



September 15, 2016

Dear Customer Agency,

The General Services Administration (GSA) Public Buildings Service (PBS) introduces the first revision to the GSA Reimbursable Work Authorization (RWA) Form 2957 since February 2011.

The revised form includes a variety of changes that mirror how the Reimbursable Services Program has transitioned over the last few years to further emphasize electronic RWA processing. This includes changes as a result of the rollout of customer facing applications: the external RWA Entry and Tracking Application (eRETA) and the Vendor and Customer Self Service (VCSS) Portal.

The major changes to the revised RWA 2957 Form include:

- Re-organization of blocks to group similar fields closer to one another
- Agency Bureau Code (AB Code) block moved to page one for customer agencies who know their AB Code with GSA (can be left blank if not known)
- Billing Office Address Code (BOAC) field moved to page one for customer agencies who know their BOAC with GSA (can be left blank if not known)
- Dedicated block for an "Agency RWA Mailbox" in addition to existing Agency Contact email blocks
- Space to provide multiple customer funding sources instead of only one
- Clearer and more detailed instructions on pages 4-5

In addition, the revised form includes several changes for "GSA Use Only" on page 2, which include dedicated blocks to reference tracking numbers from interfacing GSA systems and a new "RWA Category" block to more specifically categorize the type of project or service that will be executed by the RWA.

GSA encourages use of the revised 9/2016 version of the 2957 Form as soon as possible. However, GSA will allow for a 60-day "phase-in" period for all customer agencies to transition to the new version of the 2957 Form. Any RWA currently filled out on the 2/2011 version of the RWA 2957 Form can continue to be sent to GSA through November 15th, 2016. After this date, GSA will reject any RWA provided on the 2/2011 version of the form and request the agency to re-submit with the 9/2016 version of the form.

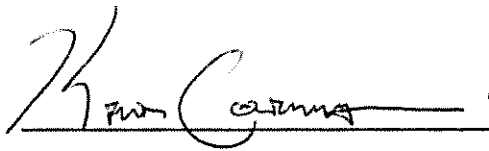
The updated GSA RWA Form 2957 can be found at www.gsa.gov/rwa or by going to the GSA Forms Library at www.gsa.gov/forms and searching for "2957" (be sure to download the GSA2957 form and not the GSA2957PD form which is specific for Property Disposal transactions with GSA's Real Property and Utilization Disposal group).



For questions regarding the changes to the GSA RWA Form 2957, please contact your PBS Reimbursable Services Manager ([map found here](#)), or reply directly to the GSA associate who sent you this letter. General questions may also be sent to AskRWA@gsa.gov.

Thank you for continuing to partner with GSA for your real estate solutions.

Sincerely,



9/15/2016

Keith Colella
Director, Project Delivery Excellence
Office of Project Delivery



9/15/2016

Benjamin Kochanski
Associate Assistant Commissioner
Office of Real Property Asset Management