



September 1, 2010

Dear Client Agency,

The General Services Administration Public Buildings Service (GSA) has found over the past several years that we have not been receiving timely Reimbursable Work Authorizations (RWAs) for client agency above-standard services, to include overtime utilities at the beginning of each fiscal year while agencies are under a Continuing Resolution (CR). In some cases, RWAs for these above-standard services have been delayed several months due to CR funding by many of our client agencies. CRs impact GSA as well and impose tighter financial constraints on us just as they do all Federal agencies.

GSA asserts that where costs for above-standard services are billed via the RWA process, the client agency is required to reimburse GSA for those services regardless of the agency's funding situation. When a client agency is funded by a CR, the agency is responsible to reimburse GSA for any such above-standard services on a monthly basis. If a client agency is unable to reimburse GSA for the expenses to be incurred while operating under a CR, you will need to adjust services to a level where you are able to reimburse us. Please feel free to contact the appropriate GSA representative in your region if you would like assistance in determining how to make the adjustments. Providing unfunded services to client agencies not only violates GSA's internal policy, but it also exposes both GSA and our clients to considerable financial risk and audits. Furthermore, when GSA has to fund client agency above-standard services, it reduces the funds we have for other services we provide client agencies such as, space planning, development of requirements, and architectural and engineering services, for these all come out of the same GSA internal budget account.

We are asking that as a client agency, you begin taking the necessary steps to ensure timely submission of RWAs for above-standard services, including overtime utilities as we begin a new fiscal year. We further request that you work with us where you feel services may need to be adjusted as a result of any funding constraints imposed by a CR. GSA is committed to working with each of you to provide the services required to accomplish your mission and provide solutions tailored to your needs, and ask that in return, you assist with ensuring GSA is reimbursed in a timely manner for services rendered. We look forward to continuing to work with each of you to provide these services and solutions.

If you have any questions, please feel free to contact Patrick Fee on 202-501-0038 or Denise Funkhouser on 202-208-2164.

Sincerely,

Patrick Fee
Director, Buildings Operations Division
Office of Facilities Management and
Services Programs

Denise Funkhouser
Director, Reimbursable Services Division
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