



**Topic: Live Demonstration of the eOA Tool**

**Date of Presentation: October 15, 2015**

**Link to Series Information: [CES Historical Topics](#)**

1. Is the OA termination date provided by GSA once 120-day notice is submitted?  
[Once the notice to vacate has been provided to GSA by the client agency, our records will reflect the effective termination date.](#)
2. Does this take the place of Rent on the Web (ROW)?  
[No, these are two different client applications.](#)
3. Can we view the security bill in eOA?  
[At this time, you can only view your agency's security charges using the Rent on the Web \(ROW\) application.](#)
4. When is eOA active?  
[The eOA application became active as of October 1, 2015.](#)
5. Will the final OA generated eventually show both parties signatures?  
[We are in the very early stages of exploring digital signature. Eventually we would like to show the parties that signed and when, but as of today there are no specific plans on when this will happen.](#)
6. If you already have eRETA access is the process any easier?  
[Unfortunately, the two GSA PBS applications are not connected, and you will need to follow the process to request access to eOA as shown on page 2 of the eOA manual.](#)
7. Could you explain the tracking number again? We have lease numbers at DOC, so would that be auto-populated? Who has access to eOA?  
[The agency tracking number is a field in OA Tool that can be populated with an internal designation for the agency. A combination of alphanumeric characters can be used for the designation. The data can only be entered by GSA but is visible in eOA. We can do a mass population of the data for OAs for any agency if desired. eOA access is available to clients \(specific agency bureau code \(AB\) codes only\) and GSA/PBS users \(all AB codes\).](#)
8. Would the "Rent Charges Start On" field show the same month if the OA effective date is after the 15th of the month?  
[The Rent Charge Start On field will show the same month if the effective date is the 1st to the 15th and the following month if the effective date is the 16th to the 31st](#)

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9. GSA often develops draft OAs for agency signature - to confirm client agency commitment to an estimated rental rate before a final rate is negotiated. Will every one of the draft OAs be entered?  
[All draft OAs are entered in OA Tool but at this time client agency access through eOA is limited to final and closed versions only.](#)
10. What if you were the client agency getting forced on the move. Would that information show up?  
[If you are the client agency being forced out of space, no information would appear on the forced move screen as this screen tracks the cost for the forcing agency.](#)
11. Can we view the floor plan of an OA?  
[Unfortunately, this version of eOA does not offer a floor plan view of the OA. We will use this as a recommendation for a future enhancement of the eOA tool.](#)
12. Is GSA considering adding a reports feature so the agencies can pull a list of their OAs?  
[We have captured this as a requirement to explore in the future but at this time there are no specific plans to add a reporting feature.](#)
13. Do we have to fill out a separate Application Clearance Verification for eOA if we have already filled one out for eRETA which should be on file already?  
[Yes. At this point the application process is separate for each application.](#)
14. Is eOA limited to federal government employees only or are contractors permitted to have access once they submit a user request form?  
[Contractors can have access to eOA if sponsored by an agency and they meet security requirements for access.](#)
15. Will there be a powerpoint presentation or other document provided that details eOA capabilities and instructions?  
[There is an eOA user manual available, where you can review instructions on how to request access to the application and how to navigate the eOA system.](#)
16. When I log into PBS Portal, it tells me my request cannot be processed because I am supplying an non-GSA email ID. Any tips?  
[The first step is to complete the eOA User Account Request Form to establish your user account. Once that has been created, you should be able to request the password and log in to the external portal.](#)
17. How do we find out the TI balance after a project has been completed?  
[You may review the TI balance using the eRETA application, or contact your assigned Project Manager to find out the TI balance and other financial related details for your project.](#)
18. If we work for an agency that has the OA being managed between multiple groups, is there any way to parse down the OAs to only show the applicable ones per unit?  
[The only way to do this would be to create a separate OA for each group and this is only possible if the components have a distinct area. So if component A is in rooms 1 through 6 and component B is in rooms 7 through 10, separate OAs could be created. Even then,](#)

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limiting access is only possible if each component has a separate AB code as access is limited by AB code only.

19. Can Federal Defender offices have access to this service?  
Any client agency that has an Occupancy Agreement with GSA can access the eOA tool upon completing the user request and account activation process.
20. Is there any way to make comments back to GSA regarding the OA or does that still need to be done via email?  
We recommend that any comments or questions regarding the OA document be communicated to your assigned GSA POC, either by phone or via email.
21. Are individual Ad Hoc clauses available to be viewed?  
Yes, you can view ad hoc clauses for your OA using the eOA tool. This is done through the Signed Agreement report.
22. Does it include access to lease info?  
At this time the eOA tool does not include a link to lease related information.
23. Will the final OA reflect signatures from GSA Representative and Agency Representative?  
We are in the very early stages of exploring digital signature. Eventually we would like to show the parties that signed and when, but as of today there are no specific plans on when this will happen.
24. How do client agencies set the tracking number/code?  
The agency tracking number field must be entered by GSA but client agencies provide the information that is entered. It is possible for GSA to do a mass update for an agency if the information is provided by the client agency.
25. How soon will a newly signed OA will be available on eOA?  
At this point agencies do not have access to draft versions and that would include a version that has been signed. However, as soon as the version has been made final, it is available in eOA.
26. We received incremental OAs, however, the financials do not show the full requirement meaning the incremental and the existing square footage. Will we be able to see the consolidated square footage under the financials?  
At this point, increment versions are not visible in eOA since those are always in draft status. However, GSA can provide you financial information that shows the blending of the existing space and the change recorded by the increment.
27. Can the OAs be separated? The same client agency has OAs being managed by multiple units based on their geographic locations. If I work for HQ, is there a way to separate the nationwide OAs from my list or will every OA for my agency be listed?  
At this point, all OAs for a single AB code are available to any user that has the AB code in their profile. You can use the state search to limit which OAs are returned in the search results, but there is no way to exclude specific OAs.

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28. Why does GSA need SSN information for security access? With the recent OPM security breach, government employees shouldn't have to submit more PII to other agencies. Is there a way to check with OPM for verification of employment to streamline the process?  
We are looking at the access process to see if we can make modifications, but currently the security requirements are the same as they are for GSA users.

29. Can you provide an estimated turnaround time for the user request form process?  
At this point, we are estimating two weeks from receipt of request until access is granted but are working to improve that timeframe.