

**Forest Service Handbook  
National Headquarters - Washington Office  
Washington, DC**

**Forest Service Handbook 6409.11 – Quarters Rental Handbook  
Chapter 10 -Base Rental Determination**

**Amendment:** 6409.11-1997-1

**Effective date:** April 07, 1997

**Duration:** This amendment is effective until superseded or removed.

**Approved by:** Mike Dombeck, Chief

**Date approved:**

**Responsible Staff:**

**Last Change:** Amendment 6409.11-92-1

**Superseded Document(s):** 6409.11, Contents; 6409.11,0 Contents; 6409.11,0 Code; 6409.11,10 Contents; 6409.11,10; 6409.11,20 Contents; 6409.11,20; 6409.11,30 Contents; 6409.11,30; 6409.11,40 Contents; 6409.11,40

**Digest:** Following is an explanation of the changes throughout the directive by section

**01:** Updates the description of OMB Circular A-45 and removes obsolete exhibit 01, which excerpted a previous, obsolete version of this circular in its entirety.

**06:** Removes direction on required occupancy (formerly in paragraph 2).

**11:** Revises direction on the Government Quarters Inventory to include use of the Bureau of Reclamation's Quarters Management Information System to send summary information electronically to the Washington Office, Director of Procurement and Property.

**12 - 12.12:** Rewrites and reorganizes direction on private rental market surveys to remove direction covered in OMB Circular A-45.

**24:** Makes minor revisions to direction on quarters of excessive or inadequate size or quality and removes direction on required occupancy that previously required Regional Forester or Station Director approval and direction on base rental rates now covered in OMB Circular A-45.

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**Chapter 10-Base Rental Determination**

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**33:** Makes minor revisions and updates direction on charges for utilities and related services when furnished by the Government and removes direction on incremental adjustments now covered in OMB Circular A-45.

**40:** Removes entire chapter which previously provided direction on Records, Definitions, and Instructions now covered in OMB Circular A-45.

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## **10.1 – Authority**

(Sec. 01).

## **11 - Government Quarters Inventory**

Maintain a current inventory of all Government quarters and trailer pads on Form FS-6400-1, Government Quarters Inventory. Use the Bureau of Reclamation's Quarters Management Information System to send summary information electronically or send hardcopy updates, as conditions change or at least yearly, to the Director, Procurement and Property Staff, Washington Office.

## **12 - Private Rental Market Surveys**

Office of Management and Budget Circular A-45 authorizes Government agencies to establish base rental rates by regional survey of quarters within designated survey areas or by appraisal survey (sec. 01). Develop rates for Forest Service quarters using regional survey data. See exhibit 01 for the list of Regional Survey Area descriptions and designations.

**12 - Exhibit 01**

REGIONAL SURVEY AREA (RSA) DESCRIPTIONS AND DESIGNATIONS

| <u>Name and Description<br/>of Designated RSAs</u>   | <u>Regions/Stations</u> | <u>Housing Assigned<br/>to Survey Areas</u>   |
|--|-------------------------|---|
| Oregon/Washington  | R-6 & PNW               | All housing in these States.  |
| California   | R-5 & PSW               | All housing in California<br>except for the Modoc and<br>Inyo NF's and the<br>Bridgeport District,<br>Toiyabe NF.                         |
| Arizona/Nevada   | R-3, R-4,<br>R-5, & RM  | All housing in these States<br>plus that in the Modoc and<br>Inyo NF's and the Bridgeport<br>District of the Toiyabe NF<br>in California. |
| Idaho/Montana  | R-1, R-4, &<br>INT      | All housing in these States.  |
| Colorado/Utah/Wyoming  | R-2, R-4, INT,<br>& RM  | All housing in these States.  |
| New Mexico/W. Texas  | R-3                     | All housing in these States<br>and the Black Kettle NG in<br>Oklahoma.  |
| Plains<br>(Kansas, Nebraska,<br>North Dakota, South<br>Dakota)                             | R-1, R-2                | All housing in these States.  |
| North Central<br>(Illinois, Indiana,<br>Michigan, Minnesota,<br>Missouri, Ohio, Wisconsin) | R-9, NC                 | All housing in these States.  |

**12 - Exhibit 01--Continued**

| <u>Name and Description<br/>of Designated RSAs</u>  | <u>Regions/Stations</u> | <u>Housing Assigned<br/>to Survey Areas</u> |
|---|-------------------------|---|
| Northeast<br>(Maine, New Hampshire,<br>New York, Pennsylvania,<br>Vermont)                                | R-9, NE                 | All housing in these States.                |
| Midsouth<br>(Alabama, Arkansas,<br>E. Oklahoma, E. Texas<br>Louisiana, Mississippi)                       | R-8, SO                 | All housing in these States.                |
| Southeast<br>Florida, Georgia,<br>Kentucky, North<br>Carolina, South<br>Carolina, Tennessee,<br>Virginia) | R-8, R-9,<br>SO, & NE   | All housing in these States.                |
| Alaska  | R-10, PNW               | All housing in the State.                   |
| Caribbean<br>(Puerto Rico,<br>Virgin Islands)   | R-8, IITF               | All housing in these Areas.                 |
| Hawaii  |                         | All housing in the State.                   |

## **12.1 - Regional Surveys**

Use the Regional method for determining reasonable value and setting rates for Forest Service quarters. Conduct Regional surveys in accordance with the interagency agreement with the Department of the Interior (FSM 1531.07e and 6445).

### **12.11 - Furnishings and Utilities**

The value of furnishings and utilities is reflected in the Regional Quarters Rental Survey for the appropriate survey area.

Furnishings include, but are not limited to, refrigerators, ranges, washers, dryers, freezers, fireplaces, wood stoves, window air conditioners, and sink disposal units.

### **12.12 - Bunkhouses, Dormitories, Barracks, and Other Non-housekeeping Quarters**

Rental rates for bunkhouses, dormitories, barracks, and other non-housekeeping quarters are established through an extension of comparability. See OMB Circular A-45 paragraph 7e(1) for the definition of comparability (FSM 6445.01). Use the rates furnished with the Regional Survey Report (sec. 12.1).

## **13 - Monthly Base Rental Rates**

Use monthly base rental rates and rates for utilities, furnishings, and related services developed by the Department of the Interior for Forest Service housing (FSM 1531.07e).