



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Wyoming State Office

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To: All Wyoming District Managers and Field Managers
Attention: Housing Managers

From: State Director

Subject: Wyoming Statewide Guidance for Government Provided Housing Fiscal
Year 2009 Inventories DD: 07/01/09

Program Area: Wyoming Government Provided Housing (GPH)

Purpose: This Instruction Memorandum (IM) provides guidance and instruction needed to perform FY 2009 inventories on all Wyoming BLM GPH and the payroll collections process for tenants.

Policy/Action: In accordance with the BLM Manual 1534, Government Provided Housing, each District Manager, as the Accountable Officer, is responsible for supporting the GPH Program in their respective District Offices and Field Offices. This includes (1) supporting uniform compliance with the BLM's procedures which provide for the collection of all regional quarters rental survey rates required by law and (2) complying with Bureau and Departmental procedures for establishing and collecting rental rates.

1. The BLM Housing Managers Guidebook requires inventories to be conducted every other year between May and July. Housing managers will use the Government Quarters Inventory Form (DI-1875) **only** if a housing unit is new and/or has not been previously inventoried: http://www.doi.gov/nbc/formsmgt/forms/DI1875_instructions.pdf Otherwise, please use the computer-generated Government Quarters Inventory form located at this site: http://www.nbc.gov/supportservices/pdf/Inv_Form_2008.pdf

FHMs conducting the inventories will use the Condition Code standards by referring to the BLM Housing Managers Guidebook, Chapter 5.3.4., Condition Codes, for the definitions

and make any needed changes to your Government housing inventory.

<http://nbcweb.blm.gov/quarters/tableofcontents.pdf>

To identify corrective actions in housing unit descriptions, quantities listed, etc., simply make corrections on the inventory form or if there are no changes to the inventory, write *no changes* on the form and fax it to David Garcia, State Asset Manager, at 307-775-6053.

2. The Monthly Base Rental Rate (MBRR) is the rental value of the unit that is established in accordance with OMB Circular A-45 before applying any administrative adjustments or charges for related facilities. Whenever Government housing is rented to a paid employee:

- Form DI-1881, Quarters Assignment Agreement, must be signed by the tenant *before* occupancy. <http://www.doi.gov/nbc/formsmgt/forms/DI1881>
- In accordance with Title 5, U.S.C., Chapter 59, Section 5911, rental payments *must* be deducted from an employee's salary using one of two methods 1) Automatic payroll deduction using Payroll Form A2 or, 2) A charge on a BLM Form 1371-22, Bill for Collection (hardcopy only)
- Rental income must be deposited in a special no-year fund for maintenance and operation of the housing units using the fund code 9710RD (collections).
- Instructions for completing and submitting the quarter's deductions form is detailed in the BLM Housing Managers Guidebook Chapter 5.12.
- Volunteers may be housed in Government housing if the housing is not needed for paid employees. The District Manager will determine which benefiting program will pay rent and utilities on a bi-weekly basis for units being used and reimburse the BLM housing income account (9710RD) for the full rent and utilities using a Standard Voucher (SV).

Timeframe: Field Housing Managers will use the provided computer-generated Government Quarters Inventory form to complete the inventory and submit to the State Asset Manager, WY-951, by July 1, 2009.

Budget Impact: A small positive impact to the budget should result from collecting rental rates and charges adjusted for inflation.

Background: BLM housing managers are required to inventory all GPH in accordance with the Departmental Quarters Handbook, DM400. Inventories are essential to addressing increasing inconsistencies between past inventories and the Consumer Price Index computations for BLM GPH.

Manual/Handbook Sections Affected: None.

Coordination: This IM was coordinated between the State Asset Manager and the Business Manager.

Contact: Should you need further information or have questions regarding Wyoming State Government Provided Housing please contact David Garcia, State Asset Manager, at 307-775-6053.

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