

Department of the Interior

Departmental Manual

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Series: Property Management

Part 400: General

Chapter 3: Quarters Management

Originating Office: Office of Acquisition and Property Management

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3.1 Purpose. This Chapter supplements 41 CFR Part 114-51 - Government Furnished Quarters. 41 CFR Part 114-51 incorporates the Departmental Quarters Handbook, 400 DM, found at Internet: <http://www.doi.gov/pam/qmtab.html>. This Chapter provides policy and guidance for the Department of the Interior (DOI) in carrying out its responsibilities under the Federal Employees Quarters Facilities Act (5 U.S.C. Section 5911). It is to be used in conjunction with the Departmental Quarters Handbook.

3.2 Policy. It is DOI policy to comply with Federal laws and regulations governing quarters management. DOI maintains a comprehensive Quarters Management Program to comply with legally mandated requirements and to promote equitable and consistent employee housing management. DOI is authorized to provide housing to employees, contractor employees, and all other persons providing an incidental service in support of Government programs only when one or more of the following conditions are met:

A. When the mission of the agency requires providing service to the public that cannot be provided unless DOI provides employee housing.

B. When United States property cannot be adequately protected unless specific employees are required to live in Government quarters as a condition of employment at the property site and when it is the responsibility of the agency to provide that protection.

C. When the available supply, present and prospective, of Government and private housing within reasonable commuting distance will not meet the necessary housing requirements.

3.3 Authorities. The Departmental Quarters Handbook and the following statutes and policies are the basis for the Quarters Management Program and apply to all bureaus and offices of DOI:

A. 5 U.S.C. Section 5911, Federal Employees Quarters Facilities Act;

B. 16 U.S.C. Section 170, National Park Service Administrative Reform;

- C. 5 U.S.C. Section 5536, Extra Pay for Extra Services Prohibited;
- D. Public Laws 98-473 and 100-466, requiring rental receipts to be deposited in a special fund for maintenance and operation of quarters; and,
- E. OMB Circular A-45 (Revised), Rental and Construction of Government Quarters, dated October 20, 1993.

3.4 Accountability. Housing shall not be provided unless it has been determined by the appropriate program Assistant Secretary or bureau head that the housing meets one or more of the conditions identified in paragraph 3.2. The need to construct, acquire or retain housing will be documented in a housing requirement analysis to be conducted, as determined necessary, by each bureau head.

3.5 Design, Construction, and Energy Efficiency. Housing will be designed and built to be functional, energy efficient and cost-effective. See the Departmental Quarters Handbook for guidance.

3.6 Responsibilities.

A. The Assistant Secretary B Policy, Management and Budget (PMB) is responsible for administering the Quarters Management Program in the Department.

B. The Director, Office of Acquisition and Property Management (PAM) is responsible for overseeing the policy, procedural, and operational responsibilities of the Quarters Management Program in the Department. The Director, PAM, is the system owner of the Quarters Management Information System (QMIS), an automated system that complies with the Office of Management and Budget (OMB) requirements to establish rental rates and other charges for quarters. The Director, PAM, in collaboration with the Director, National Business Center, oversees activities of the QMIS Program Office, approves the Regional Rental Survey reports developed by that office, issues the Departmental Quarters Handbook, and with the Quarters Program Manager, identifies the need for and coordinates the formulation of new policies, regulations, and procedures with the bureaus of DOI.

C. The Quarters Program Manager, in collaboration with the QMIS Program Manager, prepares Departmental quarters regulations and policies; prepares Departmental position statements concerning quarters rental appeals; and represents the Department in all intradepartmental and interagency quarters management activities. The Quarters Program Manager analyzes legislative proposals, policy documents, and information needs established by the Executive Branch Departments, Congress, and the public to determine the impact upon the Quarters Management Program, recommending the appropriate action to be taken.

D. The Director, National Business Center (NBC) is the system manager for QMIS and oversees the activities of the QMIS Program Office in collaboration with the Director, PAM. Director, NBC works with the QMIS Program Manager in managing QMIS.

E. The QMIS Program Manager, in collaboration with the Quarters Program Manager, develops, maintains and operates automated quarters management systems; conducts regional rental housing and utility surveys; analyzes and prepares regional rental survey reports that are posted on the Internet at <http://www.den.nbc.gov>; prepares annual rental adjustment instructions and special analyses; and conducts QMIS training.

F. Bureaus and Offices. Each bureau/office operating quarters is responsible for appointing a Bureau National Quarters Officer, who is accountable for effective quarters management in that bureau/office. This position represents its bureau/office on the National Quarters Council of all agencies involved with quarters management and use of QMIS.

G. Occupants. Occupants are responsible for knowing and abiding by the terms and conditions of their rental agreement. Each occupant is responsible for paying the rent, keeping the quarters in reasonable condition, and reporting to the assigned housing manager any problems involved with the quarters they occupy. Occupants shall allow the assigned housing manager, or other designated official, entry to the unit at all reasonable hours with prior notice for the purposes of examining the unit and to make repairs or alterations. In emergency situations, occupants shall allow the assigned housing manager, or other designated official, entry to the unit at any time, without advance notice for the purposes of making emergency repairs. If necessary, the housing manager will consult with the occupant to make sure that data describing the structure, condition, grounds and tenant, is complete and accurate.

3.7 **Departmental Quarters Handbook** contains policies and procedures for administering and implementing the Quarters Management Program in the Department. It is accessible on the Internet at: <http://www.doi.gov/pam/qmtab.html>.

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