



MAY 29 2009

GSA Public Buildings Service

Dear Department of Defense Customer:

As we approach the end of Fiscal Year 2009, the General Services Administration's (GSA) Public Buildings Service (PBS) would like to take this opportunity to remind our customers of the PBS reimbursable work policies and the steps necessary to comply with acquisition and procurement requirements.

We are providing this important information to assist in planning and detailing upcoming procurement actions that will require the processing of Reimbursable Work Authorizations (RWAs). We want to help develop clearly defined scopes of work early in this process and ensure timely management of your service needs and obligation of funds.

For **FY09**, all Department of Defense agencies should submit RWA requests to GSA by June 15, 2009 in order to determine if there is sufficient time to execute the RWA in accordance with DOD's specific policy requirements:

DOD funds received in **FY09** must be contractually obligated for goods, severable services, and non-severable services no later than 9130109. In addition, the following restrictions apply:

1. For contracts for goods, the delivery of goods must specify to occur no later than 9130109.
2. For severable services contracts, the period of performance must start on or before 9130109 and may extend up to one (1) year.
3. For non-severable services contracts, the period of performance may extend across fiscal years until complete. No incremental funding of contracts is permitted.

RWAs received after June 15, 2009 are at a higher risk for non-acceptance due to the potential inability to contract for goods, severable services, or non-severable services by September 30th. This may result in a returned RWA to the DOD for **FY10** funding.

RWA requests must be submitted on GSA's RWA Form 2957, dated 0312009 (enclosure 1). Please use the enclosed RWA Customer Checklist as an aid (enclosure 2). An RWA request must include:

- Clearly defined scope of work including location(s) of where the work is to be performed.
- Customer agency bona fide need for the requested goods or services.

The DOD funds should not be obligated until the RWA has been accepted by GSA.

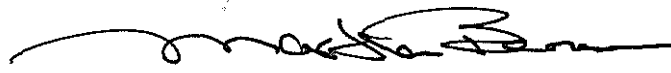
We value you as our customer and hope that our procurement and reimbursable work practices are clear and helpful.

Should you have questions regarding submitting your RWAs, please contact your GSA PBS Regional RWA Policy Subject Matter Expert (enclosure 3). Additional RWA information including frequently asked questions is available on our National RWA website: www.gsa.gov/rwachange.

Sincerely,



Lawrence A. Melton
Acting Assistant Commissioner
Office of Facilities Management
and Services Programs



Martha J. Benson
Assistant Commissioner
Office of Client Solutions

Enclosures

RWA Acceptance Criteria:

Acceptance of an RWA occurs when the following criteria are met:

- GSA employee and the DOD agree on the estimate to complete the work requested, including the cost for management and indirect services. The cost estimate must equal the certified amount (authorized amount) on the GSA Form 2957 Block 12.
- Agreed to start and completion dates.
- The DOD Certifying Official's signature and information on GSA RWA Form 2957 in Block 16.
- GSA Approving Official's signature and information on GSA RWA Form 2957 in Block 30.
- The DOD's finance billing office information on the GSA RWA Form 2957 in Block 14.

In addition to the above, please be reminded that the Memorandum of Agreement (MOA) signed between GSA and DFAS in September 2008 states that GSA RWA "billings will [now] be processed through the Intra-governmental Payment and Collection (IPAC) System." As such, for all new RWAs that DOD transacts with GSA, the appropriate IPAC billing information should be included on the RWA Form 2957. At a minimum, this means including the:

1. Agency Location Code (ALC) – Block 10A
2. Agency Accounting Data – Block 13A
3. BPN/DUNs Number – Block 13E
4. Treasury Account Symbol – Block 13G
5. Fund Year – Block 13B
6. Fund Type (Annual, No-year, or Multiple-year) – Block 13C
7. Fiscal Station Number - Block 10B
8. DOD MIPR number (entered in the Customer Order Number field) Block 13F

GSA Internal Customer or Interfund Customer

- 17. Enter the **two (2)** character Fedcode.
- 18. Mandatory for all General Services Administration internal customers. Enter the eight (8) character Pegasys Document number.
- 19. Enter the Pegasys accounting line number. This field is optional and is limited to two (2) characters.
- 20. Enter four (4) character fund code.
- 21. Enter one (1) character interfund year. This is the **last** position of the fund code entered in Block 20.

General Services Administration/Public Buildings Service

- 22. Enter Project Control Number.
- 23A. Enter summary-level GSA organization code
- 23B. Enter the lease number (if applicable).
- 23C. Check the appropriate budget activity code.
- 23D. Enter the four (4) character work item number used to track repair and alteration tasks.
- 23E. Enter the six (6) character Billed Office Address Code (BOAC).
- 23F. Enter the correspondence symbol.
- 23G. Enter the four (4) character Agency Bureau Code.
- 24A. Enter the date of **contractual** award agreed-upon by GSA-PBS and the Requesting Agency. Per GSA acquisition policy, GSA-PBS has a "reasonable time, based on the complexities of the requirement." to contractually obligate funds accepted from a Requesting Agency."
- 24B. Enter the mutually agreed-upon completion date.
- 25. Enter a brief project description (limited to 25 characters)
- 26. Check the appropriate action block.
- 27. Check as appropriate.
- 28A-F. If **multiple buildings** or **multiple functions** are cited, enter **organization code, building number, function code, object class** and **total amount** for **each building** or **function**. The **form limit is 15 lines**. If **additional lines** are needed, please **attach a spreadsheet** providing the information requested in Blocks 28A-F
- 29A-C. Enter the name, telephone number, and e-mail address of a project contact who can answer questions regarding all work planned or performed under this RWA.
- 30A. Enter the signature of the GSA approving official.
- 30B. Enter the date of signature.
- 30C-E. Enter the name, telephone number, and e-mail address of the GSA approving official.
- 31. Enter the seller/GSA Business Partner Network/Data Universal Numbering System Number (BPN/DUNS)
- 32A-C. Enter the certification of completion signature, certifying name, and completion date.

RWA FILE CHECKLIST FOR TENANT AGENCIES

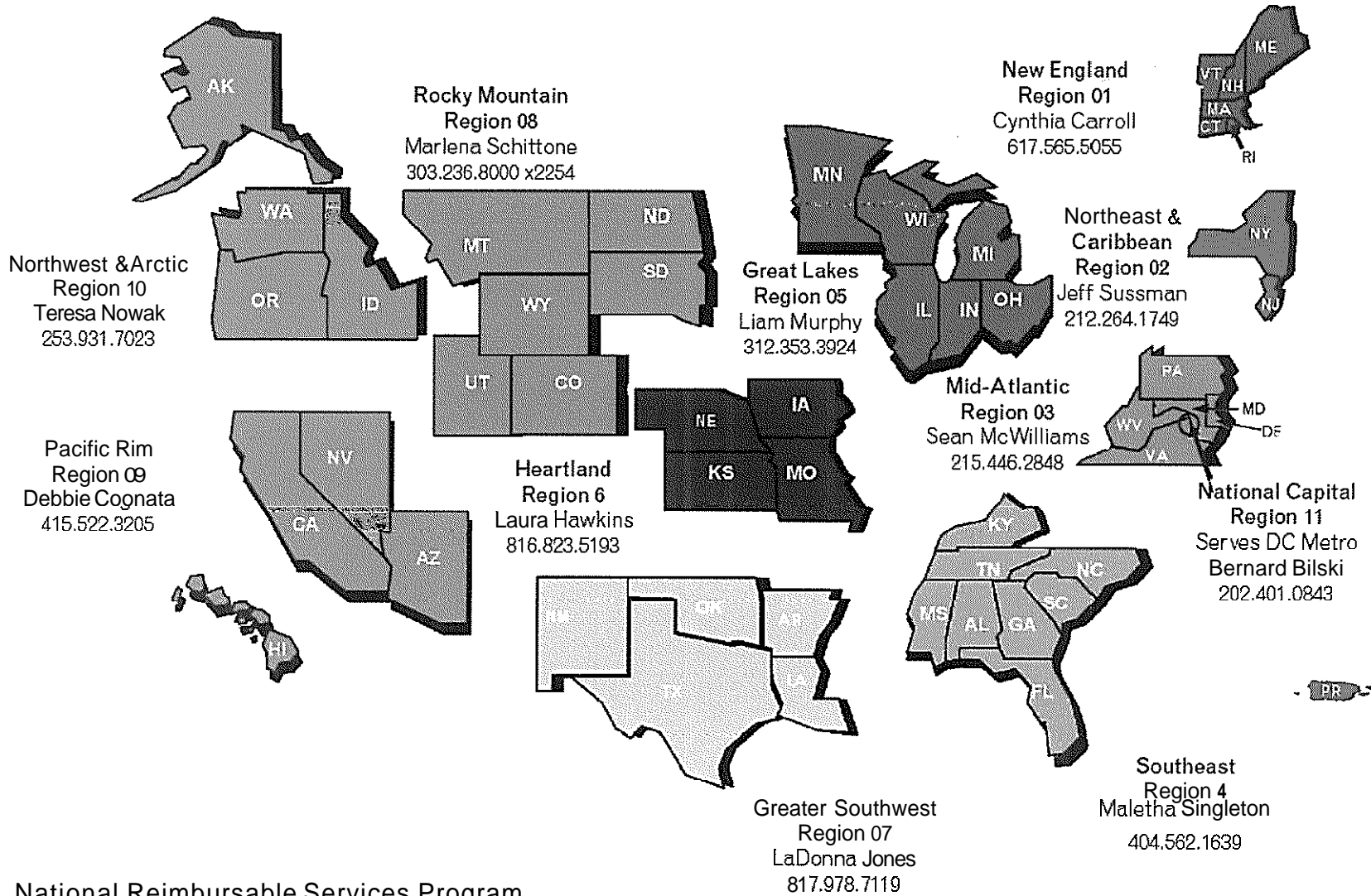
DOCUMENTATION	REQUIRED	NOT REQUIRED
GSA 2957 (RWA) CURRENT VERSION WITH THE FOLLOWING FIELDS FILLED IN		
1. DATE OF REQUEST	<input type="checkbox"/>	
4. AGENCY AND BUREAU NAME	<input type="checkbox"/>	
5. WORK LOCATION	<input type="checkbox"/>	
6A. AGENCY CONTACT NAME	<input type="checkbox"/>	
6B. AGENCY CONTACT'S TELEPHONE NUMBER	<input type="checkbox"/>	
6C. AGENCY CONTACT'S EMAIL	<input type="checkbox"/>	
6D. AGENCY CONTACT'S FAX NUMBER	<input type="checkbox"/>	
6E. AGENCY CONTACT'S ADDRESS	<input type="checkbox"/>	
7. DESCRIPTION OF REQUIREMENTS	<input type="checkbox"/>	
8. AMENDMENT, when applicable	<input type="checkbox"/>	
10A. AGENCY LOCATION CODE	<input type="checkbox"/>	
12. AGENCY CERTIFIED AMOUNT	<input type="checkbox"/>	
13A. AGENCY ACCOUNTING DATA	<input type="checkbox"/>	
13B. AGENCY FUND YEAR	<input type="checkbox"/>	
13C. FUND TYPE (ANNUAL, MULTI OR NO-YEAR) AND CHECK RECOVERY ACT BOX IF APPLICABLE	<input type="checkbox"/>	
13D. EXPIRATION DATE OF OBLIGATIONAL AUTHORITY	<input type="checkbox"/>	
13E. BPN/DUNS NUMBER	<input type="checkbox"/>	
13F. AGENCY/CUSTOMER ORDER NUMBER	<input type="checkbox"/>	<input type="checkbox"/>
13G. TREASURY ACCOUNTING SYMBOL	<input type="checkbox"/>	
14A. AGENCY BILLING CONTACT EMAIL ADDRESS	<input type="checkbox"/>	
14B. AGENCY FINANCE BILLING OFFICE	<input type="checkbox"/>	
14C. AGENCY BILLING OFFICE STREET ADDRESS	<input type="checkbox"/>	
14D-F AGENCY BILLING OFFICE CITY, STATE AND ZIP	<input type="checkbox"/>	
16A. SIGNATURE OF CERTIFYING OFFICIAL	<input type="checkbox"/>	
16B. DATE	<input type="checkbox"/>	
16C. NAME OF SIGNER	<input type="checkbox"/>	
16D. CERTIFYING OFFICIAL'S EMAIL ADDRESS	<input type="checkbox"/>	
16E. TELEPHONE NUMBER OF CERTIFYING OFFICIAL	<input type="checkbox"/>	
SCOPE OF WORK (must be sufficiently detailed so that the agency bona fide need is evident)	<input type="checkbox"/>	
PLANS OR SPECS	<input type="checkbox"/>	<input type="checkbox"/>

(March 12, 2009)

ADDITIONAL INFORMATION: Block 11 on the GSA Form 2957 Requested Work Dates should not be filled in at the time of submission. GSA will work with the tenant agency and will come to an agreement on these requested work dates. The acceptance of a reimbursable agreement (request) within PBS must be based on an intention to execute the agreement within a reasonable time after acceptance. In order for the obligation by the requesting agency to be valid, the funds must be available for obligation. The requesting agency must have a current bona fide need for the goods or services to be provided by PBS at the time the agency enters into the reimbursable agreement. Future needs or needs outside the scope of the reimbursable agreement shall not be added to the reimbursable agreement.

GSA PBS Regional RWA Contacts

April 2009



National Reimbursable Services Program
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