

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

**Forest Service Handbook 6409.11 – Quarters Rental Handbook  
Zero Code**

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**Duration:** This amendment is effective until superseded or removed.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

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**Superseded Document(s):** 6409.11, Contents; 6409.11,0 Contents; 6409.11,0 Code; 6409.11,10 Contents; 6409.11,10; 6409.11,20 Contents; 6409.11,20; 6409.11,30 Contents;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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**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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This Handbook sets forth procedures for establishing rental rates and direction on assigning and using Government-furnished quarters.

## **01 - Authority**

1. Office of Management and Budget Circular A-45, Policy Governing Charges for Rental Quarters and Related Facilities (FSM 6445.01).

2. Comptroller General's Decision, volume 39, page 117 (39 Comp. Gen. 117), which authorizes that a reasonable value be charged for lodging furnished to family members staying with an employee while that employee is in travel status.

## **06 - Assignment and Use of Quarters**

1. Document the assigning of Government quarters to employees and legal permit holders on Form FS-6400-30, Quarters Assignment Agreement. Assignment may be made to other Department of Agriculture employees and other persons directly related to performance of a contract, memorandum of understanding, or other formal agreement between the Forest Service and another cooperating Federal or State agency or with a contractor providing services or supplies to the Forest Service.

2. Place those yearlong employees furnished housing and assigned to field work during the summer or other seasonal periods at designated field locations either: (a) in travel status during assignments or (b) assign these employees to the field location (FSH 6509.33).

3. Provide Government quarters without charge to employees in travel status and decrease the per diem rate accordingly (FSH 6509.33 - FTR 301-7). If family members stay with the employee in Government quarters while the employee is in travel status, charge a reasonable value for the lodging furnished to the family members (39 Comp. Gen. 117).

4. Continue to charge employees rent for the official station housing when they move seasonally from the official station housing to housing at field locations, unless the official station housing is vacated and made available to other occupants.

5. Consider regular and temporary employees, including project crews and their supervisors, who are not assigned to definite field locations (including camps) for specified periods, as field parties in travel status. Their official duty station for travel purposes is the designated headquarters town for the Forest, District, or other organizational unit. While away from their official duty station, such employees may be furnished housing in lieu of per diem or a reduced per diem allowance (FSH 6509.33 - FTR 301-7).

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6. Consider lookout structures as facilities or workshops and not quarters. When used as bunkhouses, dormitories, or barracks during the off season, classify them as bunkhouses, dormitories, or barracks and set rates accordingly.

Charge employees the established rental rate for quarters that are separate from, or in addition to, the lookout structure.