

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

**Forest Service Handbook 6409.11 – Quarters Rental Handbook
Chapter 20 - Adjustment to Base Rental Rates**

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Duration: This amendment is effective until superseded or removed.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Superseded Document(s): 6409.11, Contents; 6409.11,0 Contents; 6409.11,0 Code; 6409.11,10 Contents; 6409.11,10; 6409.11,20 Contents; 6409.11,20; 6409.11,30 Contents;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.

Forest Service Handbook 6409.11 – Quarters Rental Handbook

Chapter 20-Adjustment to Base Rental Rates

Amendment: 6409.11-1997-1

Effective date: April 07, 1997

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.

Forest Service Handbook 6409.11 – Quarters Rental Handbook

Chapter 20-Adjustment to Base Rental Rates

Amendment: 6409.11-1997-1

Effective date: April 07, 1997

Table of Contents

21 - Isolated Locations	4
22 - Site Amenities.....	4
23 - Space Devoted to Official Use	4
24 - Quarters of Excessive or Inadequate Size or Quality	4
24.1 - Excessive Size or Quality.....	5
24.2 - Inadequate Size or Quality.....	5
25 - Excessive Heating and Cooling Costs.....	7
26 - Furnishings	7

Make the administrative adjustments for special circumstances of occupancy, as authorized in Office of Management and Budget Circular A-45, section 7c (sec. 01).

The adjustments may be applied to all quarters classes, except bunkhouses, dormitories, or barracks, and used to establish a reasonable value for the quarters to the employee. Document these adjustments on Form FS-6400-28, Rent Computation Schedule.

After adjustments, ensure the rental rate is not less than 50 percent of the Consumer Price Index (CPI) adjusted base rental rate. When there is an adjustment for isolation, ensure the rental rate is not less than 40 percent of the CPI adjusted base rental rate. Add the appropriate charges for appliances, furnishings, and utilities to the base rental rates.

21 - Isolated Locations

Apply the isolation adjustment when points exceed 30 as determined from Form FS-6400-25, Isolation Adjustment Computation. However, do not use this adjustment for bunkhouses, dormitories, and barracks.

22 - Site Amenities

Consider site amenities available at the location to be present even if the occupant does not use them (OMB Circular A-45, sec. 7c(2); sec. 01).

23 - Space Devoted to Official Use

Determine the adjustment by dividing the number of square feet of area dedicated to official use by the total living area, and then multiplying the resulting percentage by the base rental rate established for the dwelling.

Example: 1,200 sq. ft. dwelling with 200 sq. ft. deducted for official office space. Current base rental rate is \$200 monthly for 1,200 sq. ft.

Computation: 200 sq. ft. divided by 1,200 sq. ft. = 16.67%
of adjustment: .1667 X \$200 = \$33.34
\$33.34 is the authorized monthly adjustment.

24 - Quarters of Excessive or Inadequate Size or Quality

This deduction is not available to temporary, seasonal, or transient employees (OMB Circular A-45, sec. 7c(5); sec. 01).

Make adjustments only when more suitable Government or private housing is not available. Justify the adjustment in writing and have it approved by the Forest Supervisor, Station Director, Area Director, or Institute Director. Continue the adjustment only as long as no housing of suitable size or quality is available.

24.1 - Excessive Size or Quality

When an employee is assigned rental quarters that are in excess of the reasonable needs of the employee and the employee's immediate family, an adjustment for excessive or inadequate size or quality may be authorized.

Extra bedrooms may be closed and locked off. Use the rental rate chart to determine the appropriate number of bedrooms, deduct for the bedrooms closed off, and reduce the overall square footage by the size of the rooms closed off.

24.2 - Inadequate Size or Quality

See exhibit 01 for the list of allowable percentage deductions for inadequate size based on the size of the employee's immediate family and the number of bedrooms. Consider quarters inadequate whenever the occupants, consisting only of immediate family members or dependents, average more than two persons per bedroom. (See FSM 6445.03 for the definition of family.)

Forest Service Handbook 6409.11 – Quarters Rental Handbook

Chapter 20-Adjustment to Base Rental Rates

Amendment: 6409.11-1997-1

Effective date: April 07, 1997

24.2 - Exhibit 01

Percentage adjustment authorized for insufficient bedrooms

<u>Number of family members</u>	<u>1 bed- room</u> (percent)	<u>2 bed- room</u> (percent)	<u>3 bed- room</u> (percent)	<u>4 bed- room</u> (percent)	<u>5 bed- room</u> (percent)
3	8	-	-	-	-
4	10	-	-	-	-
5	10	6	-	-	-
6	10	8	-	-	-
7	10	10	6	-	-
8	10	10	8	-	-
9	10	10	10	6	-
10	10	10	10	8	-
11	10	10	10	10	6
12	10	10	10	10	8
13+	10	10	10	10	10

Include the deduction on Form FS-6400-28, Rent Computation Schedule.

25 - Excessive Heating and Cooling Costs

Apply this adjustment only to the primary heating system and only to out-of-pocket expenses incurred by the occupant (OMB Circular A-45, sec. 7b(5); sec. 01). Obtain approval by the Forest Supervisor, Station Director, Area Director, or Institute Director prior to making this adjustment. Schedule cost-effective repairs of physical deficiencies as determined by an energy conservation survey.

Because heating and cooling requirements vary from year to year, base this adjustment on the previous heating and cooling season costs and adjust it each year at the same time as the Consumer Price Index adjustment (first full pay period of March).

Use the reimbursement formula for excessive heating and cooling costs from OMB Circular A-45 when calculating the Excessive Heating/Cooling Deduction.

26 - Furnishings

Because the contributing value of most furnishings has been removed from the base rental rate, add an appropriate charge for any furnishings supplied by the Government.