

# **INSTRUCTIONS FOR COMPLETING INVENTORY OF GOVERNMENT QUARTERS**

**(REVISED SEPTEMBER 27, 2001)**

**National Business Center  
Products and Services  
QMIS Program Office**

Suggestions or comments concerning these instructions are appreciated. Send them to:

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#### GENERAL INSTRUCTIONS:

CROSS-REFERENCE TO FORM. These instructions are cross-referenced to the inventory form (DI Form 1875). For example on the form under the Structure tab you will see S1 in a circle next to rent class. On page 5 of these instructions S1 – rent class is discussed.

SEPARATE INVENTORY FORMS. A separate inventory form (DI Form 1875) is to be prepared for each Government Furnished Quarters (GFQ) and trailer pad. A GFQ is defined as a separate living unit designed for occupancy by an individual or family. This would include an apartment, mobile home or single-family house. Thus, each apartment in a multi-apartment building, and each duplex and triplex unit, must be reported on a separate DI Form 1875. Where a multi-unit building (apartment, townhouse, duplex or triplex) is inventoried, care must be exercised to report only that portion of the gross finished floor space of the structure attributable to the individual living unit.

HOUSING CLASSIFICATION. In conducting the inventory it is essential that all housing units be classified uniformly. The design of a structure, rather than its current use, will determine its classification. Thus, a house or a mobile home that is designed for occupancy by an individual or a family, but which is used to house unrelated individuals, will be inventoried as a house or a mobile home. However, where a house, mobile home or other structure has been substantially modified or designed for multi-person occupancy, it will be inventoried as a dormitory or bunkhouse. In the case of a structure adapted for use as a multi-person living unit, (e.g. a barracks, dormitory) the entire structure should be reported as a single GFQ. If, as a result of modification of the structure a GFQ should be assigned to a different rent class, a "CHANGE RECORD" should be prepared and submitted.

TRANSACTION. Check the appropriate block to indicate the type of transaction.

If the purpose of the submission is to add a record (quarters unit) to the automated inventory, check "ADD RECORD" and complete the remainder of the form in accordance with these instructions.

If the purpose of the submission is to delete a record that is already in the automated system, check "DELETE RECORD" and complete items Q1, L1 through L7 no further entries are required.

If the purpose of the submission is to change information in a record that is already in the automated inventory, check "CHANGE RECORD" and complete items Q1, L1 through L7. Annotate only those items, which require changing.

## **QUARTERS NUMBER**

- Q1. **AGENCY.** Enter the appropriate four digit code assigned to the Department/Agency/Bureau for use when reporting real property to the General Services Administration (GSA) on GSA Form 1166. For example, the Bureau of Indian Affairs will use "1409", and the U.S. Forest Service will use "1223".

**GFQ ORGANIZATION CODE.** Enter the (up to) seven-digit alphanumeric organizational code assigned to the organizational unit that is responsible for (owns) the quarters unit for internal reporting purposes. If none has been assigned, use the GSA installation code.

**LOCAL QUARTERS NO.** Enter the individual quarters identification number of the specific dwelling being inventoried. The number can be either numeric or alphanumeric at the option of the Agency/Bureau. A maximum of eight digits may be used, and any combination of numbers or letters may be employed. A dwelling unit in a multi-unit building (e.g. apartment #3) can therefore be designated in a number of ways, including "000003", "00101C", "0101-C", "0101-3", etc. Quarters numbers cannot be repeated (duplicated) within an organization code or installation code; each quarters within an organization/installation must be uniquely numbered.

## LOCATION TAB

- L1. QUARTERS NAME. (optional). A name can be used that might be more meaningful than just the local quarters number. For example, a name such as House on Grey River Road or Superintendents House (with no apostrophe) could be used. Apostrophes cannot be used.
- L2. SURVEY REGION. This field identifies the QMIS survey region in which the quarters unit is located. It is the actual physical location of the quarters that determines, which QMIS region to use, not the location of the nearest established community. The region codes and the corresponding region names are shown below. For example, if the quarters unit is located in the Plains Survey Region, then "PL" should be entered in the blocks provided.

<u>SURVEY REGION</u>	<u>REGION CODE</u>
Alaska	AK
American Samoa	AS
Arizona-Nevada	AN
Bethel, Alaska	BE
California	CL
Caribbean	CB
Colorado-Utah-Wyoming	CU
Dillingham, Alaska	DL
Guam	GM
Hawaii	HI
Idaho-Montana	IM
Mid South	MS
New Mexico	NM
North Central	NC
Northeast	NE
Oregon-Washington	OW
Plains	PL
Southeast	SE

## LOCATION TAB

- L3. NEAREST ESTABLISHED COMMUNITY (NEC). Pick from the list the name of the community nearest to the quarters unit that meets or exceeds criteria published in Office of Management and Budget (OMB) Circular A-45 (reproduced below). The nearest established community need not be located in the same state in which the quarters unit is located. Communities in foreign countries (i.e.: Canada or Mexico) and communities on Government installations or Indian reservations MAY NOT be designated as nearest established communities.

OMB Circular A-45, paragraph 6.b. Established Community.

An established community is ordinarily the nearest population center (Metropolitan Statistical Area or an incorporated or unincorporated city or town) having a year-round population of 1,500 or more (5,000 or more in Alaska), provided that it has minimum essential medical facilities (i.e. at least one physician and one dentist) available to all occupants of Government quarters on a non emergency basis and a private rental market with housing available to the general public. Population determinations will be based upon the most recently published decennial census of the United States.

- L4. MILES BETWEEN QUARTERS AND NEAREST ESTABLISHED COMMUNITY. Enter, for each mileage category, the number of one-way miles (rounded to the nearest whole mile) between the quarters unit and the center of the nearest established community, via the most commonly traveled route. It is important to specify the proportionate mileage for each type of road surface traveled, as well as any transportation by water or air.
- L5. MANAGEMENT UNIT. If the installation is large enough to have management units, districts, etc. Agencies may elect to assign a unique four-digit numeric, alphabetic or alphanumeric code to represent each management unit, e.g. district.
- L6. FACILITIES MANAGEMENT NUMBER. (Optional) Enter the identification number assigned to the quarters unit/building by your Facilities Management unit. This may or may not be the same as the local quarters number.
- L7. JUSTIFICATION OF QUARTERS IS APPROVED. Enter a Y if the quarters were approved through a formal justification process.

## STRUCTURE TAB

- S1. RENT CLASS. Select by highlighting and clicking on the choice that represents the correct housing classification. Although the classes are generally self-explanatory, the following additional guidance is provided.

APARTMENT. An apartment is a dwelling unit in a multi-dwelling structure, which does not provide two (2) non-common, non-emergency ground level (or essentially ground level) doorway entrances/exits offering direct access between individual dwelling units and the outdoors. Where a single family structure (detached or plexed housing, townhouse or row house) has been sub-divided into multiple and separate housekeeping units, each dwelling unit shall be classified as an apartment unless the individual dwelling unit has at least two (2) non-common, non-emergency ground level (or essentially ground level) doorway entrances/exits. Windows (except sliding glass doors) shall not be regarded as doorway entrances/exits. Doors installed to be used principally as emergency exits (i.e. a doorway to a fire escape) cannot be regarded as doorway entrances/exits.

BOAT. A houseboat receives the same monthly base rental rate as a mobile home. The nearest established community and mileage is determined from where the houseboat is most frequently docked.

CABIN/LOOKOUT. A cabin or lookout generally does not have as well finished an interior as a dwelling that is considered to be a house (or plex). It generally has fewer amenities available and is usually in a remote location.

DORMITORY/BUNKHOUSE. This housing class includes only dwelling structures originally constructed or modified for multi-person occupancy on a bunkhouse or dormitory basis. Units inventoried as dormitories/bunkhouses must have a configuration, which includes common-use bathrooms with multiple sinks, toilets, or showers within one bathroom enclosure; or common use kitchens with multiple stoves, refrigerators or sinks within one kitchen enclosure. In addition, sleeping rooms must be open barracks type or semi-private rooms with sleeping accommodations for two or more unrelated occupants. Houses, apartments or mobile homes, which are used to house unrelated occupants, but which have not been modified structurally to a dormitory or bunkhouse configuration, will be inventoried as houses, apartments, or mobile homes, respectively.

To apply the administrative adjustment of -10%, which is permitted if 3 or more people must share a bedroom or sleeping area, enter the deduction in the additional deductions portion of the software. To apply an administrative adjustment of -10%, which is permitted if there are no cooking facilities in the dormitory, enter the amount of the deduction in the additional deductions portion of the software. The additional deductions field is found in the Amenities/Adjustments Tab.

## STRUCTURE TAB

HOUSE - SINGLE FAMILY DETACHED. A structure (building) containing only one single dwelling unit, with at least two ground level (or essentially ground level) doorway entrances/exits to the outside. One of the doorway entrances/exits may be through a garage or carport. Windows (except sliding glass doors) shall not be regarded as doorway entrances/exits. A door installed principally as an emergency exit (i.e. a doorway to a fire escape) can't be regarded as a doorway entrance/exit.

MOBILE HOME. These include all singlewide and doublewide mobile homes that are used as Government quarters.

PLEX. A single family housing unit in a building containing two or more single-family living units that are joined, connected or "plexed". Plexed units are often referred to as duplexes, triplexes, row houses, townhouses, cluster homes, patio homes, etc. While there is no limit on the number of plexed units, which may be present in single family plexed housing, the following conditions must be met.

1. Each single family plexed housing unit must have at least two (2) ground level (or essentially ground level) doorway entrances/exits, which must be of a non-emergency nature. One of the entrances/exits may be through a garage or carport. Windows (except sliding glass doors) shall not be regarded as doorway entrances/exits. A door installed principally as an emergency exit (i.e. a doorway to a fire escape) cannot be regarded as a doorway entrance/exit.
2. The two entrance doors must provide direct access between the outdoors (ground level) and the living unit without the requirement to pass through a common or shared foyer, stairway, walkway or entrance.
3. A minimum of 730 gross square feet, which is the normal square footage for single family residences (1-bedroom) according to OMB Circular A-45, revised.

TRAILER PAD/SPACE. Trailer pads are presumed to be singlewide for purposes of determining the monthly base rent. In order to permit the determination of charges for utilities and related services the STRUCTURE, UTILITY, TENANTS AND TENANT APPLIANCES TABS should be completed by entering data that describes the employee-owned unit that occupies the trailer pad.

TRAVEL TRAILER. A travel trailer is defined as a mobile unit less than 32 feet in length and less than 256 sqft of gross floor space, exclusive of hitch area.

## **STRUCTURE TAB**

MODULAR HOUSING. Modular housing includes dwellings using unitized construction methods (partially built at factory and assembled on site). Some modular housing, when completed, has the appearance of dwellings built using standard 'on site' construction methods. Therefore, modular dwellings that are identical or similar in appearance to conventionally constructed dwellings will be inventoried (and valued) as single family detached houses, duplexes/ triplexes, apartments, etc.

- S2. DATE BUILT. Select the year (19XX or 20XX), month and date on which the dwelling (including trailer pad) was constructed. If the actual construction date is unknown, the age must be determined as accurately as possible from available sources. Estimate a month and date if not known.
- S3. INTERIOR CONDITION. Select the choice that best represents the interior condition of the quarters. Condition attributable to occupancy will not be a basis for reporting. Thus, where the quarters at a given location are maintained to a uniform standard on either a cyclic basis, or reconditioned as necessary each time they are vacated, the condition representative of the quarters in the best attainable condition is to be entered. The condition of a dwelling not its age is the determining factor. The following levels of maintenance will be used for reporting purposes.

Excellent - Like new.

Good - In good repair and requires minimum maintenance and no repair. Examples include touch-up painting, small tears in screens, or other items requiring minimum disruption to occupants and minimum expense to correct.

Fair - Needs minor maintenance and/or minimum repairs. Examples include worn/stained carpeting, minor foundation cracks and early signs of reversible deterioration. Exterior paint is beginning to show signs of fading, peeling, cracking, and/or chipping.

Poor - Needs major repairs; substantial deferred maintenance evident. Examples include leaking roof and cracked foundation walls. Many areas of the carpeting are stained so bad they cannot be removed. Counter tops are in very bad repair. The exterior hasn't been painted in many years and is faded, peeling, cracked and/or chipped off. Exterior wood is rotting in many areas. Walls or ceilings have many dents, or cracks.

Obsolete - Age and/or condition is such that quarters should be replaced or undergo major renovation. Obsolete quarters are not fit for human habitation; major health and safety Violations are evident.

## **STRUCTURE TAB**

- S4. EXTERIOR CONDITION. Same instructions as apply to Interior Condition.
- S5. INSULATION. Select the choice that represents the degree of insulation present in the dwelling. In determining the insulation classification, consideration must be given not only to insulation levels (ratings) in walls and ceilings, but also to such items as weather-stripping; caulking; the presence or absence of storm or double/triple glazed windows; infiltration barriers offered by doors or storm doors; etc. "Adequate" (full) insulation is present where construction (including insulation levels) meets or exceeds current building standards for the geographic area in which the quarters are located. "Minimum" reflects the presence of insulation and or infiltration barriers that are less than the amounts recommended in current building standards. "None" is used to describe a quarters with no insulation. Travel trailers and mobile homes constructed prior to September, 1977 are presumed to have minimum insulation. New HUD trailer home construction standards will result in travel trailers and mobile homes constructed after September, 1977 that have adequate (full) insulation for the geographic area in which they are designed to be used.
- S6. GROSS FINISHED FLOOR SPACE. Enter the total gross square feet of finished living space in the basement, the first floor and on all additional floors. If there is no finished space in a basement or on additional floors, enter "0".

The gross finished floor space is determined by measuring the exterior dimensions to the nearest inch. For multi-family housing (including duplexes, triplexes and apartments), report only the exterior measurements of the individual unit. Exclude attached garages, unenclosed (or unfinished enclosed) porches, covered and uncovered patios, etc. from the finished area measurements. In determining the gross finished floor space, an adjustment should be made for any housing with exterior walls in excess of 6 inches. Deduct the excess width (wall thickness in excess of six (6) inches) from each affected dimension.

Where finished floor space is included in an attic area or other non-typical portion of a structure, where the roof is also a part of (or all of) the wall (as in the case of an 'A' frame), the square footage is to be determined by including as finished living area only that square footage of floor space that has at least six feet of vertical clearance from the floor. To be considered as finished floor space, a basement area must consist of more than painted walls and tiled floors. The space must comply with recognized finished space building standards/codes, and must have artificial lighting and year-round mechanical ventilation that are equivalent to lighting and ventilation found in the rest of the dwelling.

## STRUCTURE TAB

- S7. OFFICIAL USE SPACE. Enter the number of square feet of official use space in each floor level shown. If there is no official use space, enter "0" for each floor level. Official use space is finished floor space that has been approved in writing for use exclusively for official business purposes and that is unsuitable for family living purposes. Examples include offices in the living unit, or visitor information areas used by the general public.
- S8. UNUSED FINISHED SPACE. Enter (for each floor level) the number of square feet of finished space that has been closed off (locked or otherwise secured) to bar access by the occupants. Finished space may be closed off to reduce the square footage (and the rent) when a portion of the dwelling unit is excessive to the needs of the occupants. Enter "0" if there is no unused finished space.
- S9. UNFINISHED BASEMENT. Enter the total square feet of unfinished basement area. The amount of unfinished basement space, when added to the finished basement area (entered under Gross Finished Floor Space) must equal the total basement area. If there is no unfinished basement space, enter "0".
- S10. NUMBER OF PLANNED UNRELATED TENANTS. Occasionally a family dwelling unit (house, apartment or mobile home) is used to house two or more unrelated individuals. For example, a 2-bedroom apartment may be used to house a planned maximum of 4 unrelated employees (two unrelated occupants per bedroom). When a quarters unit is to be used as housing for two or more unrelated tenants, enter the number of unrelated tenants that the agency plans to house in the quarters unit. If the quarters unit is to be occupied by only one tenant (or family), enter "1"
- S11. TOTAL ROOMS. Enter the total number of finished rooms excluding any halls, alcoves, pantries, bathrooms, or other area that is so small it can only be used as a storage area. A dining area 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. Do not include unfinished space used as a "room".
- NUMBER OF ROOMS USED. Enter the number of rooms that are actually being used. The number of rooms used is the total number of rooms (as recorded in S11 above) minus the number of rooms closed off (locked or otherwise secured) to bar access by the occupant. Rooms may be closed off to reduce the number of rooms and square footage (and the rent), when one or more rooms are excessive to the needs of the occupants.

## STRUCTURE TAB

- S12. NUMBER OF BEDROOMS. Enter the number of bedrooms. A room designed for use as a bedroom and that generally meets the requirements below for a bedroom is to be inventoried as a bedroom, regardless of its present use. The entry for units with no bedrooms (such as an efficiency apartment) is "0"; the entry for a unit with three bedrooms is "3".

To determine whether or not a specific area constitutes a bedroom FOR A HOUSE, DUPLEX, CABIN OR APARTMENT ONLY, the guidelines below shall be applied. For mobile homes, houseboats and temporary units, the manufacturer's standards at the time of manufacture will have to be used.

(1) Size - Bedrooms must have a minimum size of 80 square feet, and a 'least' dimension of 8.0 feet.

(2) Egress - Bedrooms must have at least two means of egress, at least one of which shall be a door and the other of which may be a window. Where a window is used as egress, 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 off the floor.

(3) Closet - Bedrooms must have at least one closet enclosing approximately 6.0 square feet of floor space. Approximately five (5) feet of vertical hanging space should be available.

NOTE: A room used for bedroom purposes is not to be inventoried as a bedroom if the occupant has to cross that living area from another room to reach a bathroom. Access to a bathroom must either be direct or via a hallway. Also, in order for finished area in a basement to qualify as a bedroom it must have windows, which permit egress to the outside.

NUMBER OF BEDROOMS USED. Enter the number of bedrooms that are actually being used. A room designed for use as a bedroom, and which meets the bedroom standards, above, is to be inventoried as a bedroom, regardless of its present use. The number of bedrooms used is the total number of bedrooms (as recorded in item S12 above) minus the number of bedrooms that have been closed off (locked or otherwise secured) to bar access by the occupant. Bedrooms may be closed off to reduce the number of bedrooms and square footage (and the rent), when one or more bedrooms are excessive to the needs of the occupants.

- S13. NUMBER OF BATHROOMS. Enter the number of bathrooms present for each housekeeping unit. A quarter bath is represented by either a wash basin, stool (toilet) or a shower stall. A bathtub (with or without a shower) constitutes a half bath. Thus, a room

## **STRUCTURE TAB**

that has a wash basin is a quarter bath; if it also has a stool, then it is a half bath; if it also has a shower (but not a bathtub), then it is a three-quarter bath. A room equipped with a washbasin, stool and a bathtub (with or without a shower) is a full bath.

A privy is not considered to be a bathroom, and is to be inventoried as "0.00". One and three-quarters bathrooms are entered as "1.75"; and a full bath is entered as "1.00". Variations are 1.00, 1.25, 1.50, 1.75, etc.

NUMBER OF BATHROOMS USED. Enter the number of bathrooms that are actually being used. The number of bathrooms used is the total number of bathrooms (as recorded in item S13 above) minus the number of bathrooms that have been closed off to bar access by the occupant. Bathrooms may be closed off to reduce the number of bathrooms and square footage (and the rent), when the bathroom space is excessive to the needs of the occupants.

S14. DORMITORY ROOMS. Enter the number of rooms in the dormitory, which may house tenants. Some dorms may only have one large room with several bunk beds; others may have several bedrooms.

S15. 1-CAR GARAGE. Enter the number of 1-car garages. Normally the entry will be 1.

S16. 2-CAR GARAGE. Enter the number of 2-car garages. Normally the entry will be 1.

S17. CARPORT. Enter the number of carports.

S18. CURRENT USE. Select the appropriate use: QMIS; Office; Training; Conference; Shop; Storage; Excess; Destroy; or Other. The norm will be QMIS, which means the unit is being used as government furnished quarters. However, if the unit is *temporarily* being used for some other purpose than living quarters check that type of use.

S19. CARBON MONOXIDE DETECTORS.

Enter the number of carbon monoxide detectors in the unit.

S20. SMOKE DETECTORS.

Enter the number of smoke detectors in the unit.

## **STRUCTURE TAB**

S21. HANDICAP ACCESSIBLE.

Y means that the unit is handicap accessible in various degrees, i.e. there might be ramps, or wider doors, or lower cabinets, etc.

No Y means that the unit is not handicap accessible.

S22. SEASONAL. Enter the choice that reflects the normal occupancy pattern for which the housing is used.

Y means that the agency usually uses the quarters on a seasonal basis.

No Y means that the agency will use the quarters on a year-round basis.

S23. FIRE SPRINKLERS.

Y means that the unit has fire sprinklers.

No Y means that the unit does not have fire sprinklers.

S24. LEAD PAINT.

Y means that the unit has lead paint.

No Y means that the unit does not have lead paint.

## AMENITIES/ADJUSTMENTS TAB

Enter "Y" to indicate each individual amenity that is present at the dwelling location; enter nothing if the amenity is not present at the site. To be present, an amenity must be available at the housing site. Thus, where a service is available, but a tenant elects not to use or subscribe to the service, the amenity would be marked with a "Y" (a "Y" means yes, the service is OK or exists). To determine if an amenity is present, use the guidelines, which appear in OMB Circular A-45 or the regulations of your Agency/Bureau. A blank box means the amenity is not present or adequate and a deduction to the base rental rate will be computed.

- A1. ADEQUATE WATER SERVICE. The water delivery system at the quarters site should provide potable water (free of significant discoloration or odor) at adequate pressure at usual outlets. If the water delivery system at the quarters site does not meet these conditions, 3 percent should be deducted from the MBRR or CPI-MBRR, whichever is applicable.
- A2. ADEQUATE ELECTRIC SERVICE. Electric service at the quarters site must equal or exceed a 100-ampere power system, and should provide 24-hour service under normal conditions. When evaluating the electric service, housing managers are reminded that OMB Circular A-45 recognizes that occasional temporary power outages are considered to be "normal" conditions. Furthermore, if an adequate back-up generator is available, then the electric service amenity will be considered to be reliable and adequate regardless of the reliability of the primary power source. When electric service is inadequate and unreliable, 3 percent should be deducted from the MBRR or CPI-MBRR whichever is applicable.
- A3. RELIABLE FUEL FOR HEATING/COOKING. When Adequate Fuel Storage/Delivery is inventoried, it MUST relate to the fuel actually being used for heating and cooking. For example, if electricity is used for heating and cooking and the site has adequate electric service, then this amenity would be inventoried with a "Y" (yes). The fact that natural gas, propane, or fuel oil delivery may not be available is not relevant, if those fuels are not used at the quarters site. There should be sufficient fuel storage capacity to meet prevailing weather conditions and needs. Where electricity is used as the heating, cooling or cooking "fuel," an adjustment can only be made when a deduction has been made for deficient electric service. If the fuel delivery/storage system is inadequate, 3 percent should be deducted from the MBRR or the CPI-MBRR, whichever is applicable.
- A4. ADEQUATE POLICE PROTECTION. Law enforcement personnel, including Government employees with law enforcement authority, should be available on a 24-hour basis. OMB Circular A-45 defines "availability" as the ability of law enforcement officers to respond to emergencies at the quarters site as quickly as a law enforcement officer in the nearest established community could respond to an emergency in the nearest established community. OMB Circular A-45 further provides that where part-time officers serve the quarters site, the fact that the officers are part-time does not necessarily mean that they are less available than officers in the nearest established community. The important point is that the availability

## AMENITIES/ADJUSTMENTS TAB

determination must be based on comparative response times (quarters site vs. the nearest established community) - not the employment conditions of the officers serving the quarters site.

Finally, OMB Circular A-45 provides that gaps in availability due to temporary illness or injury, use of annual leave, temporary duties, training, or other short absences, do not render law enforcement personnel "unavailable" at the quarters site.

If, after applying these guidelines, it is determined that the law enforcement protection at the quarters site is unreliable and inadequate in comparison to the reliability and adequacy of law enforcement protection in the nearest established community, 3 percent should be deducted from the MBRR or CPI-MBRR, whichever is applicable.

- A5. ADEQUATE FIRE PROTECTION. Fire insurance should be available (for the quarters) with the premium charge based upon a rating equal to the rating available to comparable housing located in the nearest established community. Alternatively, adequate equipment, an adequate supply of water (or fire retardant chemical), and trained personnel should be available on a 24-hour basis to meet foreseeable emergencies. OMB Circular A-45 provides that if either element is present (adequate insurance or an adequate fire fighting capability), no adjustment is authorized. If both elements are missing, 3 percent should be deducted from the MBRR or CPI-MBRR, whichever is applicable.
- A6. ADEQUATE SANITATION. An adequately functioning sewage disposal system and a solid waste disposal system should be available. OMB Circular A-45 considers septic, cesspool or other systems adequate even though they may require periodic maintenance, as long as they are usable during periods of occupancy. If the sanitation service at the quarters site is unreliable or inadequate, 3 percent should be deducted from the MBRR or CPI-MBRR, whichever is applicable.
- A7. NOISE/ODORS OK. If there are frequent disturbing or offensive noises and/or odors at the quarters site, 3 percent should be deducted from the MBRR or CPI-MBRR, whichever is applicable.
- A8. SIDEWALKS. Enter "Y" to indicate sidewalks are present. One or more of the following improvements may be available at the quarters site: paved roads/streets, sidewalks or street lights. If any one of these improvements is present, no deduction is authorized. If all three of these improvements are missing (i.e., there are no paved roads/streets and there are no sidewalks, and there are no street lights), 1 percent should be deducted from the MBRR or CPI-MBRR, whichever is applicable.

## **AMENITIES/ADJUSTMENTS TAB**

- A9. STREETLIGHTS. Enter "Y" to indicate streetlights are present.
- A10. PAVED STREETS. Enter "Y" to indicate paved streets are present.
- A11. PHONE IN QUARTERS. Enter a Y if there is telephone service *available* to the quarters. Leave the box blank if there is no telephone service available within the quarters. Access to commercial telephone facilities should be available on a 24-hour basis. Deductions (except as provided below) are not allowed for occasional temporary interruptions of telephone service. OMB Circular A-45 allows specific deductions for various levels of service and privacy. These are explained below.
- a. The MBRR or CPI-MBRR (whichever is applicable) should be reduced by 3 percent if telephone service is not available within the quarters or within 100 yards of the quarters.
  - b. The MBRR or CPI-MBRR (whichever is applicable) should be reduced by 2 percent if there is no telephone service within the quarters, but telephone service (either private or party line) is available within 100 yards of the quarters.
  - c. The MBRR or CPI-MBRR (whichever is applicable) should be reduced by 1 percent if telephone service is available in the employee's quarters, but the service is not private line service and/or the service is not accessible on a 24-hour per day basis.

A12. TYPE OF PHONE IN QUARTERS.

None - Enter a Y if there is no telephone service in the quarters, or if the service is not normally available 24- hours per day;

Party - Enter a Y if the only service is a party line available usually 24-hours per day;

Private - Enter a Y if the service is a private line service available 24-hours per day.

A13. PHONE NEAR QUARTERS.

Enter a Y if there is telephone service of available within 100 yards of the quarters such as a pay phone or an office phone that could be used for personal use; otherwise leave blank, i.e. no. If this box has a Y then the box for Phone in Quarters should have been left blank.

### **AMENITIES/ADJUSTMENTS TAB**

- A14. LOSS OF PRIVACY. Enter "0" (zero) to "10" (ten) percent in the blocks provided to reflect

the degree to which the occupant is subject to loss of privacy during non-duty hours by virtue of repeated public visits (i.e. occurring several times daily) or the degree to which the occupant is inhibited from enjoying the full range of activities normally associated with rental occupancies due to restrictions imposed by the Government.

- A15. EXCESSIVE SIZE. Enter "0" (zero) to "10" (ten) percent in the blocks provided to reflect the degree to which the quarters unit is excessive in size to the needs of the tenant(s) occupying the unit. This allowance should be used only where living space (bedrooms, bathrooms, other rooms) can't be physically closed off from tenant access; or where after closing off living space, the remaining quarters area is still excessive to the needs of the tenant. Where tenants choose to use all of the space, there is no basis for applying this adjustment.
- A16. INADEQUATE SIZE. Enter zero (0) to ten (10) percent in the blocks provided if the assigned quarters unit is inadequate in size for the number of people authorized to occupy the premises. Guidelines for making the determination are available in agency/bureau quarters management regulations. This adjustment applies only if the Government assigns a tenant to an inadequately sized unit because an adequate unit is not available. This deduction cannot be given to tenants who choose to occupy the smaller unit when adequately sized units are available. Likewise, a tenant located in inadequately sized quarters, who is later offered adequate quarters, forfeits this deduction if he/she declines an adequately sized quarters unit.
- A17. EXCESSIVE HEATING AND COOLING. Enter the dollar amount of the deduction in the blocks provided. Place zeros in this field if the adjustment is not applicable. The deduction is allowed when excessive heating/cooling costs are the result of structural deficiencies...not lifestyle choices of the tenants. When approved by the agency, this deduction may be allowed for quarters requiring an unreasonable additional **expense to the occupant** for heating or cooling because of poor design or the lack of all-weather construction (i.e: inadequate insulation, inadequate weather stripping or poorly fitting doors and/or windows, etc.). This adjustment is only allowed when heating/cooling charges are based upon metered usage; it is not applicable when heating/cooling charges are based upon "flat rate" usage.
- A18. ADDITIONAL CHARGES. Enter the DOLLAR VALUE of additional charges for items that are not included in this inventory format. Amounts entered in this field will be added to the rent.
- A19. ADDITIONAL DEDUCTIONS. Enter the DOLLAR VALUE of additional deductions for items that are not included in this inventory format. Amounts entered in this field will be subtracted from the rent.

## UTILITIES TAB

U1. UTILITIES PROVIDED AT THE QUARTERS. For any utility provided at the quarter select it from the pick list. The choices are electricity, fuel oil 1, fuel oil 2, natural gas, propane, sewer, and water.

### BILLED IN RENT.

Enter a Y if the utility is billed in the rental deduction. If this item is checked Government Provides should also be checked.

### GOVERNMENT PROVIDES.

Enter a Y if the utility is provided by the government.

### METERED.

Enter a Y if the utility is metered. Check even if the utility is provided by a private utility company and metered.

### AVERAGE USAGE.

Enter an average monthly average. This item is required to be checked if BILLED IN RENT, GOVERNMENT PROVIDES, and METERED are all checked.

In order for the software to estimate a utility bill based on regional average utility rates when the government provides the utility check BILLED IN RENT and GOVERNMENT PROVIDES.

If the tenant pays a utility company directly the only box checked "Y" is METERED.

Check all three, i.e. BILLED IN RENT, GOVERNMENT PROVIDES, METERED and input average monthly usage for metered units, where the government provides a metered utility.

Leave blank any utility not provided at the quarters.

## PROPERTY/SERVICES TAB

GOVERNMENT FURNISHED APPLIANCES. Insert the number of each Government furnished appliance and the fuel used by each listed appliance. For example, if the quarters unit is equipped with two refrigerators, insert "2" in the block immediately after "REFRIGERATOR" and an "E" in the fuel type if the refrigerators are electrically operated. If the unit has one Government furnished dishwasher, insert "1" in the block immediately after "DISHWASHER (S)". Only the number of Government-owned appliances are to be recorded in this section; do not include tenant-owned appliances. *Leave blank items listed that are not present at the quarters.*

- P1. BASE RADIO. An employee, who is required to operate a Government base radio in the quarters unit is entitled to an electric credit if the electricity required to operate the base radio is recorded on the electric meter. In this case, the entry beside "Base Radio" should be "1". If the employee is required to operate two Government base radios in the quarters unit, and if the electricity used to operate the radios is recorded on the meter, the entry beside "Base Radio" should be "2".

Credits for metered electric consumption are allowable for electricity provided by the Government or by a private supplier. Credits are not allowable when the electric consumption is estimated (flat rated).

- P2. CABLE TV. Enter number 1 only if the government provides the cable TV service and the tenants do not pay a private supplier for this service.
- P3. CENTRAL COOLING (EVAPORATIVE). Enter the number of evaporative, also called swamp cooling central cooling systems, and enter the fuel used to operate the central evaporative cooling systems. Do not include window-cooling systems in this count.
- P4. CENTRAL COOLING (REFRIGERATED). Enter the number of refrigerated (compressor) central cooling systems, and enter the fuel used to operate the central refrigerated cooling systems. Do not include window-cooling systems in this count.
- P5. CENTRAL HEATING (ELECTRIC RESISTANCE). Enter 1 if the heating system designed and built into the quarters unit is electric resistance. A primary heating system generally operates on an independent and continuous basis. The fuel type for this item will be E for electricity. This item is the primary central heating system designed and built into the quarters unit. The designed system, whether used or not, is the one that must be entered on the inventory. If the tenant chooses to use an alternate heating system, such as a fireplace, insert, or stove, it shall not be inventoried as the primary heating system.

## PROPERTY/SERVICES TAB

- P6. CENTRAL HEATING (FORCED AIR). Enter a 1 if the heating system designed and built into the quarters unit is a forced air system. A primary heating system generally operates on an independent and continuous basis. Also enter the letter corresponding to the correct fuel type.
- P7. CENTRAL HEATING (HEAT PUMP). Enter a 1 if the heating system designed and built into the quarters unit uses a heat pump. A primary heating system generally operates on an independent and continuous basis. The fuel type for this item will be E for electricity.
- P8. CENTRAL HEATING (HOT WATER). Enter a 1 if the heating system designed and built into the quarters unit heats with hot water. A primary heating system generally operates on an independent and continuous basis. Also enter the letter corresponding to the correct fuel type.
- P9. CENTRAL HEATING (PANEL). Enter a 1 if the heating system designed and built into the quarters unit uses a panel heating. A primary heating system generally operates on an independent and continuous basis. The fuel type for this item will be E for electricity.
- P10. CENTRAL HEATING (SOLAR). Enter a 1 if the heating system designed and built into the quarters unit is solar. A primary heating system generally operates on an independent and continuous basis. The fuel type for this item will be E for electricity.
- P11. COMMUNITY DRYER. Government-provided joint use appliances. Enter a 1 if a dryer is provided for common use by all tenants in a multi dwelling complex. Enter 0 if the dryer is shared by unrelated occupants living in the same house, apartment unit or mobile home. Enter 0 if the dryer is not provided by the Government, or is provided by the Government on a coin-operated basis.
- P12. COMMUNITY FREEZER. Government-provided joint use appliances. Enter a 1 if a freezer is provided for common use by all tenants in a complex. Enter 0 if the freezer is shared by unrelated occupants living in the same house, apartment unit or mobile home. Enter 0 if the freezer is not provided by the Government.
- P13. COMMUNITY POOL. Enter 1 if the Government provides a community swimming pool, which is available (without charge and without invitation) to all quarters occupants in the area or installation.

## **PROPERTY/SERVICES TAB**

- P14. COMMUNITY WASHER. Government-provided joint use appliances. Enter a 1 if a washer is provided for common use by all tenants in a multi dwelling building or complex. Leave blank if the washer is shared by unrelated occupants living in the same house, apartment unit or mobile home. Leave blank if the washer is not provided by the Government, or is provided by the Government on a coin operated basis.
- P15. DISHWASHER. Enter the number of government-provided dishwashers. The fuel type will be E for electricity.
- P16. DRYER. Enter the number of government-provided dryers. The fuel type could be E for electricity, or G for natural gas.
- P17. ENGINE HEATER. Enter the number of government-provided engine heaters. The fuel type will be E for electricity.
- P18. FIREPLACE. Number of working open fireplaces. Enter the number of working fireplaces in the dwelling unit that are usable as fireplaces. Do not include fireplaces that have been closed off or that have been declared unsafe to use. Do not Y "Used for Primary Heating" unless the fireplace(s) constitute the only heating system in the building. Where a tenant uses a fireplace or stove in preference to the primary heating system, the fireplace or stove shall not be considered as the primary heating system. Enter the fuel type.

USED FOR PRIMARY COOKING. Enter a Y in this box if the fireplace is the only means of cooking supplied by the Government. Do not Y the box if the fireplace is not the only cooking appliance supplied by the Government. Enter nothing if there is no Government-provided fireplace.

NOTE: If the occupant installs a tenant-owned insert or stove in a working fireplace that was not equipped with a Government owned insert or stove, the fireplace shall be inventoried as a working open fireplace. This includes fireplaces with fire screens or glass doors installed.

- P19. FIREPLACE INSERT. Enter the number of working fireplaces in which a Government provided insert (with metal or glass doors) has been installed. The term "insert" does not include glass doors or a fire screen installed on the fireplace.

## PROPERTY/SERVICES TAB

Enter a Y if the fireplace insert is the primary or only heat source/system. Do not enter a Y in the "Used For Primary Heating" box if there is an on-demand working central heating system (i.e. panel (baseboard/ wall), forced air, hot water or steam, heat pump, etc.), which was designed and installed for use as the primary heating system. Do not enter a Y in the "Used For Primary Heating" box if there is an on-demand working central heating system, but the occupant uses the fireplace, fireplace/insert or fireplace/stove as the primary heat source as a matter of preference. Enter nothing if there is no fireplace in the unit, or if the fireplace(s) is (are) non-working.

- P20. FIREWOOD (CORDS). Enter the number of cords of firewood provided by the Government for the occupant's use in a typical one-year period. Do not include firewood cut by the occupant on Government land during non-duty time under permit arrangements available to the general public.
- P21. FREESTANDING STOVE. Enter the number of Government-provided freestanding stoves with their own dedicated venting system/chimney. Freestanding stoves that are vented through a fireplace are inventoried under fireplaces insert (see item P19, above). Leave blank if there are no Government provided free standing stoves in the quarters unit, or if the stove(s) is/are vented through a fireplace. Enter the fuel type.

USED FOR PRIMARY HEATING. Enter a Y in this box if the freestanding stove is the only source of heat for the quarters unit. Do not Y if another primary heating system has been designed and is installed in the quarters unit. Do not enter a Y if there is a working central primary heating system, but the occupant uses the free standing stove as the primary heat source as a matter of preference. Enter nothing when no government provided freestanding stove is present.

USED FOR PRIMARY COOKING. Enter a Y in this box if the freestanding stove is the only cooking appliance supplied by the Government. Do not Y the box if the freestanding stove is not the only cooking appliance supplied by the Government. Enter nothing if there is no Government provided free standing stove in the unit.

- P22. FREEZER. Enter the number of government-provided freezers. Enter the fuel type.
- P23. FURNISHED ROOMS. Enter the number of rooms that are furnished with Government-owned furniture. For mobile homes and travel trailers, include rooms that are furnished with furniture provided by the manufacturer and included in the purchase of the unit.
- P24. HOT TUB. Enter the number of government-provided hot tubs. Enter the fuel type.

## PROPERTY/SERVICES TAB

- P25. LAWN CARE (# MOWINGS ). Enter the number of times per year the lawn at the quarters site is expected to be mowed.
- P26. LAWN MOWER. Enter the number of government-provided lawn mowers.
- P27. MAID SERVICE. Enter 1 in this box if the Government is providing maid service to the quarters unit on a regular basis. This may be daily or weekly service. Enter nothing if the Government does not provide maid service.
- P28. MICROWAVE. Enter the number of government-provided microwaves. The fuel type will be E for electricity.
- P29. PREMIUM CHANNELS. Enter the number of premium channels which can be received at the quarters site, and which have been paid for by the Government. Premium channels are those which are not included in local basic cable/satellite subscription fees, but which are made available for an additional charge. Examples of premium channels include HBO, CINEMAX, SHOWTIME, etc.
- P30. PRIVATE POOL. Enter 1 if the Government provides a swimming pool (without charge) on the premises of an individual quarters unit property, and if the pool is available for use only by the occupants and invited guests of that quarters unit. Leave blank if private (non-Government) swimming pool facilities are available to quarters occupants contingent upon payment of user or membership fees.
- P31. RADON MITIGATION FAN. Enter the number of government-provided radon mitigation fans. Credits for metered electric consumption are allowable for electricity provided by the Government or by a private supplier. Credits are not allowable when the electric consumption is estimated (flat rated).
- P32. RANGE. Enter the number of government-provided ranges, also commonly referred to as a stove. Enter the fuel type.
- P33. REFRIGERATOR. Enter the number of government-provided refrigerators. Enter the fuel type.
- P34. REMOTE CONTROL RELAY. Enter the number of remote control relays provided by the government. If the tenants pay their own electricity bill to a private supplier the tenant will receive an electric credit. Credits for metered electric consumption are allowable for

## PROPERTY/SERVICES TAB

electricity provided by the Government or by a private supplier. Credits are not allowable when the electric consumption is estimated (flat rated).

- P35. SATELLITE DISH. Enter 1 if the Government provides a satellite dish and television reception services. If the Government pays the subscription fees, the service is considered as being provided by the Government. Television service provided by cable or satellite facilities installed and funded by employee or tenant organizations are not regarded as provided by the Government, and charges for such facilities should not be included in the quarters rental charge.
- P36. SEWER LIFT. Enter 1 if there is a government-provided sewer lift system. If the tenants pay their own electricity bill to a private supplier the tenant will receive an electric credit. Credits for metered electric consumption are allowable for electricity provided by the Government or by a private supplier. Credits are not allowable when the electric consumption is estimated (flat rated).
- P37. SNOW REMOVAL. Enter the number of snow removals provided to the tenant over a typical one-year period. Snow removal means removing snow from sidewalks, doorsteps, driveways and other areas from which a tenant would normally be expected to remove the snow. It does not include removing snow from roadways, streets, common areas, roof areas (to protect the property), etc.
- P38. SPACE HEATER. Enter the number of government-provided space heaters. Enter the fuel type.
- P39. STORAGE SHED. Enter the number of storage units provided to the tenant exclusive of garages and carports. This would include separate storage sheds, unfinished basements and attic space accessible by a stairway and having a solid floor. A storage unit in an attic or unfinished basement must have a "floor area" of at least 40 square feet, provided that there is at least 78 inches of vertical clearance from the floor. An unfinished basement will not be inventoried as a storage unit if the basement is subject to periodic flooding.
- P40. SUMP PUMP. Enter 1 if there is a government-provided sump pump. If the tenants pay their own electricity bill to a private supplier the tenant will receive an electric credit. Credits for metered electric consumption are allowable for electricity provided by the Government or by a private supplier. Credits are not allowable when the electric consumption is estimated (flat rated).
- P41. TRASH COMPACTOR. Enter the number of government-provided trash compactors. The fuel type will be E for electricity.

## PROPERTY/SERVICES TAB

- P42. TRASH REMOVAL. Enter 1 if the Government provides trash removal at, or within a reasonable distance of, the quarters unit. This includes curbside pick-up or the provision of dumpsters located in close proximity to the quarters. Enter 1 if the tenant is allowed to transport the trash to a disposal site during duty hours. Leave blank if the tenant is required to transport the trash during non-duty hours to a disposal site.
- P43. WASHER. Enter the number of government-provided washers. Enter the fuel type.
- P44. WATER HEATER. Enter the number of government-provided space water heaters. Enter the fuel type.
- P45. WELL PUMP. Enter 1 if there is a government-provided well pump. If the tenants pay their own electricity bill to a private supplier the tenant will receive an electric credit. Credits for metered electric consumption are allowable for electricity provided by the Government or by a private supplier. Credits are not allowable when the electric consumption is estimated (flat rated).
- P46. WINDOW AC EVAPORATIVE. Enter the number of Government provided window evaporative (swamp) air conditioning units. Include only those units which are operable as of the time of the inventory or which will be repaired and operable by the beginning of the next air-cooling season.
- P47. WINDOW AC REFRIGERATED. Enter the number of Government provided window refrigerated air conditioning units. If the quarters has no refrigerated window units enter "0" in the block. Include only those units which are operable as of the time of the inventory or which will be repaired and operable by the beginning of the next air-cooling season.

## TENANTS TAB

This tab displays current tenants only, not previous, i.e. past tenants.

- T1. LAST NAME: Enter the last name of the employee assigned to and occupying the quarters unit. If the unit is occupied by a family, enter the name of the employee designated as the occupant.
- T2. FIRST NAME:
- T3. SOCIAL SECURITY NUMBER: Enter the social security number (SSN) of the employee named above.
- T4. ARRIVAL DATE: This is the date (month, day and year) that the employee took possession of the quarters unit. This date may be different from the lease start date if the tenant is allowed to occupy the quarters sooner than the effective date of the lease. This is a required field.
- T5. TYPE: Select the choice that corresponds to the type of appointment under which the occupant is employed.

100-297 GRANT.

93-638 TRIBAL.

COMMISSION CORPS.

CONCESSIONAIRE.

CONTRACTOR. An employee of a firm holding a contract for work (or services) who is provided housing in order to fulfill the conditions of the contract.

GENERAL PUBLIC.

OTHER (FEDERAL).

OTHER (NON FEDERAL). A member of the general public allowed to lease quarters that are temporarily unneeded by the agency.

## TENANTS TAB

PERMANENT. A permanent or temporary full-time or part-time employee of the agency or bureau. Seasonal employees are not considered as temporary employees for inventory purposes.

RESEARCHER (NON-FEDERAL).

SEASONAL. An employee hired for seasonal work only. These employees typically have a definite term of employment that will terminate when the season expires.

STUDENT VOLUNTEER.

TRIBAL.

VOLUNTEER (NON-STUDENT). Any person who performing duties for the bureau or agency on a non-pay basis, and who is provided housing as a part of the agreement.

- T6. TENANT PAYS FEDERAL RENT: Enter a Y if the tenant should receive the OMB Circular A-45 rents. The general public should not receive A-45 administrative adjustments, e.g. isolation. Other non-federal tenants who provide some service or benefit to the government may receive the federal rate for rent.
- T7. ROOM NO.: Enter the room number, this field is usually for a dormitory situation.
- T8. DEPARTMENT: Enter the numeric code (organization code) of the organization which actually employs the employee/tenant. The purpose of this field is to identify the organization to bill for the quarters, e.g. when an employee is on a detail from one organization to another. This field is only used when the quarters organization code is different from the tenant=s organization code.
- T9. GRADE/RANK: Enter the code for the occupant's pay plan (i.e. GS for general schedule, etc.) and grade.

## TENANTS TAB

- T10      DEPARTURE DATE. Enter the month, day and year that the employee actually vacated the quarters unit. Do not enter the planned departure date because after saving that information in the software the tenant will no longer be displayed.
- T11.      REQUIRED OCCUPANT: Justification for required occupancy - Enter a Y in the appropriate reason for the tenant being required to live in government housing, i.e. provide necessary service or protection.
- T12.      TAX EXEMPT. Enter a Y in the box "Condition of Employment" if the occupant is required to live in government housing as a condition of employment. This requirement should have been in the recruitment notice.
- Enter a Y in the box "Convenience of Government" if the occupant is required to live in government housing as a convenience of the government.
- Enter a Y in the box "Quarters on Government Premise"s means that the unit is on government property. A unit leased from a rental company would not be on government premises. The quarters being on government premises is one of three provisions specified in the IRS (Internal Revenue Service) tax code in order for the quarters deductions to be tax exempt. More specific details are found in 26 USC 119 of the Internal Revenue Tax code. This form is not used by the Payroll office to initiate tax-exempt W-2 statements or information displayed on leave and earnings statements. See your agency=s housing officer to learn about the tax-exempt paperwork process.
- T13.      TERMINATION NOTICE (DAYS). This is the amount of time in days either party, i.e. government or tenant, must give the other to terminate the quarters assignment agreement. The number is also entered on the quarters assignment agreement.
- T14.      LEASE START DATE: This is the date the lease starts. In many cases the original lease is signed once and not redone from year to year.
- T15.      LEASE END DATE: This is the effective date for ending the rental agreement and quarters charges. In most cases this date is the same as the departure date.

## TENANT APPLIANCES TAB

TENANT OWNED APPLIANCES. Insert the number of and the type of fuel used by each tenant owned appliance listed in this section of the form. If the tenant has one natural gas clothes dryer, insert "1" in the block to the right of DRYER and a "G" (natural gas) in the fuel type block. If the tenant does not have a freezer, leave blank the box to the right of FREEZER and leave blank the fuel type block. Include entries for all tenant-owned appliances listed.

TA1. NAME:

TA2. DISHWASHER.

TA3. DRYER.

TA4. ENGINE HEATER.

TA5. FREEZER.

TA6. HOT TUB.

TA7. MICROWAVE.

TA8. RANGE.

TA9. REFRIGERATOR.

TA10. SATELLITE DISH.

TA11. SPACE HEATER.

TA12. TRASH COMPACTOR.

TA13. WASHER.

TA14. WINDOW AC EVAPORATIVE.

TA15. WINDOW AC REFRIGERATED.