

EDO Principal Correspondence Control

FROM: DUE: 08/25/00
Anthony E. Costa
General Services Administration (GSA)

EDO CONTROL: G20000396
DOC DT: 08/10/00
FINAL REPLY:

TO:

Norry, DEDM

FOR SIGNATURE OF : ** GRN **

CRC NO:

Springer, ADM

DESC:

ROUTING:

Submittal of Reimbursable Work Authorization
(Due: 8/25/00)

Travers
Paperiello
Miraglia
Norry
Craig
Burns/Cyr
Funches, CFO

DATE: 08/14/00

ASSIGNED TO:

CONTACT:

ADM

Springer

SPECIAL INSTRUCTIONS OR REMARKS:



AUG 10 2000

Ms. Patricia G. Nory
Deputy Executive Director for Management Services
Nuclear Regulatory Commission
One White Flint, North Building
11545 Rockville Pike
Rockville, MD 20555

Dear Ms. Nory:

I want to ensure that your requests for reimbursable work for your agency can be processed prior to September 30, 2000, so we can be responsive to your current fiscal year requirements.

To ensure that reimbursable work is charged to your agency's current appropriations, you must submit a Reimbursable Work Authorization (RWA), GSA Form 2957, in sufficient time to allow us to process it completely before September 30, 2000. To be sure that this happens, you should submit any RWAs for major alterations to the GSA Service Delivery Team responsible for your building by close of business Friday, August 25, 2000.

I know that this date sounds early. Near the end of each fiscal year, however, we experience a sharp increase in the number of RWAs submitted for major alterations projects. The earlier you submit your request, in other words, the better. Here's what you need to know and do:

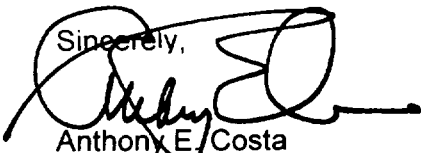
1. The Form 2957 must provide the scope of work in sufficient detail to allow complete cost estimating. Specify the location; the type and amount of work; and the required completion date. All plans, drawings and other information needed for a complete and accurate scope must accompany the Form 2957.
2. The form must be fully processed and entered into the GSA accounting system prior to fiscal year closing. This includes completing the request, estimate and certification sections of the form.
3. Projects that we accept into our accounting system in the current fiscal year for completion in a future year must be actively pursued to completion.

4. If the project will require design work, construction and supervision of the project, the Form 2957 may be for the design work only. In such cases, we'll need an amended or new Form 2957 from you to fund the estimated costs of construction and supervision once these costs are established.

Again, you need to submit any RWAs for major alterations to the GSA Service Delivery Team responsible for your building by close of business Friday, August 25, 2000.

I hope this helps. If you have any more questions, please contact me at (202) 708-5891, or get in touch with the appropriate Service Delivery Team Director.

Sincerely,



Anthony E. Costa
Assistant Regional Administrator
Public Buildings Service



U.S. GENERAL SERVICES ADMINISTRATION

Correspondence Symbol WPN
National Capital Region
Washington DC 20407-0001

Official Use
Penalty For Private Use \$300

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