located through a realtor or advertisement, (b) available housing is substandard, (c) available housing is not affordable, (d) employees on rotation cannot commit to leases
- Statement that the proposed quarters follows OMB guidelines prescribed in OMB Circular A-45
- Name and phone number of each person contacted while the HRA was conducted
- Future rent computation demonstrating comparison to anticipated occupant’s salary for affordability
- If replacement, previous vacancy rate is documented (goal is less than 50 percent vacancy in previous five years)

Some of the following subsections provide information that may serve as an input to the HRA.

### 3.2 Determine Occupancy

As part of the HRA completed in the previous step, the program will consider the number of employees needing quarters by position, title, series, and grade. This information will help the program determine the following: whether occupancy is required (see Section 3.2.1) or permitted (see Section 3.2.2); whether the need is for permanent or seasonal occupants; the likelihood of occupants needing space for dependents; and the expected income of the anticipated tenants (what rental rate can the tenants afford?).

#### 3.2.1 Required Occupancy

Required occupancy is when an employee must live in government furnished quarters to hold a position at a duty station. Refer to the FWS Policy Manual (371 FW 3) for more information about FWS policies and procedures concerning required occupancy. The policy answers the following questions:

- What is required occupancy and when does the Service use it?
- What documentation is necessary to establish required occupancy?
- What are the procedures for requesting reconsideration of or appealing required occupancy of quarters?
- What are the reconsideration/appeal procedures for required occupants?
- What criteria must a tenant meet for his or her rent to be exempt from federal taxes?
In determining required occupancy needs, project leaders/supervisors should consider the following:

- **Identify Response Activities:** These activities may include law enforcement, emergency medical services (EMS), search and rescue (SAR), structural and wildland fire, resource protection, major utility system failure, or snowplowing. Other activities deemed needing emergency response may require additional approval.

- **Rationale/justification:** The justification should include documentation of severity and frequency of incidents, memorandums of understanding, and documentation of after-hours call out/call back records.

- **Response time determinations:** These determinations must be based on benchmark criteria (site specific hatchery emergency response to avoid loss, Occupational Safety and Health Administration recommendations, EMS standards, National Fire Protection Association standards, etc.).

- **Alternatives:** Alternatives to requiring on-site quarters may include alarms, electronic monitoring for hatchery operations, fire sprinkler system, contractor, on-call, 24-hour coverage, change in response time and/or response zone designation.

Occupancy is required for the convenience of the government—not the employee. That is, the requirement for occupancy of the unit will be associated with the need for any responsibilities of a particular position, rather than the personal preference of the individual who happens to encumber the position at the moment. Thus, where there is an historic pattern of alternating occupancy between "required" and "permitted" to accommodate the desires of the employee, occupancy will not be regarded as "required," since in such cases, occupancy is not for the convenience of the government.

### 3.2.2 Permitted Occupancy

Permitted occupancy is allowed as a benefit to the field station. Quarters must be justified based on direct mission-related functions that cannot be accomplished unless quarters is provided. Justification for permitted occupancy is based on the existence of a direct mission-related factor, such as the following:

- Inadequate residential housing availability in the local market/remoteness
- Community involvement needs
- Back-up emergency response
- Deterrence
- Non-paid entities supporting the mission
- Temporary work force

All reasonable alternatives should be considered before determining employees for permitted occupancy. Once all reasonable alternatives have been exhausted, the units that are needed for permitted occupancy are documented as being beneficial. Employees who occupy these units do not receive quarters as a condition of employment and are considered non-required/permitted occupants.

### Volunteers

All of the following conditions must be met before the FWS can provide a volunteer with quarters:

- The volunteer may not displace a government employee.
- The volunteer must be an adult (18 years of age or older). The volunteer may not live within a 50-mile commute of the duty station.
- The volunteer must work a minimum of 20 hours a week. If a couple volunteers, at least one must work a minimum of 20 hours.

Per 371 FW 6, all volunteers must be recorded in the iQMIS and must sign Form DI 1881, Quarters Assignment Agreement. This agreement is their lease and states the terms of their occupancy. When entering volunteers into the iQMIS.
Per Section 3.5.1.D of the DOI Housing Management Handbook, the FWS may allow volunteers to occupy quarters without charges to the volunteer. However, the benefitting account then pays the rental and utility amount for occupying that quarters. For the method of payment in the iQMIS, Tenant Managers may select either “Bill of Collection” if the volunteer is paying the rental rate or “Benefitting Account” if the benefitting program that hires the volunteer is paying the rental rate. If rent charged to the volunteer is less than the iQMIS rental rate, the benefitting account then pays any difference. There may be options for rent payment by benefitting Programs, including the use of memorandums of understanding with the host property and/or journal vouchers to exchange funds. Contact the RQO for guidance.

Additional information about providing quarters to volunteers is outlined in FWS Policy 371 FW 6 and FWS Policy 150 FW 3 (Section 3.6 – 3.8).

Excessive cleaning and damage will be billed directly to the volunteer in the form of a bill of collection. If the volunteer is non-compliant, the station is expected to pay for any excessive cleaning or damages to the unit.

**Transient Employees**

Transient housing units are hotel-type accommodations, and are usually offered with government-provided furnishings, linens, and housekeeping items and supplies as well as special services. The iQMIS transient rate can be applied to any quarters that is being occupied on a transient basis.

Employees are only transient if they are working outside their assigned duty station for a set time period, usually for 30 days or less.

Employees duty stationed in the area where the quarters is located must (1) be assigned to the housing unit on a seasonal or permanent basis (i.e., not allowed to use the daily rental rate) or (2) commute to the area from their residence in the local community. These tenants are not permitted to use the transient rental rate.

**Non-Federal Employees**

When FWS-owned or leased government quarters is unoccupied, pending program use or disposal, it may be in the government's interest to have the quarters temporarily occupied. If quarters are rented to non-federal tenants, rental charges are to be set in accordance with OMB Circular A-25 which requires the establishment of a “fair market” rent when renting to non-federal tenants. This can either be done through iQMIS by using the non-federal rent or by market analysis.

Quarters should not be retained solely because rent-paying tenants occupy it.

For information about the use of quarters by non-bureau/office tenants during periods of temporary non-utilization and pending disposal by the General Services Administration (GSA), refer to Section 3.2 of the DOI Housing Management Handbook.

Consideration for occupancy by contractors will follow the bureau/office employee occupancy guidance determining interim use of non-excess and excess quarters.

### 3.3 Review Alternatives to Quarters

Before requesting approval to add or replace quarters to the inventory, project leaders/supervisors should review all possible options. Some common alternatives to quarters include the following:

- Contracted services
- Shift work/change of duties/on-call status
- Delegation/relocation of function out of the field station
- Leasing from the private market
- Partnerships with other agencies or communities
### 3.4 Consider Quarters Options

New quarters should be designed to meet the specific needs of the field station. Similar to the private rental market, a variety of structures are used as government quarters. These structures are represented as rent classes in the iQMIS. The available iQMIS rental classes are listed in Table 2.

#### Table 2. iQMIS Rent Classes

<table>
<thead>
<tr>
<th>Rent Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment</td>
<td>An apartment is a self-contained housing unit that occupies only part of a building. It generally includes common hallways and entryways shared by all individuals living in the building.</td>
</tr>
<tr>
<td>Bunkhouse/Dormitory*</td>
<td>A housing unit classified as a dormitory or bunkhouse will have at least one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Multiple bathroom fixtures such as several sinks, showers, and toilets in one bathroom</td>
</tr>
<tr>
<td></td>
<td>• Multiple kitchen fixtures, such as several ranges, refrigerators, and sinks, or a lack of a kitchen</td>
</tr>
<tr>
<td></td>
<td>• A large common sleeping area with numerous beds or bunk-beds</td>
</tr>
<tr>
<td>Cabin</td>
<td>A cabin is a small, roughly built house, or cottage with minimal amenities.</td>
</tr>
<tr>
<td>House</td>
<td>A single family detached house is a building containing one single housing unit, designed for occupancy by one individual or family.</td>
</tr>
<tr>
<td>Mobile Home</td>
<td>A mobile home is a moveable living unit that is located on a site where the wheels and axles have been removed, a skirt is installed around the unit, and the unit cannot be rapidly moved to another site. There are no restrictions on the size, length, or width of a mobile home; it is classified as a mobile home solely on being disabled from immediate removal to another site.</td>
</tr>
<tr>
<td>Multiplex</td>
<td>A multiplex is a building containing two or more single-family living units that have joined or connected walls. Plexed units are referred to as duplexes, triplexes, row houses, townhouses, cluster homes, patio homes, etc. These do not share a common entryway as apartments do, but contain separate external entrances for each living unit.</td>
</tr>
<tr>
<td>Trailer Pad/ Tenant-owned Recreational Vehicle (RV)</td>
<td>A trailer pad is a designated space where a personally-owned trailer is parked for a specific time.</td>
</tr>
<tr>
<td>Travel Trailers/Govt-owned RV</td>
<td>Travel trailers are movable living units, of any size, length and width, which have wheels and axles in place, allowing rapid movement to another site. The FWS further defines this rent class. Refer to Section 3.4.2 for more information.</td>
</tr>
</tbody>
</table>

*The iQMIS definition for dormitory is expected to change with the release of the updated Circular A-45. Refer to the Housing Manager's Manual in the iQMIS for the most recent definition.

#### 3.4.1 Tents

Tents (including tent-houses and tin tops) are no longer an iQMIS rent class. Tents have few conveniences, are for seasonal use only, and have a shared community bath. Rental and related charges are not assessed for this type of quarters.
3.4.2 Travel Trailers
The FWS further delineates the iQMIS rent class “Travel Trailers/Govt-owned RV”.

- **Travel trailer**: A travel trailer is towed behind a vehicle and provides a protected place to sleep. This type of trailer does not have access to a direct connection to electricity (may have a temporary connection to a vehicle battery) or water. Travel trailers do not meet code and life safety standards suitable for long-term quarters and should not be entered into the iQMIS.

- **Government-owned RV**: An RV is a motor vehicle or trailer equipped with living space and amenities similar to those found in a home. RVs have connections (hook-ups) to electricity and water utilities. Government-owned RVs should be recorded in the iQMIS.

3.4.3 Extremely Isolated Cabins
Extremely Isolated Cabins (sometimes referred to as backcountry cabins) used for emergency, recreation, or research shelters in extremely isolated wilderness, islands, or backcountry areas will not be considered quarters. Unlike quarters, these primitive facilities have no reasonable expectation of conformance to any International Building Code or National Fire Protection Association (NFPA) Life Safety Codes. To qualify as an Extremely Isolated Cabin, there must be no realistic expectation of permanent electric, water, and mechanical utilities. Extremely Isolated Cabins will be used for short term stays and should not be entered into the iQMIS.

3.4.4 Bunkhouse/Dormitory
For all units classified as a bunkhouse/dormitory in the iQMIS, the RQO, with the support of the project leader/supervisor, must verify that the structure meets at least one of the three criteria associated with the rent class outlined in Table 2. The RQO must send proper justification, which may include floor plans and pictures, to the NQO for all units with this rent class in the iQMIS.

Any building utilized as a bunkhouse must have been designed for use as a bunkhouse. Other buildings utilized as bunkhouses must be approved for such use by the regional Authority Having Jurisdiction (AHJ) and must be renovated and inspected with approval documented by the AHJ.

3.4.5 Trailer Pads
A trailer pad is a designated space where a personally-owned trailer is parked for a specific time. Trailer pads must be approved and included in iQMIS if a paid federal employee uses the space for their personally-owned trailer. Trailer pads used exclusively by volunteers, cooperators, and concessioners do not need to be recorded in the iQMIS. In instances when FWS-owned mobile home sit on top of FWS-owned trailer pads, only the mobile homes will be included in the iQMIS inventory and SAMMS.

Amenities associated with trailer pads may include, but are not limited to, trailer pad with hookup, propane gas, laundry, and internet.

3.5 Determine Appropriate Acquisition Option

If it is determined that quarters are needed in order to meet the mission of the FWS, the next step in the process is to select the most cost effective quarters acquisition option. The following should be considered carefully:

- Is there a long term need for quarters? Or, will the quarters only be used in the short term?

- Will the units be occupied year round? Or, will the quarters be used for seasonal employees and unpaid staff?

- Are there units available for rent from the private sector or from another agency?

- Is it likely that the tenant(s) will have dependents living with them?
• What is the pay grade of the tenant(s)? Can they afford to pay the rental rate for a 3-bedroom house? Or, would they prefer an apartment? It should be remembered that rental rates are not based on pay grade or occupant ability to pay. Rental rates are based on the size of the unit and the market of the nearest establish community.

• What is the appropriate utility source? If the quarters are in an area with high seasonal heating/cooling costs, will the tenant be able to afford the utility costs?

One general rule of thumb that can be used to relate affordability to housing size and suitability is to design and construct housing such that the resulting total housing cost, including utilities, taxes, and insurance, does not exceed 30 percent of gross income of the targeted position(s). This calculation does not provide a specific rent amount cap as rent is based upon the actual rental costs.

The following sections provide details on the following acquisition options: new construction, acquisition/building repurpose, leasing from the private sector, and interagency agreements.

3.5.1 New Construction and Project Management
The FWS will construct new housing in accordance with the OMB Circular A-45 and nationally recognized design standards.

For information on engineering and construction management, refer to 360 FW 1-4.

Building in a Flood Plain
The FWS must recognize and mitigate any possible risk for building, replacing, and renovating quarters located within a floodplain. For more information, refer to Executive Order (EO) 11988 and EO 13690: Federal Flood Risk Management Standard.

3.5.2 Acquisition/Building Repurpose
Structures may become available as a result of donations, land transfer(s), acquisition of land, and/or excess property. If a structure is acquired or repurposed, the field station must perform a detailed analysis of the cost of operation, maintenance and repair, recapitalization/replacement, and overall sustainment of facilities proposed or planned for its use. Information obtained by this analysis will be used to determine whether it is appropriate, or feasible, to acquire or continue to own the structure, based on the long-term cost of ownership. No structure will be acquired for, or used as, quarters unless the need is documented; the structure is in good condition; the structure meets the appropriate design and construction codes and has been reviewed for fire and life safety; and form DI 1871 has received final approval from the AD-BMO.

Compliance is expected to be completed prior to funding. Any exceptions must be approved by the AD-BMO.

For additional information about real property acquisition, refer to 340 FW 1.

3.5.3 Leasing from the Private Sector
The FWS relies upon the private-sector to provide quarters for employees. When an employee needs private rental housing, that employee should rent the housing directly. It should be rare for field stations to lease housing to permanent employees, when housing is available for rent, lease, or purchase in the community.

As an alternative to construction, the FWS has the authority to lease housing at, or near a field station location, for use as seasonal housing. This applies only when there is a shortage of adequate and affordable seasonal housing; the requirement for seasonal housing is temporary; and leasing is more cost-effective than construction. All leased housing must comply with minimum fire and life safety found in Section 5.1.6 of this desk reference.
A FWS Leasing Contracting Officer (LCO) would be required to sign the lease. The need for leasing must be documented and any leased units must be included and tracked in both the FBMS and the iQMIS. A form DI 1871, Justification for New and/or Replacement Housing, with documentation of the need and duration of occupancy must be completed. The lessor would have to register in SAM.gov in order to receive rental payments.

More information about FWS Space Leasing policies and procedures can be found in 370 FW.

3.5.4 Inter and Intra-Agency Agreements, Memorandums of Understanding, Memorandums of Agreement, and Cooperative Agreements

Agreements, including interagency and intra-agency agreements, memorandums of understanding, memorandums of agreement, and cooperative agreements, permit the FWS to use another federal agency’s or conservation partner’s property for a specific period of time in return for a payment. These agreements also allow the FWS to permit other federal agencies and conservation partners to use FWS quarters if the units are not needed for FWS employees. These agreements may be either short term or long term.

If another federal agency or conservation partner has quarters available in proximity to the field station and if the field station has a demonstrated continued need for additional quarters, an agreement is beneficial to the federal government because it (1) helps the field station meet quarters demand without obligation of further construction or long private leases and (2) provides occupation of government-owned quarters otherwise unoccupied.

Those wishing to enter into an agreement for quarters must abide by both quarters policy and space leasing policy. For quarters policy, the field station should follow the procedures to add quarters to the inventory (refer to Section 4.0.) This includes submitting a Form DI 1871: Justification for New or Replacement Quarters. For space leasing policy, the field station should contact the regional space management coordinator.

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7 DOI employees staying in quarters recorded in the iQMIS will pay the iQMIS federal employee rate via payroll deduction unless otherwise specified in the agreement. Agreements may specify reimbursement for other services provided in relation to the hosting the tenant in government furnished quarters.
4.0 Add Quarters to the Inventory

This section describes the procedure for adding a housing unit to the FWS inventory. It will help answer the following questions:

- What is the approval process to add quarters?
- What compliance measures must be met to bring quarters into the inventory?
- What are the processes to acquire new quarters?
- How are new quarters entered into the database?

OMB Circulars A-11 and A-45 establish the policies, justifications, requirements, and restrictions associated with the construction of quarters. The provisions of these circulars will be applied, as prescribed below, regardless of the method contemplated for establishing new or replacement quarters.

The process for adding quarters to the inventory is represented in Figure 2.

4.1 Request Approval

Before requesting approval, all of the planning steps outlined in Section 3.0 must first be completed. Proper planning provides the justification for acquisition and ensures the proper structure (the tenants can afford the rental rate, etc.) is acquired/constructed.

The approval process requires the following documents:

- Memorandum from the region initiating the request: The memorandum must include an overview of the need, the Regional Director’s signature, and it should be addressed to the AD-BMO.
- Form DI 1871: Justification for New or Replacement Quarters: This form must include the nearest established community (NEC), the distance from the proposed quarters site to the NEC, whether the proposed tenants are required occupants, and the housing classification.
- HRA (refer to Section 3.1).
These documents should be submitted via the process outlined in Table 3. This process applies to all methods of acquisition outlined in Section 3.5. Refer to the Justification for New or Replacement Quarters Checklist in Appendix G.

<table>
<thead>
<tr>
<th>Step #</th>
<th>Action</th>
<th>Responsible Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Compiles the following documentation:</td>
<td>Project leader/supervisor</td>
</tr>
<tr>
<td></td>
<td>• Memorandum from the region initiating the request</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Form DI 1871: Justification for New or Replacement Quarters</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• HRA (see Section 3.1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Any additional supporting documentation.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Loads the documentation into the Document Tracking System (DTS).</td>
<td>Project leader/supervisor</td>
</tr>
<tr>
<td>3</td>
<td>Reviews the documentation in the DTS and makes a recommendation.</td>
<td>Regional Facilities Program Supervisor</td>
</tr>
<tr>
<td>4</td>
<td>Reviews the documentation in the DTS to ensure compliance with policy.</td>
<td>RQO</td>
</tr>
<tr>
<td>5</td>
<td>Reviews the documentation and makes a recommendation in the DTS.</td>
<td>Regional director</td>
</tr>
<tr>
<td>6</td>
<td>Reviews the documentation in the DTS for compliance with DOI policy.</td>
<td>NQO</td>
</tr>
<tr>
<td></td>
<td>Routes the request to the appropriate National Wildlife Refuge System or National Fish Hatchery program office for concurrence before the AD-BMO reviews the request for approval.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Reviews the documentation in the DTS and makes a recommendation to the AD-BMO.</td>
<td>Appropriate National Wildlife Refuge System or National Fish Hatchery program office</td>
</tr>
<tr>
<td>8</td>
<td>Approves or denies the request in the DTS.</td>
<td>AD-BMO</td>
</tr>
<tr>
<td>9</td>
<td>Adds quarters to the DM plan.</td>
<td>Regional Facilities Program Supervisor</td>
</tr>
</tbody>
</table>

4.2 Address Rules and Regulations

Any new quarters—whether newly constructed, acquired, or leased—should meet all applicable environmental, health, safety, and accessibility requirements. For more information, refer to Section 5.1.6 on life safety/health and Section 5.1.7 on accessibility.

4.3 Secure Funding
Refer to the Constructed Real Property Management Handbook for more information about construction funding.

4.4 Acquire New Quarters

Once the Form DI 1871 is approved and all compliance and regulations have been addressed, the field station may acquire the new quarters using the acquisition option identified in Section 3.5.

4.5 Record New Units

Recording real property begins in the FBMS. The station manager or the project leader/supervisor must ask the Regional Program AMC to request an asset number from the DFM for all new building records. This process must occur before the structure is acquired or construction begins as the record must exist in the FBMS and SAMMS before any funds can be expended. With the building number, the AMC will then create a work order for station personnel to use in preparing purchase requests, moving credit card costs for materials, and recording labor hours spent on acquisition or construction of the new asset.

All quarters that the FWS owns or operates should be marked as Maximo Relevant and included in SAMMS. Marking a record as Maximo relevant synchronizes it with SAMMS through the existing FBMS and SAMMS interfaces and allows work orders to be created to identify deficiencies.

The building record in the FBMS should also be marked as iQMIS relevant. This action should be completed only once the building is ready for occupancy. Once this is done, the FBMS building record will be interfaced with iQMIS during the nightly upload.

Refer to Figure 3 for more information about the interaction between the systems.

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8 GSA leases are the exception to this guidance. GSA leases are not marked Maximo Relevant.
4.5.1 Definition of Building Types

As quarters management is an interdisciplinary program (see Section 2.1), the terminology associated with managing the program may differ. The terminology used in the relevant databases is outlined in Table 4.

<table>
<thead>
<tr>
<th>SAMMS</th>
<th>FBMS</th>
<th>iQMIS</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>No corresponding term</td>
<td>Business Area</td>
<td>Agency</td>
<td>The agency that owns the quarters. In this case, the FWS</td>
</tr>
<tr>
<td>Organization Code</td>
<td>Business Entity</td>
<td>Installation</td>
<td>A site where quarters is located</td>
</tr>
<tr>
<td>Real Property Location Record</td>
<td>Building</td>
<td>No corresponding term</td>
<td>A quarters facility record</td>
</tr>
<tr>
<td>No corresponding term</td>
<td>Rental Unit</td>
<td>Housing Unit</td>
<td>An individual unit, which can contain one or more tenants</td>
</tr>
</tbody>
</table>
### 4.6 Inspect Units Before Occupancy

Pre-occupancy inspections are required for all new quarters, regardless of acquisition method. This inspection is usually completed by the Regional Engineer or Safety Officer. For new construction, a pre-occupancy inspection is coordinated through the Contracting Officer prior to acceptance of the construction from the general contractor. For all other methods of acquisition, the project leader/supervisor should coordinate the inspection with the Regional FMC and/or Regional Engineer.
5.0 Manage Quarters

This section describes the procedure for managing quarters in the FWS inventory. It will help answer the following questions:

- What are the standards for maintaining quarters?
- How is quarters maintenance and operations funded?
- What are the life safety/health and accessibility requirements?
- How is maintenance data recorded and maintained?

Project leaders/supervisors are responsible for ensuring that quarters are safe, reliable, and sanitary. They may spend any balance in their station’s quarters account (Subactivity 8610) for quarters’ operations and maintenance.

5.1 Understand the Standards for Quarters

To fulfill its responsibility as both landlord and property manager, the FWS must adhere to industry-standard guidelines for asset management. The condition of each quarters shall be assessed annually by regional or field station staff. Appropriate life-cycle data and current replacement values for quarters, appliances, and equipment will be used to schedule replacement of these features. Health, safety, environmental, sustainability, and other livability considerations will also be incorporated into assessments and project proposals.

Quarters will be managed in accordance with the standard replacement and recapitalization schedules for the appropriate construction type using specific asset management guidance that addresses livability and appropriateness of design. Maintenance and replacement of appliances, furniture, air conditioners, fire extinguishers, and smoke alarms are quarters management responsibilities. The provision of these items is not subject to prior approval by the tenant, even if it results in a rent increase. Every reasonable effort will be made to avoid inconvenience to the tenant. Plans for inspections and routine maintenance activities should be made known to the tenant, via verbal or written notification, as far in advance as possible, and not less than 48 hours ahead. In emergencies, as much notice as possible will be given.

For more information on maintenance requirements and energy efficiency standards for quarters, refer to 371 FW 3.

5.1.1 Use of Rental Income for Quarters Management

The FWS must:

- Deposit quarters rents and money received from other rental charges in a special fund (FWS Subactivity 8610); and
- Only spend these funds on operations and maintenance described in Section 5.3 of the DOI Housing Management Handbook.

These funds are available until spent (“no-year money”).

Quarters rents are split so that 79 percent of the income is returned to the station, 14.5 percent of the income is allocated to the regional office, and 6.5 percent of the income is allocated to Headquarters (FF09G22000).

Funds may be transferred within programs or between regions. Refer to Figure 4 and 371 FW 2 for more information.
All work performed on quarters should be recorded in SAMMS and the FBMS as work orders. Refer to the [Constructed Real Property Management Handbook](#) for more information about work order management.

### 5.1.2 Use of Project Funding for Quarters Management

SAMMS is the database of record for development and approval of projects in Five-Year DM and Construction plans. Refer to the [Constructed Real Property Management Handbook](#) for more information about project funding.

When the estimated cost to rehabilitate a unit exceeds 50 percent of the value of the structure, the project leader/supervisor must justify to the RQO the use of funds to rehabilitate, as opposed to replace, the unit (except in the case of historic structures). Although economic factors are important, cultural and natural resources must be considered in the overall evaluation.

### 5.1.3 Condition Requirements and Determinations

Quarters will be maintained at a level at least equal to the code requirements in the vicinity of the quarters. FWS maintenance and construction standards must be used if the standards equal or exceed the local code requirements.
The DOI lists the following priorities regarding facility maintenance in Section 3.4.3 of the DOI Housing Management Handbook:

- Obsolete quarters
- Health and safety deficiencies
- Energy inefficient quarters
- Quarters in poor condition

The following structures are considered not suitable for occupancy: quarters that are not habitable, safe, sanitary, and/or in less than poor condition. If occupancy is necessary in this type of structure, a request for occupancy must be approved by the director, and occupancy will not exceed one year. No rent is charged though utilities and other related amenities will be charged to the tenant.

The FWS will make every effort to accomplish maintenance or renovation during periods of vacancy. However, when it is necessary to move employee occupants of quarters to other FWS units or to private sector housing (apartment or hotel) due to immediate required maintenance or major renovations, the FWS may pay the cost of moving and/or storing the occupants’ personal effects, as well as the cost of alternate private sector housing as administrative expenses of operating the installation. Under these circumstances, the relocated occupants continue to pay the rental charge, including any associated utility costs. The FWS will not pay the expenses of relocating occupants who are employees of other bureaus/offices or federal agencies using the quarters under permits issued by the FWS. Likewise, the FWS will not be liable for the expenses of relocating non-federal entities occupying the quarters under a revocable license.

5.1.4 Condition Assessments

Annual Condition Assessments (ACAs) and CCAs help the Service better understand the current state of the quarters inventory and are required to establish and update quarters condition ratings and rent calculations per DOI guidelines. The inspection ensures that quarters are safe, reliable, and sanitary and identifies and corrects maintenance deficiencies. Quarters will be inspected by FWS staff before initial occupancy and thereafter annually or with a change in tenant, whichever occurs first. The CCA report will be utilized as a disclosure to help identify existing quarters deficiencies.

Tenants will be advised as far in advance as possible of condition assessment activities, but not less than 48 hours prior to the activities. In emergencies, as much notice as possible will be given.

For more information on the FWS condition assessment program, refer to 372 FW 4.

5.1.5 Meters

As required by the DOI Housing Management Handbook, meters (electricity, heating fuel, and water) will be installed on all quarters. This requirement applies to all new construction. A justification must be provided if a project does not address this requirement prior to funding. In multi-unit dwellings, such as multiplexes and apartments, each unit shall be individually metered. Buildings built as dormitories are to be metered at the building level. Exceptions to this requirement must be fully justified and approved by the IBC in the Office of Acquisition and Property Management (PAM), through the NQO. Existing quarters, whenever possible, should work toward meeting this requirement.

RQOs calculate the electricity and fuel used in quarters that have unmetered electricity or fuel and include the charges in the rental rate.

5.1.6 Life Safety/Health

Asbestos

It is possible that quarters may have asbestos containing materials (ACM) present, especially in older structures. Tenants should not alter materials in quarters, including but not limited to insulation and floor
coverings, to ensure that ACM is not disturbed. For additional information, see 561 FW 8 Asbestos Management, or contact your Regional Environmental Compliance Coordinator.

**Fire Protection Devices**

Fire protection devices, such as smoke detectors and automatic sprinkler systems, as required by the Fire Administration Authorization Act of 1992 (Public Law 102-522) and NFPA 101, will be installed in all newly constructed quarters or during the next major rehabilitation for existing quarters. The number and locations of these devices will be as recommended by Regional Engineering, Regional FMC, or Regional Safety Officials as outlined in International Building Code Standards or NFPA 101 Life Safety Codes. Bureaus/offices will inspect these devices periodically to ensure that they are in working condition.

Unless stated otherwise in the Quarters Assignment Agreement (lease), ensuring the batteries in smoke detectors and other fire protection devices are replaced is the responsibility of the project leader/supervisor.

**Lead-Based Paint**

Title X, Section 1018 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, requires the disclosure of known information about lead-based paint and lead-based paint hazards. A written notice of disclosure of lead-based paint in quarters built before 1978 (generated in the iQMIS) is required. The document must be signed by the tenant and attached to the tenant's Quarters Assignment Agreement (lease), and kept on file. Tenants must also receive a federally approved pamphlet on lead poisoning prevention, which can be found online at the HUD website and the EPA website. If possible, units known to have lead-based paint hazards present will not be occupied by children under the age of six or by pregnant women. If no other options exist, quarters known to have lead-based paint hazards may be occupied by children under the age of six or by pregnant women. In these cases, the project leaders/supervisors should arrange for a baseline blood test before check-in and regularly scheduled blood tests for monitoring purposes.

Field stations need to comply with local laws and regulations pertaining to health and safety and also be knowledgeable of any state regulations which may have stricter lead paint regulations.

Visual surveys of lead-based paint should be conducted by project leaders/supervisors, or their representatives, at the following times:

- Whenever a resident’s complaint is received;
- Whenever the residence turns over or becomes vacant;
- Whenever significant damage occurs (flooding, fire, vandalism, etc.); and
- At least once every year.

The results of the visual survey and any corrective measures being taken should be documented and maintained permanently.

Any new and ongoing work, renovation, repair and painting projects at quarters constructed prior to 1978 must be performed by persons who have completed mandatory EPA-approved lead-based paint certification training. Persons who are compensated to perform projects (this includes contractors and our own Government work forces) must be certified and comply with certain work practices and record-keeping requirements. Refer to Lead-Based Paint in Residences or contact your Regional Environmental Compliance Coordinator for more information.

**Radon**

Radon is a colorless, odorless, and naturally occurring radioactive gas that is formed by radioactive decay of radium (Ra) atoms. The EPA established standards for acceptable radon levels in residences, and the Service conducted radon testing in facilities several years ago. If sample results are no longer available,
the Field Station Manager should arrange to conduct a test to determine the presence and concentration of radon. If radon is present above acceptable levels, mitigation is required. For additional information, refer to 561 FW.12 Radon, or contact your Regional Environmental Compliance Coordinator.

**Safe Drinking Water**

Service drinking water systems that utilize groundwater or surface water, including those associated with quarters, must be monitored according to the Safe Drinking Water Act Monitoring Requirements. For more information, refer to 561 FW.4 Safe Drinking Water Act, or contact your Regional Environmental Compliance Coordinator.

**Other Health Risks**

Table 5 summarizes other health risks often found in quarters. If one or more of these risks is known or suspected to exist in a quarters, the tenant must be notified in writing.

<table>
<thead>
<tr>
<th>Risk</th>
<th>For more information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hantavirus</td>
<td>Centers for Disease Control and Prevention Hantavirus Home Page</td>
</tr>
<tr>
<td>Mold</td>
<td>EPA Mold Home Page</td>
</tr>
</tbody>
</table>

**5.1.7 Maximum Occupancy Requirements**

The following federal regulations and guidelines should be considered when determining maximum occupancy for quarters:

- Occupational Safety and Health Administration (OSHA) 29 CFR 1910.142
- United State Department of Housing and Urban Development (U.S.H.U.D) recommendation
- Chapter 7 of National Fire Protection Association (NFPA) 101
- Office of Management and Budget (OMB) Circular A-45

Buildings used for lodging and rooming (bunkhouses) must be designed or renovated for such usage and/or be approved and documented by the regional person designated as Authority Having Jurisdiction (AHJ).

**5.1.8 Accessibility**

Federal law requires that visitors and employees with disabilities have access to the same services and opportunities provided to all other visitors and employees. These requirements include the provision of accessible quarters. The FWS abides by the guidelines outlined in Section 3.1.6 of the DOI Housing Management Handbook. The following text outlines the accessibility policy for quarters, as detailed in the DOI handbook:

*New construction: The basic requirements for single family homes, multi-plexed units, apartments and dorms is that at least one of each type of new housing construction (on a housing area-by-housing area basis) will be designed and built to be accessible. At least 5 percent, but not less than 1 unit, of the total number of units shall provide mobility features for mobility impaired*

---

9 The National Fire Protection Association is a United States trade association that creates and maintains building fire standards and codes for usage and adoption by local governments.
10 The NFPA occupant load factor of 200 square feet per person, which is used to determine minimum egress widths, is only applicable to hotels and dormitories. There is no set occupant load factor for 1 and 2-family dwellings or for lodging and rooming houses. NFPA does set a maximum by way of limiting lodging and roaming to 16 or fewer occupants.
persons. In addition, at least 2 percent, but no less than 1 unit, of the total number of units shall provide communication features for persons with hearing or vision impairments. Communication features may include such items as: emergency alarms with visual as well as audio alerts; telephone jacks to accommodate voice and teletypewriters; doorbells with audio and visual signals; visitor ID features such as peepholes or one-way glass.

Rehabilitation of /alteration of existing units: whenever existing housing units are modified and/or rehabilitated, those modifications should allow for additional renovations necessary to help meet accessibility requirements.

5.1.9 Historic Structures

Properties that are listed on the National Register of Historic Places (National Register) are considered historic structures: they are to be managed as cultural resources. All rehabilitation, replacement, or removal of a property, which is determined to be historic, must be identified, documented, and considered appropriate for purposes of Section 106 review. Historic structures that are not designated for use as museums, or otherwise for directly achieving the field station’s interpretive mission, may be adaptively used for a variety of purposes, as long as the use is compatible with the structure. Considerations for compatibility include: wear patterns; adequacy of space and spatial configurations; structural loading; the need for new electrical or mechanical systems; increases in fire risk and fire safety; and change necessary to accommodate accessibility for employees and visitors.

Historic structures must be considered for use as quarters, if cost effective, before new quarters are acquired or constructed. Use of historic structures as quarters must be considered as part of a range of options that includes leasing. Additionally, an analysis that determines what work is needed to meet at least minimum standards for safety and energy use should be conducted.

5.2 Maintain Accurate Building Data

Project leaders/supervisors should ensure that all quarters data is maintained in the FBMS according to established business practices and standards and in the iQMIS according to the standards in the iQMIS Housing Manager’s Manual. Refer to Section 6.6 for more information about changes to iQMIS data.
6.0 Manage Tenants

This section describes the procedure for managing tenants. It will help answer the following questions:

- How are tenants assigned to quarters?
- How are rental rates computed and accurately maintained?
- What must the FWS do to ensure the tenant is notified of policies, procedures, and rental rate changes?
- Can tenants be evicted?

Any time a unit is occupied, a Quarters Assignment Agreement (lease) will be established and rent will be calculated and collected.

6.1 Compute Rental Rate

The government rental rate is calculated by the iQMIS based on data entered into the system. The iQMIS rental rate is in accordance with the OMB Circular A-45, Rental and Construction of Government Quarters. It is comprised of the Monthly Base Rental Rate (MBRR) and any administrative and annual CPI adjustments.

Subsidizing employees with free quarters or lower rent is specifically forbidden by statute, the Comptroller General, and OMB regulations. Rental income must be dedicated exclusively to the maintenance, operation, rehabilitation, or replacement of employee quarters. Detailed instructions can be found in the DOI Quarters Handbook and the iQMIS Housing Manager’s Manual.

Quarters inventory data, including location, type, age, size, and condition of each quarters, is recorded in the iQMIS. This data is used as the basis for calculating rental rates. A separate data entry is prepared and/or updated for each government quarters. The data should be made available to the tenant, along with rental calculations, for the purpose of verifying accuracy.
Table 6 provides step-by-step guidance on computing the rental rate in the iQMIS.

Table 6. Process for Computing the Rental Rate*

<table>
<thead>
<tr>
<th>Step #</th>
<th>Action</th>
<th>Responsible Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Complete the DI 1875. Send the completed form to the RQO.</td>
<td>Project leader/supervisor</td>
</tr>
<tr>
<td>3</td>
<td>Review the data in the DI 1875. Grant or disallow rent deductions and administrative adjustments based on the documentation provided by the project leader/supervisor in accordance with the DOI Housing Management Handbook. Keep documentation supporting deductions at least three years.</td>
<td>RQO</td>
</tr>
<tr>
<td>4</td>
<td>Enter the data from the DI 1875 into the iQMIS using the guidance in the iQMIS Housing Manager’s Manual.</td>
<td>RQO</td>
</tr>
<tr>
<td>5</td>
<td>To view the rental rate, visit the Rent tab in the iQMIS.</td>
<td>RQO</td>
</tr>
</tbody>
</table>

*This table assumes that the iQMIS record already exists. If not, the FBMS building record must be marked as iQMIS relevant in order to create a new iQMIS record.

6.1.1 Compliance with Office of Management and Budget Circular A-45

All quarters stakeholders are responsible for a current and accurate inventory of their quarters. Manipulating the iQMIS by entering false values for such categories as housing type, condition code, and square-footage in order to obtain lower rental rates is strictly prohibited.

The RQO is responsible for validating that all data (including administrative adjustments) entered into the iQMIS are in compliance with OMB Circular A-45. The RQO should never assume that the existing iQMIS data is correct.

No person who would be directly affected by the outcome may participate in any element of the Department’s process to set rental rates. Tenants cannot be directly involved in rental-survey determinations, such as the selection of comparable private rental housing, determination of amenities, and adjustments.

Table 7 outlines some of the available iQMIS deductions and special FWS circumstances associated with the deductions. For a complete list, refer to DOI Housing Management Handbook or the iQMIS Housing Manager’s Manual.

Table 7. Deductions in the iQMIS

<table>
<thead>
<tr>
<th>Deductions</th>
<th>Reference to the DOI Housing Management Handbook</th>
<th>Additional FWS Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Use Space</td>
<td>Section 4.1.5</td>
<td>Tenant must annually document that a portion of the space is set aside solely for government business purposes.</td>
</tr>
<tr>
<td>Dormitory/Bunkhouse*</td>
<td>Definitions – must meet one of three criteria</td>
<td>Justification of this rent class must be submitted to the NQO.</td>
</tr>
</tbody>
</table>

---

11 If the tenant manager is a tenant, he/she cannot set the rental rate for the unit they occupy. That must be done by a supervisor at least one level above the tenant manager and/or the RQO.
<table>
<thead>
<tr>
<th>Deductions</th>
<th>Reference to the DOI Housing Management Handbook</th>
<th>Additional FWS Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Tenants</td>
<td>None</td>
<td>Must be as accurate as possible and must not exceed the maximum occupants allowed within the past three years. To ensure some stability in rents because people may move out or in to these houses frequently, actual occupancy may at times exceed the planned occupancy.</td>
</tr>
<tr>
<td>Unused Space/ Excessive Size</td>
<td>Section 4.3.5</td>
<td>Tenant must annually document that the rooms are closed off and not used for any purpose. It is recommended the station manager physically lock the rooms. At least one bedroom must remain open.</td>
</tr>
<tr>
<td>Loss of Privacy/Restricted Use</td>
<td>Section 4.3.4</td>
<td>Tenant must log the date, time, and nature of public visits and calls during non-duty hours and provide the data to the RQO annually. The project leader/supervisor should notify the tenant of their responsibility to maintain the log. The project leader/supervisor must mount a sign (e.g., Private housing. Do not disturb) at the entrance of the quarters and establish parameters (e.g., x number of disruptions equates to a 5 percent deduction and x number of disruptions equates to a 10 percent deduction).</td>
</tr>
<tr>
<td>Inadequate Size</td>
<td>Section 4.3.6</td>
<td>Tenant must annually document the inadequate size including the names, ages, and genders of all occupants living in the unit.</td>
</tr>
<tr>
<td>Utilities</td>
<td>Section 4.2.2</td>
<td>No FWS specific guidance.</td>
</tr>
<tr>
<td>Appliances and Furnishings</td>
<td>Section 4.2.4</td>
<td>No FWS specific guidance.</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>Section 4.2.5</td>
<td>No FWS specific guidance.</td>
</tr>
<tr>
<td>Site Amenity Adjustments</td>
<td>Section 4.3.3</td>
<td>No FWS specific guidance.</td>
</tr>
</tbody>
</table>

*The iQMIS definition for dormitory is expected to change with the release of the updated Circular A-45. Refer to the Housing Manager’s Manual in the iQMIS for the most recent definition.*

### 6.2 Assign Tenants to Quarters

Assignment of government quarters to employees shall be made without regard to sex, race, color, creed, impairment, age, sexual orientation, religion, gender, or national origin.

According to Section 3.5.1 of the DOI Housing Management Handbook, quarters will be assigned according to the following priority:

- Required occupants
- Permitted occupants
- Volunteers
- Other bureaus/offices
• Other agencies
• Non-federal tenants

Reassignment of occupants from one unit to another should take place only under unusual circumstances in which the best interests of the government are clearly served. If such reassignment is at the government’s request, the cost of the move will be at the government’s responsibility. Reassigned occupants will pay the rental charges applicable to the “new” quarters and need not be provided with a 30-day advance notice of rental adjustment.

6.3 Enter Tenant Information in the iQMIS

Tenant information is entered into the iQMIS according to the instructions in the iQMIS Housing Manager’s Manual and the iQMIS Tenant Manager Manual. Table 8 provides step-by-step guidance on entering tenant information into the iQMIS.

Table 8. Process for Entering Tenant Data into the iQMIS

<table>
<thead>
<tr>
<th>Step #</th>
<th>Action</th>
<th>Responsible Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Review the inventory and administrative adjustments in the iQMIS. If any changes are needed, send an updated DI 1875 form to the RQO.</td>
<td>iQMIS tenant manager</td>
</tr>
<tr>
<td>2</td>
<td>Verify changes to iQMIS inventory. Once verified, make the updates in the iQMIS.</td>
<td>RQO</td>
</tr>
<tr>
<td>3</td>
<td>Enter tenant data into the iQMIS using the guidance in the iQMIS Tenant Manager’s Manual.*</td>
<td>iQMIS tenant manager</td>
</tr>
<tr>
<td>4</td>
<td>Print the Quarters Assignment Agreement (lease), updated Rent Computation Schedule, the inventory form, and other relevant documents (e.g., the lead-based paint disclosure) from the Documents tab in the iQMIS.</td>
<td>iQMIS tenant manager</td>
</tr>
<tr>
<td>5</td>
<td>Ensure the tenant signs the Quarters Assignment Agreement (lease) and other documents. Send a copy of the signed documents to the RQO or upload the signed documents to the iQMIS.</td>
<td>iQMIS tenant manager/project leader/supervisor</td>
</tr>
<tr>
<td>6</td>
<td>Verify rental deductions. For federal employees, payroll deductions are automatically initiated through the FPPS.</td>
<td>iQMIS tenant manager/project leader/supervisor</td>
</tr>
</tbody>
</table>

*The table assumes that an employee at the field station will hold the tenant manager role in the iQMIS. If no one at the field station holds this role, the project leader/supervisor should send a completed iQMIS Tenant Inventory/Assignment Form to the RQO. The RQO will then enter the tenant information into the iQMIS. If the tenant manager is a tenant, he/she cannot set the rental rate for the unit they occupy. That must be done by a supervisor at least one level above the tenant manager and/or the RQO.

6.4 Check-in Tenant

A physical inspection of the quarters must be made when a tenant first moves into the unit and when the tenant vacates it. A field station employee takes part in the inspection with the tenant. Form DI 1879, Quarters Occupancy/Vacancy Inspection, must be completed and signed by both the tenant and the field station or regional representative. The field station maintains the original form and provides a copy to the tenant. A payroll action will be initiated to start payroll deductions once the iQMIS tenant manager places the tenant in
active status in the iQMIS if the tenant is a federal employee. When an employee is separated or transferred out of the FWS, certification for final salary payment shall be withheld until all property is satisfactorily accounted for.

### 6.4.1 Provide Documentation to Tenants

The Service:

- Notifies the tenant of his/her initial rent and any subsequent rent changes by providing a package of forms that includes a printout of the quarters inventory data. The printout shows itemized rent adjustments based on inventory data from an established area.
- Provides a Rent Computation Schedule, Form DI 1880 to the tenant that includes itemized administrative adjustments and appliance, furniture, and utility charges and credits.

Whenever government quarters are rented to an employee, form DI 1881, Quarters Assignment Agreement, must be signed by the tenant. Occupancy is not permitted until the tenant signs this form. It is a lease (rental contract) between the government (FWS) and the tenant. When a family unit occupies a government quarters, the individual to whom the quarters is assigned shall be considered the occupant. In accordance with Public Law 88-459, rental rates will be deducted from an employee’s salary whenever possible. In the event payroll deduction is not possible, rental rates may be charged through a bill of collection and documented on the Quarters Assignment Agreement.

Required documentation differs slightly depending on whether the tenant is a federal employee or non-federal employee. Refer to Table 9 for more information.

#### Table 9. Documentation Required Prior to Occupancy

<table>
<thead>
<tr>
<th>Type of Tenant</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>FWS employees and volunteers</td>
<td>• Form DI 1881: Quarters Assignment Agreement (lease)</td>
</tr>
<tr>
<td></td>
<td>• Lead-Based Paint Disclosure (if applicable)</td>
</tr>
<tr>
<td></td>
<td>• Notification of other health risks (if applicable—there is no standard form)</td>
</tr>
<tr>
<td></td>
<td>• Rent Computation Schedule from the iQMIS</td>
</tr>
<tr>
<td></td>
<td>• IBC Tenant Brochure</td>
</tr>
<tr>
<td>Federal employees from other agencies/bureaus</td>
<td>• Form DI 1881: Quarters Assignment Agreement (lease)</td>
</tr>
<tr>
<td></td>
<td>• GSA Form 1583: Permit for Use of Real Property by Federal Agency</td>
</tr>
<tr>
<td></td>
<td>• Lead-Based Paint Disclosure (if applicable)</td>
</tr>
<tr>
<td></td>
<td>• Notification of other health risks (if applicable—there is no standard form)</td>
</tr>
<tr>
<td></td>
<td>• Rent Computation Schedule from the iQMIS</td>
</tr>
<tr>
<td></td>
<td>• IBC Tenant Brochure</td>
</tr>
<tr>
<td>Non-federal tenants</td>
<td>• Form DI 1881: Quarters Assignment Agreement (lease)</td>
</tr>
<tr>
<td></td>
<td>• GSA Form 1582: Revocable License for Non-Federal Use of Real Property</td>
</tr>
<tr>
<td></td>
<td>• Lead-Based Paint Disclosure (if applicable)</td>
</tr>
<tr>
<td></td>
<td>• Notification of other health risks (if applicable—there is no standard form)</td>
</tr>
<tr>
<td></td>
<td>• Rent Computation Schedule from the iQMIS</td>
</tr>
<tr>
<td></td>
<td>• IBC Tenant Brochure</td>
</tr>
</tbody>
</table>

### 6.5 Ensure Tenant Safety
It is the FWS’s responsibility to notify tenants of any risk to their personal safety due to lodging in government quarters. Refer to Section 5.1.6 for information about potential risks.

### 6.6 Maintain Accurate Rental Rate

An accurate rental rate can only be generated if data is accurately maintained in the iQMIS. For this reason, the iQMIS tenant manager should be diligent to verify and communicate any inconsistencies, both those that affect the rent and those that do not, to the RQO within a reasonable amount of time. For more information about making changes in the iQMIS, refer to the [iQMIS Housing Manager Manual](#). Table 10 provides step-by-step guidance on updating the iQMIS on an ad hoc process. This process is used when (1) inaccuracies in the iQMIS data are discovered or (2) physical changes are made to the quarters.

#### Table 10. Process for Updating iQMIS Rental Rates

<table>
<thead>
<tr>
<th>Step #</th>
<th>Action</th>
<th>Responsible Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Notify the RQO of changes to the inventory within 30 days of identification and/or completion using the Government Housing Inventory Form, DI 1875.</td>
<td>Project leader/supervisor</td>
</tr>
<tr>
<td>2</td>
<td>Grant or disallow changes to the rent deductions and administrative adjustments based on the documentation provided by the project leader/supervisor in accordance with the <a href="#">DOI Housing Management Handbook</a>. Keep documentation supporting deductions at least three years.</td>
<td>RQO</td>
</tr>
<tr>
<td>3</td>
<td>Enter the changes to the data into the iQMIS.</td>
<td>RQO</td>
</tr>
<tr>
<td>4</td>
<td>To view the adjusted rental rate, visit the Rent tab in the iQMIS. See Table 12 for guidance on notifying the tenant of changes to the rental rate.</td>
<td>iQMIS tenant manager/RQO</td>
</tr>
<tr>
<td>5</td>
<td>After the next pay period, review payroll deduction forms to ensure the correct rental rate is deducted from the tenants pay.</td>
<td>Tenant/iQMIS tenant manager/RQO</td>
</tr>
</tbody>
</table>

Each year, the rental rate is adjusted for the CPI. Table 11 provides step-by-step guidance on these updates in the iQMIS.

#### Table 11. Process for Making Annual Updates to the Rental Rate

<table>
<thead>
<tr>
<th>Step #</th>
<th>Action</th>
<th>Responsible Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Notify RQOs about the Quarters Regional Surveys and adjustments to the CPI. Distribute Departmental Regional Surveys to the RQOs.</td>
<td>NQO</td>
</tr>
<tr>
<td>2</td>
<td>Notify the project leaders/supervisors of CPI and Quarters Regional Surveys.</td>
<td>RQO</td>
</tr>
<tr>
<td>3</td>
<td>Print the Rent Computation Schedule and send the schedule to the project leader/supervisor.</td>
<td>iQMIS tenant manager</td>
</tr>
<tr>
<td>4</td>
<td>Verify the Rent Computation Schedule. Send any</td>
<td>iQMIS tenant manager/project</td>
</tr>
<tr>
<td>Step #</td>
<td>Action</td>
<td>Responsible Role</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td></td>
<td>required annual justifications (e.g., unused space, loss of privacy) to the RQO.</td>
<td>leader/supervisor</td>
</tr>
<tr>
<td>5</td>
<td>Grant or disallow changes to the rent deductions and administrative adjustments based on the documentation provided by the project leader/supervisor in accordance with the DOI Housing Management Handbook. Keep documentation supporting deductions at least three years.</td>
<td>RQO</td>
</tr>
<tr>
<td>6</td>
<td>Enter the changes to the data into the iQMIS.</td>
<td>RQO</td>
</tr>
<tr>
<td>7</td>
<td>To view the adjusted rental rate, visit the Rent tab in the iQMIS.</td>
<td>iQMIS tenant manager/RQO</td>
</tr>
<tr>
<td></td>
<td>See Table 12 for guidance on notifying the tenant of changes to the rental rate.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>After the next pay period, review payroll deduction forms to ensure the correct rental rate is deducted from the tenant’s pay.</td>
<td>RQO</td>
</tr>
</tbody>
</table>

The iQMIS automatically sends the updated rental rate to the FPPS to adjust the payroll deduction.

### 6.6.1 Change in Occupancy

No quarters building’s occupancy can be changed without approval from the Regional AHJ.

### 6.6.2 Change in Condition

Following a quarters maintenance inspection or the completion of maintenance or rehabilitation, it may be determined that the description of the quarters as it appears in the iQMIS does not agree with the actual appearance, condition, or configuration of the unit. In these cases, the iQMIS condition should be changed within 30 days of discovery.

### 6.6.3 Consumer Price Index Adjustment

The CPI produces data on changes in the prices paid by urban consumers for a representative basket of goods and services. The DOI applies the CPI to rental rates annually in the iQMIS.

### 6.6.4 Regional Survey

As stated in the DOI Housing Management Handbook, the purpose of a regional survey is to establish reasonable rents by producing a general cost-adjusted market-derived base rent schedule for the whole region rather than the specific market appraisal of a unit on a specific site in a specific neighborhood. FWS employees responsible for notifying tenants of rental rate changes should be aware that the survey is conducted at least every four years by the DOI. The results of the survey may have a significant impact on the rental rate. For more information, refer to Section 4.1.3 of the DOI Housing Management Handbook.

### 6.6.5 Other iQMIS Changes that Affect the Rental Rate

The iQMIS housing manager should revise the administrative adjustments and other iQMIS fields to reflect changes in eligibility or amount resulting from altering circumstances. These changes should be made as soon as possible, normally within 30 days. For more information about adjustments, refer to Table 7.

### 6.7 Notify Tenant of Rental Rate Changes
Whenever necessary, the RQO will revise the recent rate according to procedure outlined in Section 6.6. A Form DI 1882 Notice of Rental Adjustments must be provided to the tenant. Revised rental charges will be effective 30 days following notification of the occupant of the inventory and rental rate changes. Refer to Table 12 for a step-by-step guide to notifying the tenant of changes to the rental rate.

**Table 12. Process for Notifying Tenants of a Change to the Rental Rate**

<table>
<thead>
<tr>
<th>Step #</th>
<th>Action</th>
<th>Responsible Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Send the Notice of Rental Adjustments, Form DI 1882 to each affected tenant through the project leader/supervisor at least 40 days before the rent change is scheduled to take effect. If the Form DI 1882 is sent directly to the tenant, send a copy of the form to the project leader/supervisor.</td>
<td>RQO</td>
</tr>
<tr>
<td>2</td>
<td>Deliver the Notice of Rental Adjustment, Form DI 1882 to the tenant at least 30 days before the rent change is scheduled to take effect.</td>
<td>Project leader/supervisor</td>
</tr>
<tr>
<td>3</td>
<td>Ensure the applicable forms are signed by the tenant(s) and sent to the RQO (or uploaded to the iQMIS). If the tenant is the station manager, the agreement should be cosigned by his/her superior.</td>
<td>Project leader/supervisor</td>
</tr>
</tbody>
</table>

### 6.8 Respond to Rental Rates Disputes

If a tenant believes that any of the inventory data affecting the rent or adjustments, charges, and credits are incorrect, he/she may ask the project leader/supervisor to correct the matter. The project leader/supervisor must send corrections to the RQO. The RQO determines if the rent is accurate using the floor plans available in the regional realty or engineering files. The process is detailed in Figure 6.
A tenant may request a reconsideration of rental rates when he/she believes that:

- The project leader/supervisor has reported incorrect inventory data on quarters; or
- The RQO established rental rates that do not meet DOI guidelines or those contained in the OMB Circular A-45, Rental and Construction of Government Quarters.

Appeal rights are outlined in the “General Terms and Conditions” on the reverse side of Form DI 1881, Quarters Assignment Agreement, and in Form DI 1882, Notice of Rental Adjustment.

If a tenant believes that the rental rates in the survey area are significantly higher (10 percent or more) than the local rates of housing, he/she may file a written Request for Reconsideration. This request must be accompanied by Private Rental Survey Form OS-2000 (for houses, apartments, and mobile homes) and OS-2001 (for trailer spaces), if applicable, that list at least three comparable rental units from the nearest established community. The tenant or his/her project leader/supervisor sends the written request and the form(s) to the RQO.

Once received, the RQO computes the regional survey rent for the comparable housing. If the regional survey rental rates are significantly higher (10 percent or more) than the comparables submitted by the tenant, the RQO must re-verify the comparables the tenant submitted and collect other private comparables from the nearest established community. The RQO should ask regional realty personnel, contract real estate agents, or professional appraisers to independently collect comparables.

The RQO will then compute the new comparables for the regional survey rent and compare them to the actual rent. If these comparables confirm that the rents in the nearest established community are significantly lower than the regional survey rents, the RQO must send a Private Rental Survey Form OS-
6.9 Address Tenant Grievances

Grievances other than rental rate disputes (see Section 6.8) should be handled locally by the project leader/supervisor. If assistance is needed, the tenant or the project leader/supervisor may seek assistance from the RQO.

6.9.1 Claims Against the Government

Tenants who have experienced damages resulting from loss of or damage to personal property, from personal injury or from death, may file claims against the government. See Section 5.2 of the DOI Housing Management Handbook for more information.

All tenants are strongly encouraged to obtain renters insurance. Refer to Section 8.0 of this document for more information.

6.9.2 Eviction

A project leader/supervisor has the authority to evict any tenant upon termination or breach of the terms of occupancy found on form DI 1881 Quarters Assignment Agreement; when occupancy does not meet the needs of the field station, the Service, or the DOI; or when occupancy poses a threat to public health and welfare. Unless the tenant is a RO, there is no impact on an employee’s work status if evicted. Contact a human capital officer for more information.

The tenant must receive a 30-day written notification (or the requirement of the state in which the field station is located, whichever is longer) unless there is a present threat to health and safety. If such a threat exists, eviction can be immediate. The Personnel Office should be notified when an eviction is considered; the matter must be adequately documented. The regional solicitor must be consulted during this process. See DOI Housing Management Handbook (400 DM 3), Section 3.8, for more information related to evictions.

12 There is no standard eviction notice template.
6.10 Check-Out Tenant

A tenant’s occupancy of a quarters ends when that tenant’s duty-station employment ends, unless the occupancy was previously terminated at the option of either party with 30-day written notice.

Considerations for tenants vacating quarters, including guidelines for notifications, inspections, cleaning standards, and responsibilities for loss or damaged government property, are outlined in the See DOI Housing Management Handbook (400 DM 3), Chapter 3.5.4.

Tenants will participate in a walk-through inspection at both the beginning and end of their occupancy to determine the condition of their unit. If a tenant chooses not to participate in such inspections, it may be deemed that any decision (good or bad) will be non-disputable, and any fines or charges will be paid by, or charged to, that tenant. Tenants will be financially responsible for any damage to the premises that results from neglect or damage beyond unreasonable wear and tear.

Tenant assignments are terminated in the iQMIS. Similar to the creation of a tenant assignment, all quarters assignment terminations/expirations performed in the iQMIS are automatically updated in the FBMS and the FPPS without the need for manual intervention.

6.10.1 Tenants Called to Military Duty

Tenants called to active military duty will be placed in a leave or furlough category. Rental charges will continue to be assessed at the rate established by the iQMIS. Employees who are called to active duty may continue to have dependents occupy government quarters for the duration of the period of active duty (rent continues to be collected). If, however, the active duty period becomes extensive (one year or more), or if the field station requires the use of the quarters unit to meet its program requirements, dependents may be asked to vacate.

6.10.2 Relocation of Deceased Employee’s Dependents

As stated in the DOI Housing Management Handbook, former federal employees (or other occupants) and dependents of deceased federal employees (or other occupants) may continue to occupy quarters for a period not to exceed 60 days. In extenuating circumstances (sickness or death), NQOs may approve extensions of the 60-day limitation. Such occupants will continue to pay the iQMIS established rental rate.

Public Law 94-458, Title 16 USC, 17(j), Section II, allows for the relocation of dependents of a deceased employee who was residing in government quarters within the contiguous 48 states. The dependents would be relocated to the nearest established community. If the deceased employee’s last permanent address was outside the 48 contiguous states, the dependents can also be moved to the nearest port of entry. This is a personnel and finance matter that should be managed by appropriate administrative staff.

6.10.3 Emergency Evacuation

In emergency situations, it may be necessary to evacuate tenants and members of their household. If the quarters are deemed unsafe, the tenant does not have the right to refuse evacuation. In these cases, the FWS is authorized to pay for alternative accommodations for a limited time. The tenant continues to pay the established iQMIS rental rate for the evacuated quarters via payroll deduction.

The FWS must be careful to not provide employees with any benefits or compensation specifically covered by law (see Public Law 89-554). For this reason, no living expenses (e.g., meals and incidental expenses) will be covered during emergency evacuation. Although it will not be covered by the federal government, tenants may be granted a debt waiver up to $1,500 for meals and incidental expenses (see 263 FW 2). The waiver must be signed by either the ARD or the AD-BMO. If authorized, a government credit card may be used for this purpose.
Purchase of renter's insurance is strongly encouraged. If an employee has renter’s insurance, normally the insurance company will pay for the cost of meals, rent, and utilities while the employees and their families are living in temporary lodging.
7.0 Dispose of Quarters

This section describes the procedure for disposing of quarters in the FWS inventory. It will help answer the following questions:

- What structures are considered excess?
- How does the FWS dispose of structures?
- What actions must be taken to administratively remove building records?

In compliance with the intent of 5 U.S.C 5911, OMB Circulars A-11 and A-45, it is DOI policy to promptly dispose of any quarters not essential to accomplishment of a bureau's/office's mission as detailed in DM 422. Assets should not be retained for use as quarters merely because they are available. Disposal procedures for quarters are outlined in Section 3.1.5 of the DOI Housing Management Handbook. Additionally, information about the FWS disposal procedures for real property assets can be found in Chapter 7 of the FWS Constructed Real Property Management Handbook.

The FWS benefits in several tangible ways from the disposal of facility assets that are of low priority and are not mission critical. These benefits include the following:

- Aids in the prioritization of a limited operating budget so that the FWS may invest in higher priority assets.
- Addresses the significant deferred maintenance backlog.

DOI requires that an updated list of disposal candidates be submitted each year. Regions will ensure that the FBMS disposal planning fields on the Disposition Data tab are complete, accurate, and up-to-date prior to reporting the disposition to DOI. DOI's annual disposal planning guidance lists these fields, and a technical bulletin or user guide tells how to complete them.
7.1 Identify Excess Quarters
Refer to 372 FW 7: Disposing of Constructed Real Property Assets and Section 7.2 of the Constructed Real Property Management Handbook.

7.2 Determine Appropriate Disposal Method
Refer to 372 FW 7: Disposing of Constructed Real Property Assets and Section 7.5 of the Constructed Real Property Management Handbook.

7.3 Complete Regulatory Compliance Requirements
Refer to 372 FW 7: Disposing of Constructed Real Property Assets and Section 7.4 of the Constructed Real Property Management Handbook.

7.4 Seek Approval for Disposal
Refer to 372 FW 7: Disposing of Constructed Real Property Assets and Section 7.4 of the Constructed Real Property Management Handbook.

7.5 Administratively Remove the Quarters
When disposing of a quarters, the first step is to ensure that all existing tenants have been removed from the unit in the iQMIS by terminating any existing tenant assignments. This termination initiates the iQMIS to FBMS interface for tenant assignments which updates the FBMS housing agreements and marks them as canceled.

The record in the iQMIS can then be deleted. This must be done prior to retirement of the record in the FBMS. Marking the iQMIS records as deleted triggers the iQMIS to FBMS interface for quarters records to update the FBMS rental units. This extra step deactivates the rental unit in the FBMS. If this isn't done an error will be produced for this action.

When changing the status to inactive on quarters records in the FBMS, it is important to ensure that this status change is synced with the iQMIS. No error will be produced when the status is only updated in the FBMS so it is important that users verify that the iQMIS and the FBMS statuses match. However, an error will be generated with the interface between the FBMS and the iQMIS if the rental unit in the iQMIS has active tenants and the rental unit in the FBMS is inactive. Users should ensure that the iQMIS rental unit has no active tenants and is deleted before the record is deactivated in the FBMS.
At this point, the standard real property disposal process may proceed. Refer to Section 7.6 and 7.7 of the *Constructed Real Property Management Handbook* for more information.
8.0 Inform Tenants of Responsibilities

This section describes tenant involvement and responsibilities. It will help answer the following questions:

- What should the project leader/supervisor consider including in the Quarters Assignment Agreement (lease)?
- What special guidelines does the FWS have to ensure safe and efficient quarters?

To achieve and provide a quality quarters management program, it is important to have a partnership between the tenant and the landlord (FWS); both have certain obligations, rights, and responsibilities. It is the tenant’s obligation and responsibility to become familiar with all quarters policies and regulations, especially the tenant responsibilities outlined on Form DI 1881 Quarters Assignment Agreement. It is the project leader/supervisor’s responsibility to clearly document field station-specific policies and guidelines in the Quarters Assignment Agreement (lease).

The following items are recommended considerations for addition to the Quarters Assignment Agreement:

- **Insurance of Tenant’s Personal Property**: Tenants are advised to have renter’s insurance for the protection of their personal property. Since the government’s liability and the amount of settlement may be less than the amount claimed, tenants should consider the desirability of obtaining renter’s insurance to cover the costs of tort claims.

- **Smoking/Vaping**: The project leader/supervisor may add a prohibition on indoor smoking and vaping in quarters in Clause 10, Other Conditions, on the back of the Quarters Assignment Agreement, Form DI 1881, before the tenant signs it. See 242 FW 13.

- **Pets**: The project leader/supervisor may allow pets, livestock, and personal gardens in accordance with the FWS Personal Privileges Policy (see 055 FW 4) and consistent with the provisions set forth in 36 CFR 2-15. Pets must be licensed if required by the city or state where the field station is located. Pet owners are responsible for the actions of their pets. Any excessive cleaning or cost to repair damage to government property will be charged to the tenant. Project leader/supervisors may limit the number/type of pets permitted to live in government quarters.

- **Service and Emotional Support Animals**: The Fair Housing Act (FHAct) requires that tenants with disabilities be provided reasonable accommodations. Under the FHAct, service animals and emotional support animals are viewed as a reasonable accommodation in quarters that have a “no pets” rule. Tenants must request permission, in writing, at least two weeks in advance of the animal inhabiting the quarters. The requesting individual must be able to provide (1) proper documentation in the form of a letter or prescription from a health or social services professional showing that the assistance animal is necessary and (2) certification showing that the animal has undergone the appropriate training. The decision to allow a service or emotional support animal in quarters is approved/denied by the project leader/supervisor. A request may not be denied without clear written cause.

- **Home Business**: Tenants must seek written approval from the project leader/supervisor for any existing or future plans for any home business. Written permission may be issued by the project leader/supervisor for eligible activities, with or without special conditions to meet local field station requirements, for periods up to three years, and may be renewed. Denials may be appealed to the regional director. Persons having home businesses must comply with all applicable federal, local, and state requirements.

13 A tenant is defined as anyone living in the quarters. The term is not confined to the person/people listed on the lease agreement.
state, and local laws and regulations. The failure to do so is grounds for cancellation of the written authorization. The conduct of a home business shall not impose any liability or obligation of any type on the government (security, utility services, waste disposal, etc.).

- **Disposition of Abandoned Personal Property:** When vacating government housing, tenants are responsible for the immediate removal of all personally owned household goods or property from structures and grounds. If tenant property remains in government possession after 30 days, it will be treated according to the statutory guidelines for abandoned property and will ultimately become the property of the government for its disposition (see 36 CFR 2.22, Property).
9.0 Quarters Management Controls and Strategic Planning

This section explains what controls the Service has in place to ensure the efficient and effective management of the quarters program.

- How does the FWS evaluate the quarters program?
- How does the FWS strategically plan for the future upkeep of the quarters program?

9.1 Management Control Program

The FWS Quarters Management Control Program is outlined in 371 FW 7. Refer to that policy for a list of procedures, responsibilities, and controls.

9.2 Annual Quarters Inventory Certification

Annually, the FWS certifies compliance with the policies in OMB Circular A-45. Each RQO will sign a certification form stating that the quarters inventory is accounted for, associated documentation is complete, and adjustments recorded in the iQMIS are accurate. Based on the regional certifications and the recommendation of the NQO, the AD-BMO certifies the national inventory. Refer to Appendix B for the certification form.

9.3 Quarters Records Management

To the extent possible, iQMIS housing managers and iQMIS tenant managers will upload relevant documents to the iQMIS. Regardless of the storage method, the FWS must maintain a record of the following per OMB Circular A-45:

- Signed housing agreement forms
- Signed lead-based paint disclosures
- Findings and recommendations of HRAs including appraiser information and/or area surveys
- All signed forms listed in Appendix E: Form Index
- Justification for administrative adjustments such as log books for the loss of privacy adjustment.

9.4 Quarters Metrics

FWS has developed enterprise Tableau visualization dashboards for use in monitoring quarters funds and ensuring compliance. Further details to be determined.

9.5 Strategic Planning for Maintenance

From the DOI Housing Management Handbook (Section 3.4.3):

*While unanticipated requirements must be satisfied on a day-to-day basis, bureaus/offices will establish housing maintenance plans, in which intermediate and long term maintenance needs are identified and programmed.*

In order to meet this requirement, along with other asset management requirements, all work associated with the quarters program must be recorded in SAMMS/FBMS.

As the regional office and headquarters office collects a portion of rental income from the field station (14.5 percent and 6.5 percent respectively), some funds may be available for use by field stations to
address deferred maintenance (DM) and corrective maintenance (CM) needs for quarters. Additionally, rental income may be transferred within programs or between regions (see Figure 4 and 371 FW 2).

DM projects associated with the housing program may be eligible for resource management appropriations. Refer to the DOI Constructed Real Property Management Handbook for more information.
Appendix A: Frequently Asked Questions

Data Entry

1. **Should I enter a new housing unit in the Internet Quarters Management Information System (iQMIS) or the Financial and Business Management System (FBMS)?**

   Recording real property begins in the FBMS. The station manager or the project leader/supervisor must ask the Regional Program AMC to request an asset number from the Division of Financial Management (DFM) for all new building records. This process must occur before the structure is acquired or constructed as the record must exist in the FBMS and Service Asset and Maintenance Management System (SAMMS) before any funds can be expended.

   All quarters that the Fish and Wildlife Service (FWS) owns or operates should be marked as Maximo Relevant and included in SAMMS. Marking a record as Maximo relevant synchronizes it with SAMMS through the existing FBMS and SAMMS interfaces and allows work orders to be created to identify deficiencies.

   The building record in the FBMS should also be marked as iQMIS relevant. This action should be completed only once the building is ready for occupancy. Once this is done, the FBMS building record will be interfaced with iQMIS during the nightly upload.

   Refer to Section 4.5 for more information.

2. **I don't see my housing unit in the iQMIS. Can I charge my tenants?**

   All tenants must be entered into the iQMIS. If the quarters is not in the system, immediately contact your iQMIS Housing Manager (typically the Regional Quarters Office [RQO]) and/or your Facilities Management Coordinator (FMC).

3. **I have a tiny house (650 square feet). How do I enter it into the iQMIS?**

   Tiny houses should be recorded in the iQMIS under the Travel Trailers/Govt-owned RV rent class.

Rental Rates

4. **How do I start/stop rent payments (either current move in/out, or a future date move in/out)?**

   **To start rent payments via payroll deduction:** After the new tenant is added on the Tenants tab, go to the Documents tab. Complete the “Start/Change Rent Payment” section. The responsible Housing or Tenant Manager must view or print the “Start Payment” documents for every new tenant they enter to create their lease agreement and start their rent obligation.

   **To stop rent payments via payroll deduction:** Once a tenant moves out of housing, they must be “Stopped” in the iQMIS. The Stop/Final Rent Payment screen can be found on the Documents tab. Housing and Tenant Managers should wait to “stop” a tenant until after their departure because the tenant will be marked as CURRENT=NO in the iQMIS. This cannot be changed or reprinted.

   Refer to the iQMIS Housing Manager’s Manual for more information.

5. **How do I calculate the rent if there are changes to the adjustments, utilities, or services (e.g., locked off a bedroom, added a garage, changed how utilities are billed)?**
The iQMIS Housing/Tenant Manager should ensure data is maintained and accurate in the system. The iQMIS Housing Manager’s Manual provides specific instructions for changing adjustments, utilities, and services. Once the changes are made, tenants must be provided 30 days’ advance written notice of a change to the rental rate. Refer to Section 6.6 for more information.

6. **When does the rental rate go into effect?**

Changes to the rental rate go into effect after the 30 days’ advance written notice is completed.

Each year, rents are updated in the iQMIS for inflation and new private rental market rates. These updates are effective the first full pay period each March per the Office of Management and Budget Circular A-45. Housing/Tenant Managers must compute the new rates and print tenant notification documents from the iQMIS. Since tenants must be given 30 days’ advance written notice of their rent changes, new rental rate documents must be printed from iQMIS and distributed to tenants every year in January (but no later than the first week in February).

7. **What is the CPI? When does it go into effect?**

The Consumer Price Index (CPI) measures changes in the price level of a market basket of consumer goods and services purchased by households. The calculation is conducted by the Bureau of Labor Statistics. The CPI is applied annually to the iQMIS rental rate to account for inflation. The CPI adjusted rental rate goes into effect the first full pay period of March.

8. **Does my rent change between the CPI?**

No, unless your inventory changes in your housing unit. (e.g., government provides a new washer that was never there before)

9. **What is a regional survey/survey year?**

Every four years, the Department of the Interior (DOI) conducts a regional survey to establish reasonable rents by producing a general cost-adjusted market-derived base rent schedule for the whole region, rather than the specific market appraisal of a unit on a specific site in a specific neighborhood. This is done by obtaining community and comparative private rental housing data for each class of housing and by obtaining market data on the cost of related conveniences for use in determining charges for government provided utilities.

Based on the results from the regional survey, the rental rate will be adjusted. These changes are implemented the first full pay period of March.

10. **How is rent collected and spent?**

For all DOI employees, rent is collected via payroll deduction. The rental rate is calculated by the iQMIS process, through the Federal Personnel/Pay System (FPPS), and tracked in the FBMS.

For non-DOI tenants, rent may be collected via bill of collections.

Public Laws 98-473 and 100-446 require rental receipts to be deposited in a special fund, where they remain until used exclusively for the maintenance and operation of the housing program.

**Tenants**
11. *Can I rent out or sublet my quarters?*

Tenants in government quarters are not permitted to accept payment from guests.

The FWS may allow temporary occupancy of vacant, non-excess, and excess housing by non-federal tenants. The FWS will first determine that no other bureau/office or federal agency has an interim need for the housing unit. When housing units are leased to non-federal tenants (general public), a Revocable License for Non-Federal Use of Real Property (GSA Form 1582) is the instrument used to grant temporary occupancy. Housing may be licensed and leased to non-federal tenants only during interim periods pending future use by the holding bureau/office, or pending disposal by GSA.

12. *Can I work on my car on the weekends?*

Tenants may perform the same activities at their assigned quarters during non-work hours as they would in units leased from the private sector. However, all activities must:

- Abide by federal, state, and local laws and regulations
- Abide by FWS policy as well as site-specific policy and guidelines
- Not disturb neighbors, visitors, or others in the vicinity of the quarters
- Not be a hazard to the environment
- Not be a hazard to the tenant or those in the vicinity of the quarters
- Not cause damage to the quarters or surrounding area

13. *Can I paint?*

Tenants must receive permission from the Project Leader/Supervisor to make alterations to the unit. If done as a personal preference and not as a maintenance activity, painting will be done by the tenant at the tenant’s expense. The Project Leaders/Supervisor reserves the right to require a certain type or brand of paint be used for maintenance, hazard, or environmental reasons. When the tenant checks-out of the quarters, he/she will be required to return all painted areas to the color at the time of check-in.

Tenants living in quarters with encapsulated lead-based paint will not be permitted to paint.

Paint and other substances must not contain toxic or hazardous material.

14. *When is the tenant responsible for repairs?*

The tenant is responsible for minor repairs such as changing light bulbs and tightening loose screws or doorknobs. If the tenant wants to perform alterations, additions, remodeling, or painting, he/she must first seek approval from the Project Leaders/Supervisor. The tenant should be aware that any improvements to quarters become U.S. government property. If the tenant is unsure of who is responsible for a maintenance issue, he/she must contact the Project Leader/Supervisor.

15. *Are tenants responsible for utilities and internet?*

Tenants are responsible for paying all utilities costs, including internet unless otherwise stated in the Quarters Assignment Agreement (lease).

16. *Should I send in tenant documents to my RQO?*
Tenant Managers are required to submit documents to their RQO. The RQO may require a specific submittal process. The recommended approach is to attach documents in the iQMIS.

17. Can I use my personal mobile home on a FWS trailer pad?

No, unless special permission is obtained from the Project Leader/Supervisor. Allowing privately owned mobile homes on FWS trailer pads is not recommended as issues have arisen in the past with owners not being able to afford to move the mobile home from the property at the end of the tenancy.

Volunteers

18. Do volunteers need renters insurance if the volunteers services agreement covers them for tort and liability?

The FWS strongly encourages all tenants to obtain renters insurance. Refer to Section 8.0 for more information.

19. How do I enter volunteers into the iQMIS?

When entering volunteers into the iQMIS, Tenant Managers may select either “Bill of Collection” or “Benefitting Account” as the method of payment. That method of payment allows the iQMIS to track their occupancy while allowing any payment collected to be done outside of the iQMIS.

Check-in/Check-out

20. When does the tenant have to vacate after leaving the Service (i.e., retire)?

Tenants are expected to vacate quarters upon termination of their employment with the FWS. With permission from the Project Leader/Supervisor and RQO, former federal employees (or other occupants) and dependents may continue to occupy quarters for a period not to exceed 60 days. In extenuating circumstances (sickness or death), the NQO may approve extensions of the 60-day limitation. Such occupants will continue to pay the established rental rate.

Points of Contact

21. Who do I contact to adjust the information in iQMIS?

Contact the RQO.

22. Who do I contact when there is damage to the building?

Contact the Project Leader/Supervisor and/or the Station Manager.

23. Who do I contact if I disagree with my rental rate?

Contact the iQMIS Tenant Manager and/or the RQO.

24. Who do I contact for rent appeals?

Contact the RQO.

25. How can I see what the current operating budget for quarters is today?
Contact the administrative employee responsible for the site’s budget.
Appendix B: Annual Quarters Certification Form

U.S Fish and Wildlife Service
Annual Regional Quarters Certification

The purpose of this form is to certify that (1) all quarters used for employee housing are recorded in the internet Quarters Management Information System (iQMS) and (2) all quarters recorded in the iQMS comply with the policies in Office of Management and Budget Circular A-45.

Please complete all the information on this form, sign electronically, and email the completed form to the National Quarters Officer.

Regional Quarters Officer
CERTIFICATION STATEMENT:

I certify that Region ____ has recorded all quarters used for employee housing in the iQMS and that all quarters recorded in the iQMS comply with the policies in OMB Circular A-45. I have read and understand the duties and responsibilities of the Regional Director per 371 FW: Quarters Management.

Regional Quarters Manager Signature: ___________________________ Date: ___________________________

(Signature)

Regional Director (For Headquarters, Assistant Director - Business Management & Operations)
CERTIFICATION STATEMENT:

I certify that I concur with the statement provided above by the Regional Quarters Officer. I have read and understand the duties and responsibilities of the Regional Director per 371 FW: Quarters Management.

Regional Director Signature: ___________________________ Date: ___________________________

(Signature)
# Appendix C: Glossary of Quarters Management Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessibility</td>
<td>The provisions of programs, facilities, conveniences, and services in ways that include individuals with disabilities or makes available to those individuals the same benefits available to persons without disabilities.</td>
</tr>
<tr>
<td>Adjusted Monthly Base Rental Rate (AMR)</td>
<td>Amount of monthly rent set by the Department of the Interior and adjusted by the annual Consumer Price Index adjustment for Government housing.</td>
</tr>
<tr>
<td>Administrative Adjustments</td>
<td>OMB Circular A-45 authorizes certain adjustments that can be made to the base rental rate. These include adjustments for isolation, lack of site amenities, loss of privacy/restricted use, excessive size of quarters, inadequacy of quarters or need of temporary quarters/maintenance of two households.</td>
</tr>
<tr>
<td>Affordability</td>
<td>National standards define an affordable rental unit as a total cost that does not exceed 30 percent of a single wage earner’s income. The total cost of a rental unit includes payments for monthly rent and utilities.</td>
</tr>
<tr>
<td>Age of Housing</td>
<td>Age is based upon the year the unit was originally constructed. The actual age is used for housing rental determination purposes. Major rehabilitation work does not change the date constructed.</td>
</tr>
<tr>
<td>Alternatives</td>
<td>Alternatives to on-site housing are measures taken when necessary services can be provided without housing employees in the field station, and can include (but are not limited to) the following: acceptable change in the response time (project leader/supervisor determination), contracted services, delegation/relocation of function off-site, historic leasing, lease or purchase from private market, partnerships with other agencies or communities, modified response time (can be met by living outside the field station or through other means), shift work/change of duties/on-call status, telecommuting/flexi-place-work schedules, or transportation systems. Other alternatives may become available if additional legislative authorities are provided.</td>
</tr>
<tr>
<td>Apartment</td>
<td>An apartment is a self-contained housing unit that occupies only part of a building. It generally includes common hallways and entryways shared by all individuals living in the building.</td>
</tr>
<tr>
<td>Appliances</td>
<td>Household devices operated by propane, solar, electricity or fossil fuel. Appliances include refrigerators, ranges, dishwashers, wood stoves, fireplace inserts, washers, dryers, televisions, radios, window air conditioners, irons, microwaves, swamp coolers, etc.</td>
</tr>
<tr>
<td>Asset Priority Index (API)</td>
<td>An asset evaluation rating that quantifies the value of an asset in relation to the mission of the FWS. The API utilizes a numeric rating system for ranking assets; the ranking is 0 to 100, 100 being the highest. The API is determined by a team and set by the field station.</td>
</tr>
<tr>
<td>Basement</td>
<td>An open area underneath the floor of the main living area in a structure, usually below ground. A finished basement area is considered to be living area only if it complies with basic HUD property standards concerning minimum lighting and ventilation requirements. Artificial lighting and year-round mechanical ventilation that are equivalent to natural lighting and ventilation are acceptable. Basement space is a consideration when establishing a rental rate.</td>
</tr>
</tbody>
</table>
| Bedroom                              | A room qualifies as a bedroom if it meets the following criteria:  
• Size — At least 80 square feet in area, with at least one wall space of 8 linear feet. This wall may contain windows, as long as they are not floor-to-ceiling windows and they allow the placement of furniture.  
• Egress — Two means of exit at a minimum. At least one exit must be a door; the other may be a window. If a window is used as an exit: it must be unobstructed; it must be operable from the inside; it must provide a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area; and the bottom of the window must not be more than 44 inches above the floor. |
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>• Closet — At least one closet, enclosing approximately 6.0 square feet of floor space. Approximately 5 feet of vertical hanging space should be available. • Access to Bathroom — Available without requiring a person to pass through an intervening bedroom, kitchen, or main living or dining area. Each bedroom must have this access. Also, bedrooms should not afford the only access to a required bathroom, except in one-bedroom units. Neither a bedroom nor a bathroom should afford the only access to a habitable room.</td>
<td></td>
</tr>
<tr>
<td>Bunkhouse/Dormitory</td>
<td>A housing unit classified as a dormitory or bunkhouse will have at least one of the following: (1) Multiple bathroom fixtures such as several sinks, showers and toilets in one bathroom. (2) Multiple kitchen fixtures, such as several ranges, refrigerators and sinks, or a lack of a kitchen. (3) A large common sleeping area with numerous beds or bunk-beds.</td>
</tr>
<tr>
<td>Cabin</td>
<td>A cabin is a small, roughly built house or cottage with minimal amenities.</td>
</tr>
<tr>
<td>Consumer Price Index</td>
<td>The Consumer Price Index (CPI) produces data on changes in the prices paid by urban consumers for a representative basket of goods and services. The Housing Management Program applies the CPI to rental rates annually.</td>
</tr>
<tr>
<td>Consumer Price Index - Adjusted Monthly Base Rental Rate (CPI-MBRR).</td>
<td>The CPI-MBRR is the rental value of Government-Furnished Housing (GFH) equipped with a refrigerator, water heater, range, and floor and window coverings. Where applicable, the CPI-MBRR reflects exclusions of excess (closed off) and “Official Use” space. The CPI-MBRR is determined by a survey or appraisal analysis of market rental comparables. The CPI-MBRR does not include charges for related services, or administrative deductions.</td>
</tr>
<tr>
<td>Comparable Housing</td>
<td>This term refers to housing in the private sector that is generally equivalent in size to the rental housing units, with the same number of bedrooms, and with generally equivalent related conveniences. Such housing is available on a landlord-tenant basis, with rental rates reflecting the fair market value of the accommodations. This is distinguished from housing rented on an employer-employee basis or between friends and relations, for which other considerations may have influenced the rental rates or which may be part of compensation for services rendered. In addition, housing such as other Government-Furnished Housing (Federal, state, or local) and housing provided by Indian tribes, churches, or religious societies are excluded from this definition of comparable housing. Housing can include trailers, recreational, mobile, and modular homes if the community includes those types of housing.</td>
</tr>
<tr>
<td>Condition of Employment</td>
<td>As stated in the position description, a requirement that is inherently part of the position. Required occupancy is generally a condition of employment.</td>
</tr>
<tr>
<td>Current Replacement Value (CRV)</td>
<td>The total industry-standard costs and engineering estimates for materials, supplies and labor that is required to replace a particular facility with regard to the existing size and functional capability of that facility. This includes current costs for planning, design, construction, and construction management. This applies to historic structures as well.</td>
</tr>
<tr>
<td>Cyclic Maintenance</td>
<td>Work activities that recur, based on normal wear patterns for a periodic cycle of greater than one year and less than ten years. Painting, caulking, sealing, carpet replacement, roofing, rekeying, and window and door replacement are examples of typical cyclic maintenance.</td>
</tr>
<tr>
<td>Deferred Maintenance (DM)</td>
<td>Maintenance that was not performed when it should have been, or scheduled to have been, and consequently was put off or delayed. Continued deferment of maintenance results in deficiencies beyond life cycle per definition of component renewal.</td>
</tr>
<tr>
<td>Energy Efficiency and Energy Conservation</td>
<td>According to the Department of Energy's Lawrence Berkeley Laboratory, energy efficiency is using less energy to provide the same service. Energy conservation is reducing or going without a service to save energy. For example, turning off a light is energy conservation. Replacing an incandescent lamp with a compact fluorescent lamp (which uses much less energy to produce the same amount of light) is energy efficiency.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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</tr>
<tr>
<td><strong>Established Community</strong></td>
<td>Ordinarily the nearest population center (Metropolitan Statistical Area or an incorporated or unincorporated city or town) having a year-around population of 1,500 or more (5,000 or more in Alaska), provided that it has minimum essential medical services (i.e., at least one physician and one dentist accepting new patients) available to all occupants of Government housing on a non-emergency/appointment basis, and a private rental market with housing available to the general public. Physicians and dentists may be available part-time or provide itinerant care. Population determinations will be based upon the most recently published decennial census of the United States. Established communities are the locations in which rental and related conveniences cost data are gathered for use in surveys and appraisals for establishing rental charges for Government-Furnished Housing.</td>
</tr>
<tr>
<td><strong>Excess Housing Units</strong></td>
<td>Excess housing units are those which have been reported to the GSA on the Report of Excess Real Property, Standard Form (SF) 118 with accompanying Buildings, Structures, Utilities, and Miscellaneous Facilities, SF 118A, by the holding bureau as being excess to the needs of DOI. While excess housing units may be the responsibility of the holding (reporting) bureau, they will be considered as being under GSA control.</td>
</tr>
<tr>
<td><strong>Facility Condition Index (FCI)</strong></td>
<td>A measure of a facility’s relative condition at a particular point in time. The FCI rating is a ratio: the cost to repair an asset’s deficiencies divided by the current replacement value for that asset.</td>
</tr>
<tr>
<td><strong>Government-Furnished Housing (GFH)</strong></td>
<td>Housing units owned or leased by the Government for which the Government serves as landlord. The terms “Government quarters/housing”, “quarters/housing”, and “rental quarters/housing” have the same meaning as Government-Furnished Housing. The word “furnished” in the term GFH means provided by the Government, and is not intended to imply that the Government has provided furniture, appliances, equipment, or other household effects. Only GFH units that have been approved by the appropriate program Assistant Secretary or his designee may be assigned to Government employees, contractors, volunteers, seasonal employees, and concessionaires. Individuals can only occupy GFH units that exist in the QMIS inventory. Housing must remain in the QMIS inventory as long as it is occupied or a future need is identified.</td>
</tr>
<tr>
<td><strong>House – Single Family Detached</strong></td>
<td>A building containing one single housing unit, designed for occupancy by one individual or family is a single family detached house.</td>
</tr>
<tr>
<td><strong>House – Single Family Plexed</strong></td>
<td>A building containing two or more single-family living units that have joined or connected walls is a single family plexed house. Plexed units are referred to as duplexes, triplexes, row houses, townhouses, cluster homes, patio homes, etc. These do not share a common entryway as apartments do, but contain separate external entrances for each living unit.</td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td>Contractual coverage binding a party to indemnify against specific loss in return for premiums paid is called insurance. Tenants are encouraged to carry their own rental insurance.</td>
</tr>
<tr>
<td><strong>Isolation Adjustment</strong></td>
<td>This is an adjustment to the Monthly Base Rental Rate made to relieve the economic effects of isolation, as recognized in OMB Circular A-45.</td>
</tr>
<tr>
<td><strong>Internet Quarters Management Information System (iQMIS)</strong></td>
<td>iQMIS is a computerized housing inventory and rental rate-setting program.</td>
</tr>
<tr>
<td><strong>Lead-Based Paint Disclosure Rule</strong></td>
<td>Congress passed this rule, known as the Residential Lead-Based Paint Hazard Reduction Act of 1992 (Title X), to protect families from exposure to lead from paint, dust and soil. Section 1018 of this law directed the Department of Housing and Urban Development and the Environmental Protection Agency to require the disclosure of known information on lead-based paint and lead-based paint hazards before the sale or lease of most housing built before 1978.</td>
</tr>
<tr>
<td><strong>Leased Housing</strong></td>
<td>A written contract entered into under the authority of part (36CFR18.2) through which use and possession of property is granted to a person</td>
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<td>Term</td>
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<tr>
<td><strong>Term</strong></td>
<td><strong>Definition</strong></td>
</tr>
<tr>
<td><strong>Life-Cycle Cost</strong></td>
<td>A cost associated with the long-term operation and maintenance of an asset. These costs, along with expenditures for planning, designs, compliance, and acquisition, constitute the total cost of ownership for a particular asset. The consideration of life-cycle costs, which can often be forecast, provides a way to compare actual maintenance expense and estimate deferred maintenance.</td>
</tr>
<tr>
<td><strong>Mobile Home/Manufactured Homes</strong></td>
<td>A moveable living unit that is located on a site where the wheels and axles have been removed, a skirt is installed around the unit, and the unit cannot be rapidly moved to another site. There are no restrictions on the size, length or width of a mobile home.</td>
</tr>
<tr>
<td><strong>Modular Housing</strong></td>
<td>A structure that is partially fabricated at a factory, assembled on site and secured on a permanent foundation is referred to as modular housing. Such units of modular housing should be inventoried based upon their design, whether it is detached housing, plex, apartment, etc.</td>
</tr>
<tr>
<td><strong>Net Monthly Rental Charge</strong></td>
<td>The Net Monthly Rental Charge (NMRC) is calculated as the CPI-MBRR minus deductions for administrative adjustments; plus charges for Government-provided related conveniences (utilities, appliances, furnishings and services); minus deductions for energy credits.</td>
</tr>
<tr>
<td><strong>Non-Excess Housing Units</strong></td>
<td>Non-excess housing units are those which are not presently utilized by the holding bureau in the provision of services or protection of property, but for which there is a known or probable future bureau need. Non-excess housing units are not reported to GSA as excess real property and remain in the possession and control of the holding bureau.</td>
</tr>
<tr>
<td><strong>Non-Federal Tenant</strong></td>
<td>Non-Federal tenants include members of the general public and concessionaire employees. Contractors in performance of a contract, memorandum of understanding, or other formal agreement with the bureau/office, another cooperating Federal or state agency, or with a contractor providing services or supplies to the managing bureau/office will be considered Federal tenants when determining interim use of all housing.</td>
</tr>
<tr>
<td><strong>Obsolete Housing</strong></td>
<td>These are housing units which have been classified as &quot;obsolete&quot; on the Government Quarters Inventory (Form DI 1875). These housing units are unsuitable for occupancy because they are not safe, reliable, and sanitary and are in less than poor condition. Whenever occupancy of obsolete housing is considered essential, the provisions of paragraph 3.4.3A will be followed.</td>
</tr>
<tr>
<td><strong>Official Use Space</strong></td>
<td>Official use space is any portion of a housing unit that has been set aside solely for a Government business purpose. This space may be deducted from rental charges.</td>
</tr>
<tr>
<td><strong>Permitted Occupancy</strong></td>
<td>Permitted occupancy is a benefit to the FWS. It must be justified on the basis of providing direct mission-related functions; it must also present a compelling rationale for housing, taking into account the true cost of ownership by the Government. After all reasonable alternatives are considered, the employees that are in need of housing units (because of an inadequate local market, remoteness, community involvement needs, back-up emergency response not available within response time/response zone, deterrence, non-paid entities supporting missions, temporary work force, or use of historic structures) are documented as a benefit to the FWS and are designated as permitted occupants.</td>
</tr>
<tr>
<td><strong>Preventive Maintenance (PM)</strong></td>
<td>Planned or scheduled servicing, repairs, inspections, and adjustments that extend the useful life of facilities and equipment. This also results in fewer breakdowns and makes premature replacement less likely.</td>
</tr>
</tbody>
</table>
| **Primary Residence**                    | A primary residence meets the majority of the following criteria:  
  • The location occupied by the employee as a dwelling, in which he/she maintains a household and spends a significant proportion of off-duty time and to which, when absent, the employee normally intends to return;  
  • The location where the employee keeps or stores his/her household goods—clothing and other personal effects;  
  • The location where the employee normally sleeps and prepares/consumes meals, from which he/she normally leaves to report for work or
<table>
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<tr>
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<tr>
<td>Term</td>
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</tr>
</tbody>
</table>
| off-duty emergencies and to which he/she return after work;  
• The location where the employee normally receives personal telephone calls and can otherwise be contacted when not on duty;  
• The street address where the employee receives mail; and  
• For a permanent employee, the home of records used for voting, school, and tax purposes and the address listed on documents such as the employee's driver's license, hunting and fishing licenses, vehicle registration, and personal checks. |
| Reasonable Commuting Distance | The meaning of the term "reasonable commuting distance" varies with local and industry conditions. To determine reasonable commuting distance, consideration should be given to geographic accessibility of the place of work, the quality of the roads, customarily available public transportation, and the usual travel time. |
| Reasonable Value           | Reasonable value is the net rental charge (Net Rent) which results after adding charges for related conveniences (see below), and the Consumer Price Index CPI-MBRR. The authorized administrative adjustments are intended to account for many of the differences in conditions between the established communities from which rental data is gathered and the sites at which GFH are located. |
| Remoteness                 | This describes the physical location of a unit that is 30 or more miles from any established community which provides private sector housing, or when adequate housing is not available, within a reasonable commuting distance of the employee's duty station. |
| Rent Class                 | Term used for housing classifications in iQMIS, e.g., house, mobile home, apartment. The design of a structure rather than its use determines rent class. |
| Rental Housing/Quarters    | These are defined in OMB Circular A-45, Revised as follows: "...all furnished and unfurnished quarters supplied under specific Government authority to Government employees, contractors, contractor employees, and all other persons to whom housing is provided as an incidental service in support of Government programs. It includes, but is not limited to, Government-owned or leased dwellings, apartments, bunkhouses, dormitories, trailer pads, cabins, guard stations and lookouts, mobile homes, house trailers, and housekeeping as well as non-housekeeping units. The term excludes tents, containers, housing which due to extreme deterioration is unsuitable for occupancy except in exigent circumstances, and "public quarters" designated for occupancy by members of the uniformed services with loss of allowances, but it includes quarters occupied by such personnel on a rental basis under 37 U.S.C. 403(e)(e), 42 U.S.C. 1594a(f) and 1594b, and other authorities." |
| Required Occupant (RO)     | Exists as a designated position when it is determined that necessary services cannot be rendered or that property of the Government cannot be adequately protected unless such a position is established. Required occupancy is based upon a needs assessment, which involves a determination of necessary and protection response time. |
| Rooms                      | Rooms are any finished space, excluding used halls, alcoves, pantries, bathrooms, or other areas so small they can only be used as storage areas. A dining room qualifies as a separate room rather than merely an extension of the kitchen or living room, if the dining area is at least partially separated from the kitchen or living room by a wall, however minimal. Unfinished space is not considered a room. |
| Seasonal Housing           | Housing units are considered seasonal when the planned period of occupancy is limited—normally six months or less. |
| Tent, Tent-House, or Tin Top | A tent-house has paved or frame floors and sidewalks with a tent over it. Tin tops are tent-houses with the tenting replaced with tin roofs. Tents are typically supported fabric structures without paved or framed floors. This housing class has few conveniences, is for seasonal use only, and has a shared community bath. Rental and related charges are not assessed for this type of housing. Utilities at the site can be recovered from the program utilizing the occupants or the occupants themselves where appropriate. |
| Trailer Pad                | Designated space where a personally-owned trailer is parked for a specific time. For rent purposes, Government-owned trailers or RVs parked on a Trailer Pad are classified as Travel Trailers. |
# Appendix D: FWS Quarters Management References

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<th>Reference</th>
<th>Use</th>
<th>Hyperlink</th>
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<tbody>
<tr>
<td>American with Disabilities Act Standards and Architectural Barriers Act Accessibility Standards</td>
<td>Read about accessibility standards for quarters</td>
<td>American with Disabilities Act Standards and Architectural Barriers Act Accessibility Standards</td>
<td>Open access</td>
</tr>
<tr>
<td>Code of Federal Regulations</td>
<td>Find general and permanent federal policy on fleet regulation</td>
<td>e-CFR</td>
<td>Open access</td>
</tr>
<tr>
<td>Constructed Real Property Management Handbook</td>
<td>Read service-wide policy and guidance related to constructed real property</td>
<td>Constructed Real Property Management Handbook</td>
<td>Open access</td>
</tr>
<tr>
<td>DOI Quarters Management Handbook</td>
<td>Read department-wide policy and guidance related to quarters management</td>
<td>DOI Quarters Management Handbook</td>
<td>Open access</td>
</tr>
<tr>
<td>EPA Lead-Based Paint Brochure</td>
<td>Understand the risks of lead-based paint. This brochure must be provided to all tenants upon check-in for quarters suspected or known to have lead-based paint</td>
<td>EPA Lead-Based Paint Brochure</td>
<td>Open access</td>
</tr>
<tr>
<td>Federal Tenant Brochure</td>
<td>Understand how rental rates are calculated in the iQMIS</td>
<td>Federal Tenant Brochure</td>
<td>Open access</td>
</tr>
<tr>
<td>Financial and Business Management System (FBMS)</td>
<td>Log and manage financial, utilization, inventory, and other metrics in a Department-wide system</td>
<td>FBMS Info, FBMS Intranet, FBMS Enterprise Portal</td>
<td>Must request role access by completing an FBMS role request form. Contact the NQO for more information</td>
</tr>
<tr>
<td>FWS Manual: 371</td>
<td>Find Service-wide policy and guidance related to quarters management</td>
<td>300 FW series</td>
<td>Open access</td>
</tr>
<tr>
<td>FWS Volunteer Guidebook</td>
<td>Find guidance on volunteers and requirements associated with volunteers as they pertain to fleet management</td>
<td>FWS Volunteer Guidebook</td>
<td>Open access</td>
</tr>
<tr>
<td>Internet Quarters Management Information System (iQMIS)</td>
<td>Review quarters inventory data and rental information. iQMIS is the DOI’s system of record for rent setting, tenant tracking, and reporting for government housing</td>
<td>iQMIS</td>
<td>Must request access by completing a user access form. Contact the NQO for more information</td>
</tr>
<tr>
<td>Lead-Based Paint in Residences</td>
<td>Understand the requirements associated with disclosing known lead-based paint hazards to tenants</td>
<td>Lead-Based Paint in Residences</td>
<td>Contact your Regional Environmental Compliance Coordinator</td>
</tr>
<tr>
<td>Reference</td>
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<td>Hyperlink</td>
<td>How to get access</td>
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</tr>
<tr>
<td>OMB’s Reduce the Footprint</td>
<td>Read the federal government’s policy document on the Reduce the Footprint effort</td>
<td><a href="#">OMB Memorandum M-12-12</a></td>
<td>Open access</td>
</tr>
<tr>
<td>Safe Drinking Water Act Monitoring Requirements</td>
<td>Brochure to assist project leaders/supervisors in the requirements associated with the Safe Drinking Water Act</td>
<td><a href="#">Safe Drinking Water Act Monitoring Requirements</a></td>
<td>Contact the Environmental Compliance Branch in the Division of Engineering</td>
</tr>
<tr>
<td>Service Asset and Maintenance Management System (SAMMS/Maximo):</td>
<td>The FWS facility maintenance and capital improvement database of record</td>
<td><a href="#">SAMMS</a></td>
<td>Must <a href="#">request access</a>. Contact the SAMMS System Administrator for more information</td>
</tr>
</tbody>
</table>
## Appendix E: Form Index

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<th>Link to form</th>
<th>Responsible party</th>
<th>Destination party</th>
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</thead>
<tbody>
<tr>
<td>A-20</td>
<td>Payroll Deduction Form</td>
<td>Notify payroll of a one-time change in rental rate—this form is being replaced by the iQMIS-FPPS interface</td>
<td>Available in the iQMIS</td>
<td>RQO</td>
<td>Payroll</td>
</tr>
<tr>
<td></td>
<td><strong>EPA Lead-Based Paint Disclosure</strong></td>
<td>Acknowledges the presence of lead-based paint in the quarters</td>
<td>Available in the iQMIS</td>
<td>iQMIS tenant manager/project leader/supervisor ensures tenant signature</td>
<td>RQO</td>
</tr>
<tr>
<td>DI 1871</td>
<td><strong>Justification for New or Replacement Housing</strong></td>
<td>Justifies new or replacement housing</td>
<td>Available in the iQMIS</td>
<td>Project leader/supervisor submits to RQO; RQO enters into DTS under individual document control numbers</td>
<td>AD-BMO</td>
</tr>
<tr>
<td>DI 1872</td>
<td>Certification of Required Occupancy</td>
<td>Certifies required occupancy of housing</td>
<td>Available in the iQMIS</td>
<td>RQO</td>
<td>Regional director</td>
</tr>
<tr>
<td>DI 1873</td>
<td>Private Rental Market Housing Comparable</td>
<td>Compares private rental housing</td>
<td>Available in the iQMIS</td>
<td>RQO</td>
<td>RQO (unless disputed)</td>
</tr>
<tr>
<td>DI 1875</td>
<td>Government Quarters Inventory</td>
<td>Used, by the project leader/supervisor, to convey inventory data and changes to the RQO</td>
<td>Available in the iQMIS</td>
<td>iQMIS tenant manager/project leader/supervisor</td>
<td>RQO</td>
</tr>
<tr>
<td>DI 1876</td>
<td>Isolation Adjustment</td>
<td>Aids in the calculation of the isolation adjustment in the iQMIS</td>
<td>Available in the iQMIS</td>
<td>iQMIS tenant manager/project leader/supervisor/ RQO</td>
<td>RQO</td>
</tr>
<tr>
<td>DI 1878</td>
<td>Excessive Heating/Cooling Deduction</td>
<td>Aids in the calculation of the excessive heating/cooling deduction in the iQMIS</td>
<td>Available in the iQMIS</td>
<td>iQMIS tenant manager/project leader/supervisor/ RQO</td>
<td>RQO</td>
</tr>
<tr>
<td>DI 1879</td>
<td>Quarters Occupancy/Vacancy Inspection</td>
<td>Inspects occupied and vacant housing</td>
<td>Available in the iQMIS</td>
<td>iQMIS tenant manager/project leader/supervisor</td>
<td>RQO</td>
</tr>
<tr>
<td>DI 1881</td>
<td>Quarters Assignment Agreement</td>
<td>Required upon check-in of all tenants</td>
<td>Available in the iQMIS</td>
<td>iQMIS tenant manager/project leader/supervisor/ RQO</td>
<td>Tenant</td>
</tr>
<tr>
<td>DI 1882</td>
<td>Notice of Rental Adjustment</td>
<td>Required notification provided to the tenant any time there is a change in the rental rate</td>
<td>Available in the iQMIS</td>
<td>RQO</td>
<td>Tenant</td>
</tr>
<tr>
<td>GSA 1583</td>
<td>Permit for Use of Real Property by</td>
<td>Required upon check-in of tenants that are federal employees but not</td>
<td>GSA Form 1583</td>
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<td>Tenant</td>
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<tr>
<td>Form</td>
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<tr>
<td>GSA 1582</td>
<td>Revocable License for Non-Federal Use of Real Property</td>
<td>Required upon check-in of tenants that are not federal employees</td>
<td>Available in the iQMIS</td>
<td>RQO</td>
<td>Tenant</td>
</tr>
<tr>
<td>OS-2000</td>
<td>Private Rental Survey – Houses, Apartments and Mobile Homes</td>
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<td>OS-2011</td>
<td>Private Rental Survey – Trailer Spaces</td>
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Appendix F: Flow Charts

3.0. Process to Determine Need

Start

- Conduct Housing Requirements Analysis
  - No
  - Yes: Positions essential to mission?
    - Yes: Private supply adequate?
      - Yes: Position(s) required to live in quarters?
        - Yes: DI 1872*
        - No: Consider alternatives
      - No: Consider quarters options
    - No: Consider acquisition options

*DI 1872 is the Certificate of Required Occupancy
4.0 Process to Add Housing

*DI 1871 is the Justification for New or Replacement Housing. This form is required for all new quarters regardless of acquisition method (e.g., construction, acquisition, and repurpose).
7.0 Dispose of Quarters

1. Start

2. Identify excess quarters

3. Determine disposal method

4. Seek approval for disposal

   - Denied

   - Approved

5. Complete regulatory compliance requirements

6. Remove the unit from the system

7. End
Appendix G: Justification for New or Replacement Quarters Checklist

U.S. Fish and Wildlife Service
Justification for New or Replacement Quarters Checklist

Policy dictates completion on Departmental Form DI 1871 (Request for New or Replacement Housing) to justify the need for the appropriation of funds required to replace and rehabilitate the Government Furnished Housing (GFH) within the Service. The purpose of this checklist is to certify that all required items are accounted for when Departmental Form DI 1871 (Request for New of Replacement Housing) is submitted within the Service. The DI 1871 must be accompanied by a Housing Requirements Analysis and submitted through the Document Tracking System (DTS). Below lists documents necessary for submission:

- Memorandum from Region initiating request
- DI 1871 – Departmental form required for justification of new or replacement housing
- HRA – Housing Requirements Analysis

Completed form and accompanying documents must be submitted through DTS with a unique Document Control Number (DCN)

Memorandum and Note To Reviewer

☐ Overview of need
☐ Regional Director Signature
☐ Addressed to AD-BMO
☐ Submitted through the Document Tracking System (DTS), signed by HQ Division Chief, Facilities, Equipment and Transportation

Form DI 1871 Includes:

☐ Nearest Established Community
☐ Distance from NWR/NFH
☐ Occupancy Required
☐ Occupancy Not Required
☐ Housing Classification

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<th>DI-1871 Signature Approval Process</th>
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<td>Regional Quarters Officer</td>
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<td>Approval By</td>
<td>AD-BMO</td>
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Housing Requirements Analysis (HRA) Includes:

☐ Number of employees by position, title, series, and grade
☐ Duties and services to be performed
☐ Identification of Key Employee
☐ Statement of no available housing
☐ Description of Government and Local housing market within 30 miles of designated housing site
☐ Insufficient housing demonstrated by one or more of the following conditions:
  (a) housing cannot be located through Realtor or advertisement;
  (b) available housing is substandard;
  (c) available housing is not affordable; and
  (d) employees on rotation cannot commit to leases.
☐ Follows OMB Guidelines prescribed in OMB Circular A-45
☐ Name and phone number of each person contacted while HRA was conducted
☐ Future rent computation demonstrating comparison to anticipated occupant’s salary for affordability
☐ If replacement, previous vacancy rate is documented (HQ goal is less than 50% of previous 5 years)

Installation Name: ___________________________ Housing Unit: ______________

Reviewed By: ___________________________ Date: ___________________________

Does Justification Package Satisfy Requirements?

☐ Yes ☐ No
# Appendix H: Desk Reference Version and Change Log

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<td>N/A</td>
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