



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Indian Health Service  
Rockville MD 20852

DEC 12 2007

TO: Quarters Management Personnel  
Indian Health Service

FROM: Director, Division of Facilities Operations  
Office of Environmental Health and Engineering

SUBJECT: Quarters Return Funds Processes

PURPOSE

This memorandum provides information on the course in which the Quarters Return Funds follow from the time the tenant makes the rental payment until the time the Quarters Return Funds are returned to the Service Unit.

INFORMATION TEXT

The Indian Health Service (IHS) is authorized to collect and use quarter's collections (Quarters Return (QR) Funds) to operate and maintain Federal quarters held by IHS. Due to the various groups involved in the management of quarters and the management of the QR Funds, the overall process has not been clear. In order to clarify the process of collecting and distributing the QR Funds the two attached documents were prepared. One addresses the flow of QR Funds for Government Owned and Government Operated quarters by payroll deduction and the other Government Owned and Government Operated quarters by cash collection. There is at least one other method that involves Tribally Operated and Government Owned quarter. In this situation the funds do not come back to the IHS but are collected by the Tribe. This last situation is not addressed in an attachment since it may be site specific.

/ James R. Biasco /

James R. Biasco, P.E.

Attachments

**Quarters Return Funds Process  
Government-Owned/Government Operated  
Rental Units by Payroll Deduction**

12/12/2007

- Quarters are assigned by execution of the Quarters Assignment and Acceptance Agreement (IHS-6070A)
  - ❖ Identifies: Occupant(s), Quarters Data, Rental Data, Terms/Conditions
- IHS-6070A is processed by the Service Unit Housing Officer and submitted to the Area Realty Management Officer (ARMO)
- ARMO will use the IHS-6070A to enter appropriate information into the Quarters Management Information System (QMIS)
- ARMO uploads the IHS-6070A to the IHS Quarters Document website located at <https://webehrrs.ihs.gov/oehe/qtrsdocs/login.cfm>
- ARMO forwards the IHS-6070A to the appropriate personnel for input into the payroll system.
  - ❖ Send to Area Division of Human Resources for Civilian employees who then enters the appropriate data into the Defense Civilian Pay System (DCPS) database
  - ❖ Send to PSC Compensation Branch for Commissioned Corps personnel who then enters the appropriate data into the Commissioned Corps Personnel and Payroll System
- Payroll deduction is set up with the Defense Finance and Accounting System (the DHHS payroll agent)
- Monies received by payroll deduction are then deposited into the Quarters Return account with the U. S. Department of Treasury
- HQ Finance issues an Advice of Allowance to the Area Offices based on specific reports
  - ❖ Amount to advice for civil service employees is based on the end of month Core DO reports (Document Summary Balance Query) for each Area.
  - ❖ Amount to advice for Commissioned Corps is based on the CO quarters reimbursement report provided by PSC.
- Funds received via the Advice of Allowance from HQ go into the Area's Budget Clearing Account
- Area Office, Division of Facilities Management distributes quarter's return funds to the Service Units to be used for maintenance of quarters units.
  - ❖ Distribution of funds within the Area is determined by the Area's distribution methodology

**Quarters Return Funds Process  
Government-Owned/Government Operated  
By Cash Collection**

12/12/2007

- Quarters are assigned by execution of the Quarters Assignment and Acceptance Agreement (IHS-6070A)
  - ❖ Identifies: Occupant(s), Quarters Data, Rental Data, Terms/Conditions
- IHS-6070A is processed by the Service Unit Housing Officer and submitted to the Area Realty Management Officer (ARMO)
- ARMO will use the IHS-6070A to enter appropriate information into the Quarters Management Information System (QMIS)
- ARMO uploads the IHS-6070A to the IHS Quarters Document website located at <https://webehrs.ihs.gov/oehe/qtrsdocs/login.cfm>
- Tenant is notified of the rental considerations by the IHS-6070A or by a Bill of Collection (used for Contractor's assigned to transient quarters)
- Cash Collections are received by the designated official at the Service Unit on a regular basis, as stipulated in the IHS-6070A (i.e. weekly, monthly, etc.) and a Field Receipt is presented to the occupant
- Cash Collections, along with Field Receipts, are forwarded to the Area Finance Office
  - ❖ Collections are forwarded on a weekly basis
- Area Finance Office deposits cash collections into the Quarters Return account with the U.S. Department of Treasury.
  - ❖ Area Finance Office sends a collection report to HQ Finance at end of month
  - ❖ Area specific CAN is used to track quarter's return funds
  - ❖ Cash collections for damages are returned directly to the Service Unit.
- HQ Finance issues an Advice of Allowance to the Area Offices based on the amounts submitted on the monthly collection report.
- Funds received via the Advice of Allowance from HQ go into the Area's Budget Clearing Account
- Area Office, Division of Facilities Management distributes quarter's return funds to the Service Units to be used for maintenance of quarters units.
  - ❖ Distribution of funds within the Area is determined by the Area's distribution methodology