

DR-405-2-1

DEPARTMENT OF THE ARMY  
Wilmington District, Corps of Engineers  
PO Box 1890  
Wilmington, North Carolina 28402

CESAW-CO-R

DISTRICT REGULATION  
No. 405-2-1

8 December 1992

REAL ESTATE

Establishment of Rental Rates and  
Assignment of Government Quarters

1. Purpose and Scope. This regulation covers rental rates established for housekeeping quarters and non-housekeeping quarters (transient) at civil works activities, this District.
2. References.
  - a. AR 210-12.
  - b. EP 405-1-2.
  - c. DAEN-CWO-M/DAEN-REM-I letter dated 20 December 1976, subject: Guest Houses at Civil Works Projects.
  - d. SAWCO-R DF of 17 February 1983, subject: Transient Quarters, John H. Kerr Reservoir, Basic and 1st Indorsement.
  - e. ER 1130-2-425, Civil Works Housing.
3. Appraisals. Rental rates are based on appraisals made in accordance with reference 2b above.

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This Regulation Supersedes DR 405-2-1, 1 October 1983

4. Responsibilities.

a. The Chief, Construction-Operations Division, is responsible for the administration of housekeeping quarters assigned to civilian employees.

b. The Resource Manager maintains jurisdiction over reservations made for occupancy of transient quarters.

5. Transient Quarters.

a. Assignments and Rental Rates.

(1) Rental Rates. (See appendix 1.)

(2) The primary purposes for maintaining transient quarters at John H. Kerr Reservoir and the order of priority for assignment are:

(a) Quarters for Corps of Engineers employees engaged in emergency or critical project related activities.

(b) Quarters for Corps of Engineers personnel on TDY orders.

(c) Quarters for long-term volunteers.

(d) Quarters for employees newly appointed to the project while they are looking for housing. Employee is expected to accomplish housekeeping and provide own linens beyond initial issue. Custodial contractor will accomplish cleaning and replace linens only upon final departure of employee.

(e) Quarters for project employees when weather will not permit travel to and from home to project.

b. Rules of Occupancy.

(1) All requests for use of the transient quarters must be in writing to the Resource Manager, John H. Kerr Reservoir. The reservation form (appendix 2) will be used.

(2) Scheduling:

(a) An open day will be scheduled between occupancies.

(b) Checkout time will be prior to 1000 on the day of departure.

(c) Scheduling is maintained by the Resource Manager, John H. Kerr Reservoir.

(d) Dates of occupancy are inclusive of dates requested with checkout to be NLT 1000 the following day.

(3) The user, the user's family, and authorized guests agree that any use of the facility shall be at his or her own risk and that the Government will be held safe and harmless from any personal injury or property damage or any other occurrences arising from the use of said premise.

(4) A responsible person will complete a registration card which will be presented along with payment upon departure from the station. The registration cards may be obtained from the Resource Manager's office. Keys may be left in the building and the building secured if Resource Manager's Office is closed at departure time; however, settlement of accounts and execution of registration forms must be attended to during the occupancy period.

(5) Occupants must keep the quarters clean and neat at all times.

(6) Occupants must wash dishes and cooking utensils before departure and leave the quarters in a clean and neat condition.

(7) Bed linens and hand towels will be provided. Guests will be expected to provide their own large bath towels for swimming, beach recreation, etc. Upon departure, soiled linens will be taken off the beds and left folded thereon for laundry pickup.

(8) Occupants will be held responsible for any loss, damage to building, or its contents.

c. Resource Manager will:

(1) Have the quarters inspected after departure of occupants to ensure that the quarters were left in a satisfactory condition as outlined above. In case of discrepancies, the Resource Manager will notify the Chief, Construction-Operations Division, Wilmington District, by telephone or radio, and a followup written report will be submitted to the District Office specifying the exact condition, plus the cost to the Government to place the quarters in a satisfactory condition.

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(2) Appoint a custodian to maintain adequate records to indicate all transactions concerning the receipts and charges connected with the use and maintenance of the station. These records are subject to audit, along with other project funds, by the District's CESAD Resident Auditor, on an annual basis.

- 2 Appendixes  
1. Rental Rates & Assignments  
2. Reservation Form



WALTER S. TULLOCH  
COL, Corps of Engineers  
Commanding

DISTRIBUTION:

- B, Plus  
2 cys CESAD-DX  
10 cys CESAD-CO-R  
10 cys CESAW-EC  
10 cys JHK Resource Mgr  
10 cys CESAW-CO-R  
10 cys CESAW-CO-O  
1 cy ea employee conc  
2 cys CESAS-RE-N  
5 cys CESAS-RE

APPENDIX A

RENTAL RATES AND ASSIGNMENTS

1. Rental Rates Transient (non-housekeeping) Quarters, John H. Kerr Project. The following daily rental rates are established for the Government (non-housekeeping) quarters at Kerr.

a. Officers and civilian employees on T/D and PCS orders or househunting - \$8.00 per person. Accompany adults - \$12.00 per person, children (2 through 12 years old) - \$6.00 per person.

b. No charge will be made for dependents or guests who have not reached their second birthday.

c. Principals on TDY claiming the \$8.00 rate must cite travel order numbers in the guest register maintained at the Reservoir Manager's office.

d. No charge will be made for long-term volunteers.

2. Rental Rates and Assignments - Cape Fear River, NC, Locks and Dams. Rental rates are in accordance with current Real Estate (CESAS-RE-B) established rates.

a. Lock and Dam No. 1.

Quarters No. 1. Vacant.

b. Lock and Dam No. 2.

(1) Quarters No. 3. Vacant

(2) Quarters No. 4. Roy S. Evans. Annual rental rate: \$1300.00

c. William O. Huske Locke and Dam.

Quarters No. 6. Vacant.

3. Rental Rates and Assignments - W. Kerr Scott Project. Rental rates are in accordance with listed references.

a. Quarters No. 1. Andrew Duncan. Annual rental rate: \$4,353.45.

b. Quarters No. 2. Vacant.

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APPENDIX B

APPENDIX B

DEPARTMENT OF THE ARMY  
WILMINGTON DISTRICT, CORPS OF ENGINEERS  
JOHN H. KERR RESERVOIR  
RT. 1, BOX 76  
BOYDTON, VIRGINIA 23917

IN REPLY REFER

DATE \_\_\_\_\_

TO: Resource Manager  
John H. Kerr Reservoir  
Rt. 1, Box 76  
Boydton, Virginia 23917

Please make the following reservations at the John H. Kerr Reservoir Transient Quarters:

DATES (inclusive) \_\_\_\_\_ THRU \_\_\_\_\_

ARRIVAL DATE \_\_\_\_\_ TIME \_\_\_\_\_

DEPARTURE DATE \_\_\_\_\_ TIME \_\_\_\_\_

GUEST'S NAME \_\_\_\_\_

TITLE \_\_\_\_\_ OFFICE \_\_\_\_\_

DISTRICT \_\_\_\_\_

NUMBER IN PARTY \_\_\_\_\_

PURPOSE OF STAY: \_\_\_\_\_

REMARKS: \_\_\_\_\_