




October 16, 2023

MEMORANDUM FOR: Regional RWA Managers
Public Buildings Service

Regional Commissioners
Public Buildings Service (P)

Office of PBS Financial Services
Office of the Chief Financial Officer (BBP)

FROM: Jennifer Groman
Assistant Commissioner
Office of Project Delivery
Public Buildings Service (PX)

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SUBJECT: Increase Single Obligation Threshold for F-Type RWAs to \$50,000

The [Reimbursable Work Authorizations \(RWA\) National Policy Manual \(NPM\)](#), PBS 1000.2C (July 24, 2023), at section 3.3.2.2.4 currently indicates that no single RWA obligation under an F-type RWA may exceed \$25,000, inclusive of fees.

PBS is increasing the single obligation threshold for F-type RWAs to \$50,000. Increasing the single obligation threshold for F-type RWAs permits Public Buildings Service (PBS) building managers to better manage maintenance, repairs and minor space changes for occupant agencies.

Implementing Actions:

The following section 3.3.2.2.4 replaces section 3.3.2.2.4 of the [RWA NPM](#), PBS 1000.2C (July 24, 2023):

3.3.2.2.4. F-Type RWAs.

F-type RWAs cover requests from Federal customers for routine, nonrecurring services. Such requests must not exceed \$50,000 per transaction and \$250,000 per RWA (including fees). F-type RWAs are intended to reduce the administrative burden of requiring numerous RWAs to cover multiple services that are small in nature (less than \$50,000 each). No single RWA obligation under an F-type RWA may exceed \$50,000, inclusive of fees, with the exception of Operations and Maintenance (O&M) services that are not overtime utilities, which may exceed \$50,000 per transaction limit but must still remain under the \$250,000 RWA threshold. F-type RWAs cannot include both severable



and nonseverable services on the same RWA, similar to all other RWA types. If severable and nonseverable services are requested, they must be reflected on two different F-type RWAs.

A Summary Cost Estimate (SCE) or an Overtime Utility Estimate (OUE) is required to accept an F-type RWA.

Multiple buildings or locations may be included on F-type RWAs having the same scope of work, regardless of payment method, pursuant to the following additional guidance:

- An F-type RWA may be used for federally-owned, leased campuses, or Land Ports of Entry but only one type of facility may be bundled together on the same RWA.*
- The area of use for the RWA will be limited to the geographic area that is controlled by a GSA field office or service center.*
- A Project Manager must be assigned to the overall (primary) project and will be responsible for the RWA project execution and funds management.*

Examples of goods or services that can be included on an F-type RWA are small, miscellaneous services that are completed within the current fiscal year (such as changing key locks, replacing a single carpet square, or patching a small hole in the wall). Severable services with limited or no specificity regarding dates and times for provision of the service must be requested on F-type RWAs and cannot cross fiscal years.

All F-type RWAs must be completed within the fiscal year in which they are accepted regardless of the funding type provided. If a completion date is not provided on the RWA, the default date of September 30 of the current fiscal year will be used. Completion of F-type RWAs require that the work requested must be inspected and accepted by PBS by September 30 of the fiscal year in which the RWA was accepted.

Acceptance of an F-type RWA does not guarantee any project within the threshold will be completed under the F-type, nor constitute a commitment by GSA to complete future undefined work. Service requests under an F-type will be evaluated on a case-by-case basis by the GSA Project Manager. If GSA deems appropriate, GSA may require some tasks to be separately funded and executed as N-type RWAs.

The above change is effective immediately and this memorandum will remain in effect until a new version of the RWA NPM is issued to incorporate the new language.

Should you have any questions, please feel free to reach out to your respective [RWA Manager](#) or the [National RWA Program Office](#).