

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

**Forest Service Handbook 6409.11 – Quarters Rental Handbook
Chapter 30 - Monthly Rental Charge Determination and Implementation**

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Approved by: Mike Dombeck, Chief

Date approved:

Responsible Staff:

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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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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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31 - Charges For Utilities and Related Services When Furnished By the Government

Whenever possible, have the tenant contract for and pay the utility company directly. Install meters where possible.

31.1 - Utilities

When the Government furnishes utility services:

1. Charge as outlined in the appropriate Regional Survey.
2. Adjust charges for utility services at the same time and for the same period as the Consumer Price Index adjustment cycle (OMB Circular A-45, sec. 7d(4); sec. 01).

31.11 - Electricity

When the Government furnishes electricity, meter the use where possible. When electricity is not measured, estimate consumption using the process described in the Regional Quarters Rental Survey. These rates appear in the energy report section of each Regional Quarters Rental Survey.

Follow the procedure outlined in the energy report section of the Regional Survey to calculate the estimated monthly use when billing for electricity at a flat rate.

31.12 - Heating and Cooking Fuels

Determine appropriate charges for heating and cooking fuels by using the same process described for electricity when individual service to and payment by an individual tenant is impractical because of supply difficulties or co-mingled supplies (sec. 31.11).

31.13 - Water

Where water is available from a commercial or municipal water system, install separate meters to permit actual consumption billing to the occupant. Where the water is furnished by a system other than a commercial or municipal water system, determine the quantity and rate from the appropriate Regional Survey.

31.14 - Sewage

Where sewage disposal is by a Government-owned disposal system, including a septic tank, determine the quantity and rate from the appropriate Regional Survey.

31.15 - Solid Waste Disposal

When the Government furnishes solid waste disposal, use the charge set forth in the appropriate Regional Survey. Consider disposal by the employee using Government equipment on Government time as disposal by the Government.

31.2 - Related Services

This category includes Government-supplied services to an occupant that are not considered utilities, such as full and limited lawn care, cable television service, and other less common services such as snow removal.

When the Government furnishes related services use the charges in the appropriate Regional Survey. For related services not shown in the Regional Survey base, use the local prevailing rates for comparable services.

32 - Quarters Rental Calculation

Compute the final rental charges (monthly, biweekly, and daily) on Form FS-6400-28, Rent Computation Schedule, for each quarters unit.

33 - Implementation of Rates

Implement monthly rental charges for quarters, furnishings, utilities, and related services in accordance with the direction in sections 33.1-33.2.

33.1 - New Surveys, Resurveys, and Consumer Price Index Adjustments

Implement rental rates on the dates specified by the Washington Office, Procurement and Property Staff. Notify each tenant of the rate change at least 30 days in advance of the effective date.

Use Form FS-6400-29, Notice of Rental Adjustment, to notify the tenant.

33.2 - Charging Occupants

Make deductions as computed on Form FS-6400-28, Rent Computation Schedule, from the employee's salary as outlined in FSM 6156.33a. Collect from nonemployees in advance of occupancy by preparing a Form FS-6500-89, Bill for Collection (FSH 6509.11k, ch. 30).