

**ARS □ CSREES □ ERS □ NASS**

***Policies and Procedures***

***Title:*** Furnishings and Household Goods in ARS Controlled Living Quarters

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***Distribution:*** ARS Headquarters, Areas, and Locations

This P&P defines the purpose regarding furnishings and household goods to be provided in nonhousekeeping quarters under control of ARS.

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## **1. Summary**

This P&P defines the policy regarding furnishings and household goods to be provided in nonhousekeeping quarters under control of ARS, and provides guidelines and direction for:

- Issuance of items that would be provided in unfurnished housing.
- Justifications and approval process for obtaining furnishings and household goods for nonhousekeeping quarters.

## **2. Authorities**

- 5 United States Code (U.S.C.) 301
- 5 U.S.C. 5911
- 41 Code of Federal Regulations (CFR) 101.17, Federal Property Management Regulations, and 101.26 Federal Property and Administrative Services Act of 1949.
- 7 CFR 2.76(iv)
- 7 CFR 2.106 (26), Delegations of Authority
- Executive Order 12196

For policy, procedures, and responsibilities for the use of real property owned, leased, or otherwise controlled by ARS, see Real Property Manual 245.1.

## **3. Policy**

It is ARS policy to provide only items of equipment that would normally be provided in “unfurnished” housing or quarters. Furnishings and household goods will not be provided in housekeeping quarters controlled by ARS. Upon written justification and approval, limited furnishings and household goods may be provided in nonhousekeeping quarters at those few locations that maintain a 24-hour working staff, safety and/or mechanical servicing accommodations, or at isolated field locations where commercial hotel and sleeping facilities are not available within a reasonable distance.

## **4. Furnishings**

The only items of equipment approved for housekeeping quarters are cooking stoves and refrigerators.

NOTE: Repair and maintenance of items of equipment furnished under this P&P are the responsibility of the U.S. Government so long as they are attributable to normal wear and tear.

## **5. Procedures**

Upon receipt of a request for the acquisition of new or replacement furnishings and household goods for nonhousekeeping quarters, the following procedures are to be followed:

### **Location Administrative Officer**

- Makes a determination as to whether the furnishings and household goods are required as outlined in this P&P.
- Prepares a written justification which identifies the nonhousekeeping quarters, specifies the type of furnishings or household goods required, and the reason why they are necessary.
- Submits the request, with the written justification, to the Center Director (CD)/Research Leader (RL)/Location Coordinator (LC) for concurrence.

### **Center Director/Research Leader/Location Coordinator**

- Reviews the request and written justification for concurrence. If concurrence is received, the request is to be forwarded to the Area Property Management Officer (APMO) for review and approval.

### **Area Property Management Officer**

- Reviews the request and submits a decision in writing to the CD/RL/LC.

## **6. Summary of Responsibilities**

### **Administrator**

- Makes necessary rules, regulations, and establishes penalties for the issuance and disposition of furnishings and household goods at specified locations in ARS.

### **Area Director**

- Determines the degree of need for the standard level of furnishings required by the nature of a location's activities or programs as identified by the CD/RL/LC.

### **Director, Facilities Division (FD)**

- Provides direction, technical assistance, and guidance for issuance of household goods and furnishings and ensures compliance with ARS standards.

### **Area Administrative Officers**

- Review and approve requests for furnishings and household goods in nonhousekeeping quarters when it is clearly demonstrated that such furnishings or household goods are necessary.
- Ensure that appropriate physical inventories of furnishings and household goods are maintained at the location level.

### **Center Directors/Research Leaders/Location Coordinators**

- Submit to the APMO all requests, with written justification, for the acquisition or replacement of furnishings and household goods in nonhousekeeping quarters.
- Establish procedures at the location level for the review and approval of requests for the acquisition of new or replacement standard equipment items and optional equipment items and furnishings for housekeeping and nonhousekeeping quarters.
- Ensure the development and maintenance of an inventory of furnishings and household goods for nonhousekeeping quarters.
- Ensure the repair and maintenance of all equipment items, furnishings, and household goods in ARS quarters.

### **Location Administrative Officers**

- Conduct physical inventories and determine the appropriate status of equipment items, furnishings, and household goods in quarters controlled by ARS.
- Make recommendations to the CD/RL/LC on the acquisition of new or replacement equipment items, furnishings, and household goods.
- Prepare written justification for the acquisition of new or replacement items of furnishings and household goods in nonhousehold quarters.
- Ensure that ARS facilities are kept in the safest condition practicable.

## 7. Glossary

**ARS Facilities.** Federally owned or leased land, buildings, or structures under the custody and control of ARS.

**Furnishings and Household Goods.** Includes, but is not limited to items of furniture (tables, chairs, beds, etc.), equipment (small electrical appliances, lamps, fans, etc.), and miscellaneous items (curtains, drapes, pictures, etc.) necessary to provide a reasonable degree of livability in personnel quarters but **does not include** household goods such as bed linens, blankets, cutlery, silverware, dishes, and kitchen utensils.

**Maintenance.** Preservation by inspection, adjustment, lubrication, cleaning, and the making of minor repairs. “Ordinary maintenance” means routine recurring work which is incidental to everyday operations; “preventive maintenance” means work programmed at scheduled intervals.

**Nonhousekeeping Quarters.** Occupied quarters that are seasonal, such as barracks, bunkhouses, dormitories, and transient-type quarters.

**Optional Equipment and Furnishings.** Includes, but is not limited to equipment (refrigerators, cooking stoves, air conditioners, etc.) and furnishings (rugs, carpeting, etc.) which may be provided for quarters with the approval of the CD/RL/LC.

**Personnel Quarters.** The housing units that the U.S. Government owns or leases and over which ARS has custody and control or otherwise serves as lessor.

**Standard Equipment.** Includes, but is not limited to items of equipment (water heaters, heating stoves, furnaces, etc.) and miscellaneous items (storm doors and windows, window blinds, etc.) which are installed in or affixed to the building. These items are considered part of the quarters and do not require special approval for installation or incorporation.

**Unfurnished Housing.** Quarters provided by ARS that do not include furnishings and household goods as indicated in this P&P.

*-Sd-*

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