



# Client Enrichment Series

Welcome to today's presentation:

*Ring in the New Fiscal Year With eRETA -*

*Using GSA's New Electronic RWA Tools*

*October 9, 2018*

**the presentation will start at 1 pm Eastern**

**Note:** Phones are automatically muted during the presentation. You have the ability to send questions to your fellow attendees and our presentation team via your Chat pane. Our team will answer as many of the questions as possible throughout and at the end of the presentation. All questions will be captured, and answers sent to all participants prior to the next presentation.





# Welcome

- Prior Presentation – Get a Handle on Your Space Assignments with eOA
- **TODAY – Ring in the New Fiscal Year with eRETA!**

[www.gsa.gov/ces](http://www.gsa.gov/ces)

[ClientEnrichmentSeries@gsa.gov](mailto:ClientEnrichmentSeries@gsa.gov)





## external RWA Entry and Tracking Application (eRETA)

### *Ring in the New Fiscal Year With eRETA - Using GSA's New Electronic RWA Tools*

October 9, 2018

#### ***Presented by:***

Steve Sacco

Reimbursable Services Program Manager

GSA-PBS Project Delivery Excellence Division

Office of Design & Construction



#### ***Hosted by:***

Eric Fulton

National Program Manager

Customer Outreach and Communications

GSA-PBS Office of Portfolio Management and Customer Engagement



# eRETA is Mandatory 10-1-19

Using eRETA to send RWAs and RWA Work Requests is going to become MANDATORY October 1, 2019 (Beginning FY2020)

We have an extensive outreach and training program developed that will allow preparation time to enable our customers to institute this new process.

Additional monthly CES sessions have been schedule through FY19 Q2:

- [November 13th: 1 - 3 p.m. \(eastern\)](#)
- [December 11th: 1 - 3 p.m. \(eastern\)](#)
- [January 8th: 1-3 p.m. \(eastern\)](#)
- [February 12th: 1-3 p.m. \(eastern\)](#)
- [March 12th: 1-3p.m. \(eastern\)](#)

A host of resources, guides and training videos are available online at:

[www.gsa.gov/ereta](http://www.gsa.gov/ereta)

# RETA vs eRETA

RETA/eRETA stands for “RWA Entry and Tracking Application” – GSA’s electronic repository for all RWA projects.

RETA/eRETA is technically one application; the primary differences are:

- Logging in (internally vs externally)
- RWAs that are accessible (customers by AB Code, GSA by GSA Region)

RETA/eRETA contains all RWA financial information as well as an electronic document file that includes copies of the RWA 2957 form, Receipt, Acceptance, Completion and Closeout letters, and much more.

RWA Financial Information in RETA is updated 4x a day from GSA’s Financial Management System.

**RETA** RWA ENTRY & TRACKING APPLICATION steven.sacco@gsa.gov

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Current Date and Time: Monday, February 13, 2017 9:11:19 AM [Print/Save Report](#)

Note Board & User Resources

**National RETA Note Board:** Welcome to eRETA (updated 1/31/2017 11:35AM ET)

**Logged in User Details**

**User ID:** steven.sacco@gsa.gov

**Agency(ies):** 01513 - DEPARTMENT OF JUSTICE, FEDERAL BUREAU OF INVESTIGATION  
01017 - JUDICIARY, UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT  
01007 - JUDICIARY, UNITED STATES BANKRUPTCY COURT  
02011 - DEPARTMENT OF THE TREASURY, INTERNAL REVENUE SERVICE NATIONAL OFFICE  
09700 - DEPARTMENT OF DEFENSE (OFFICE OF THE SECRETARY OF DEFENSE), OFFICE OF THE SECRETARY OF DEFENSE  
07054 - DEPARTMENT OF HOME AND SECURITY, TRANSPORTATION SECURITY ADMIN

**Group(s):** ERETA\_DATA\_ENTRY

**Other Applications & Resources:** [RWA Customer Site \(www.gsa.gov/rwa\)](#)  
[RWA Form 2957 \(www.gsa.gov/forms\)](#)  
[RWA Billing Details - Vendor & Customer Self Service \(VCSS\)](#) (Separate log-in will be required)  
[Treasury Credit Card Site \(www.pay.gov\)](#)  
[Rent on the Web \(ROW\)](#)

# Gaining Access and Training Materials

[www.gsa.gov/ereta](http://www.gsa.gov/ereta)

**NEW** application process effective 10/1/2018

**GSA** TRAVEL REAL ESTATE ACQUISITION TECHNOLOGY POLICY & REGULATIONS

Home > Real Estate > Real Estate Services > Reimbursable Services (RS) Program > ERETA RWA Customer Portal >

**REIMBURSABLE SERVICES (RS) PROGRAM**

- Overview
- About RWAs
- Billing & Payment
- > eRETA RWA Customer Portal
  - eRETA Training Materials
  - How do I access eRETA
- Policy & Guidance
- Training & FAQs

## eRETA RWA Customer Portal

[How Do I Access eRETA? | eRETA Training Materials](#)

**RETA** RWA ENTRY & TRACKING APPLICATION

### New Digital Features Now Available in eRETA

We are very excited to announce that in May 2017, the General Services Administration, Public Buildings Service (GSA-PBS) enhanced its Reimbursable Work Authorization (RWA) intake process by offering an electronic alternative to several existing manual processes.

These new features include:

# Electronic RWA Enhancements

- New electronic efficiency features rolled out in 2017 allow our RWA customers to to:
  1. **Submit new RWA Work Requests** electronically online
    - RWAs can no longer get “lost” since requests are saved in the system.
    - Keep GSA accountable to responding to your requests!
    - eRETA quality checks lots of information instantly - no waiting for GSA!
    - Increases efficiencies due to automated routing to all POCs.
  2. Electronically **initiate amendments for existing RWAs** and submit them into GSA’s database or route them to GSA for acceptance.
  3. **Upload documentation** into eRETA to maintain an electronic “RWA file”.
  4. **Digitally sign RWAs** (with trace docs in eRETA)
    - No eRETA access required to digitally sign - just need an email address. You can even sign from your phone!

**Using eRETA to send RWAs and RWA Work Requests is going to become MANDATORY October 1, 2019 (Beginning FY2020)**

# Customer Data Entry & Digital Signature in a Nutshell

- **How does Customer Direct Data Entry work?**
  - Customers submit new project or service need (called RWA “Work Requests”) directly to GSA in under 60 seconds. **Tracking number generated.**
  - The Work Request is routed to the appropriate GSA regional office who assigns a GSA Project Manager.
  - Customer fills out remaining fields which is the equivalent of page 1 of the RWA 2957 Form
- **Digital Signatures**
  - Optional for Customer Agency Fund Certifying Official but required for GSA-PBS Approving Official (*manual signatures will be retired effective 10/1/2019*)
  - Corrections to data can be made by GSA or customer before signatures requested - mitigates need for customer to sign multiple times
  - **eRETA access is NOT needed to use digital signatures**
  - GSA will route the RWA for digital signature(s) just prior to acceptance

# eRETA Adoption as of 9/30/2018

- **Over 1,280 eRETA Users!**
- **Top 10 customer agency users are:**
  - DHS (260)
  - Judiciary (167)
  - DOJ (164)
  - SSA (145)
  - Treasury (74)
  - HHS (58)
  - Interior (53)
  - Dept of Defense (38)
  - Dept of State (36)
  - Dept of Transportation (34)
- **Background Clearance Verification and PII no longer required to gain access!!!**
  - See [www.gsa.gov/ereta](http://www.gsa.gov/ereta) for our new application process effective 10/01/18

# eRETA Quiz Questions

- 1. Once granted eRETA Data Entry rights, can I edit/amend RWAs that were added to the system before my access was granted?**
  - Yes, if the RWA is still “Active” and belongs to my Agency Bureau Code(s)
  - No, eRETA users can only amend RWAs they entered from this point forward
  
- 1. Do I need an eRETA user ID and password to use the digital signature functionality?**
  - Yes
  - No

# eRETA Welcome Screen

**RETA** RWA ENTRY & TRACKING APPLICATION steven.sacco@gsa.gov   

SEARCH FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Current Date and Time:

Friday, April 15, 2016 12:10:08 PM

[Print/Save Report](#)

## Note Board & User Resources

<b>National RETA Note Board:</b>	<p>Virtual eRETA training session – Thur 4/21 @ 2pm ET</p> <p>New eRETA enhancements now provide you with more than 4x the RWA data than before, creating greater transparency and easier tracking of work requests and amendments. New e-signature and submission of RWA forms are also on the horizon! Join GSA's RWA experts at our upcoming session to see how we are streamlining RWA interactions between our agencies at this month's Client Enrichment Series (CES) session. &gt;&gt;&gt; Register at <a href="http://www.gsa.gov/ces">www.gsa.gov/ces</a></p>
<b>Logged in User Details</b>	
<b>User ID:</b>	steven.sacco@gsa.gov
<b>Agency(ies):</b>	01007 - JUDICIARY, UNITED STATES BANKRUPTCY COURT 01017 - JUDICIARY, UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT 07054 - DEPARTMENT OF HOMELAND SECURITY, TRANSPORTATION SECURITY ADMIN
<b>Group(s):</b>	ERETA_READ_ONLY_USER
<b>Other Applications &amp; Resources:</b>	<a href="http://www.gsa.gov/rwa">RWA Customer Site (www.gsa.gov/rwa)</a> <a href="http://www.gsa.gov/forms">RWA Form 2957 (www.gsa.gov/forms)</a> <a href="#">Small Projects and Reimbursable Services (SPRS) Division</a> <a href="#">RWA Billing Details - Vendor &amp; Customer Self Service (VCSS)</a> (Separate log-in will be required) <a href="http://www.pay.gov">Treasury Credit Card Site (www.pay.gov)</a> <a href="#">Rent on the Web (ROW)</a>



# eRETA Navigation and Search Screens

external.DataEntryUser@gsa.gov

**RETA** RWA ENTRY & TRACKING APPLICATION **GSA**

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

### Work Request / RWA Search Hide Criteria

<u>WR/RWA Type</u> Select options ⓘ	<u>WR/RWA Number</u> <input type="text"/>	<u>Closure Status</u> Select options
<u>WR/RWA Status</u> Select options	<u>Organization Code</u> <input type="text"/> 🔍	<u>Region</u> Select options
<u>Pending Action</u> <input type="text"/>	<u>Building Number</u> <input type="text"/> 🔍	<u>Overtime Utilities</u> <input type="text"/>
<u>Primary Worksite City</u> <input type="text"/>	<u>Building Name</u> <input type="text"/>	<u>Building Type</u> Select options
<u>Agency Bureau Code</u> 01005, 01013, 01513, I	<u>Primary Worksite State</u> Select options	<u>Agency Name/Bureau Name</u> <input type="text"/>
<u>BOAC</u> <input type="text"/> 🔍	<u>Severable Service</u> Select options	<u>Customer Funding Type</u> Select options
<u>PDN</u> <input type="text"/> 🔍	<u>PCN</u> <input type="text"/>	<u>Customer ID</u> <input type="text"/>
<u>Authorized Amount from \$</u> <input type="text"/> to \$ <input type="text"/>	<u>Agency Accounting Data</u> <input type="text"/>	<u>User ID</u> <input type="text"/> ⓘ
<u>RWA Acceptance/Start Date from</u> <input type="text"/> to <input type="text"/>	<u>Agency Contact Email</u> <input type="text"/>	<u>GSA PM/POC Email</u> <input type="text"/>

# RWA Search Summary

You are in Read-Only Mode

 Form 2957
  Print

RWA SUMMARY

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

Financial information as of Pegasys last download: 04/15/2016 13:34 ET

<b>RWA #:</b>	N1020979	<b>REXUS Lease Project #:</b>	Acceptance/Start Date: 07/07/2014
<b>Estimate Tracking #:</b>	SCID0705414190041	<b>Lease #:</b>	Completed/<Cancelled> Date:
<b>Work Site:</b>	ID4353ZZ	<b>Building Type:</b>	Leased
<b>Building Name:</b>	SKYLINE		<b>Last Billed Date:</b>
			<Pending> Financial Term Date:
			Financial Close-Out Letter Date:

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<b>Agency Name:</b>	DEPARTMENT OF HOMELAND SECURITY		
<b>Bureau Name:</b>	TRANSPORTATION SECURITY ADMIN		
<b>ABC:</b>	07054	<b>PBS Office Symbol:</b>	10PSE
<b>ALC:</b>	70110001	<b>Organization Code:</b>	P1070001
<b>BOAC:</b>	703094	<b>Organization Name:</b>	REAL ESTATE ACQUISITION DIVISION
<b>Customer DUNS #:</b>		<b>Seller (GSA) DUNS #:</b>	130944296

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<b>Agency Fund Year:</b>	2015	<b>Overhead Rate:</b>	0.055364
<b>Agency Fund Type:</b>	M-Multi-Year	<b>Interfund PDN:</b>	
<b>Exp Date Obl Auth:</b>	09/30/2016	<b>Interfund PLN:</b>	
<b>Treasury Symbol:</b>		<b>Treasury Symbol:</b>	07020152016 0550 000
<b>Requisition ID #:</b>		<b>Requisition ID #:</b>	2114204RES365
<b>Customer Order #:</b>	3414204RES365 MOD1		

**Agency Accounting Data:** 5 AV156A000D 2015 ADE020 GE0000 7700 6402 642RES 5903001403020000 3221 MOYERP  
*Customer funding information is as of the most recent submission; a history of customer funding is available under the 'RWA History' link.*

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<b>Accepted Authorized Amt:</b>	\$140,427.55	<b>Direct Costs:</b>	\$0.00
<b>Commitments:</b>	\$86,163.05	<b>Reg. Mgmt. Fee:</b>	\$0.00
<b>Obligations:</b>	\$0.00	<b>Overhead Assessed:</b>	\$0.00
<b>Balance:</b>	\$54,264.50	<b>Total Billed:</b>	\$0.00
<b>UFCA Balance:</b>	\$140,427.55	<b>Total Collected:</b>	\$0.00
<b>Earned Income:</b>	\$0.00	<b>Write-off Amount:</b>	\$0.00
<b>Chargeback Amount:</b>	\$0.00	<b>Bill Type:</b>	O-IPAC/IGTE
		<b>Bill Term:</b>	M-Monthly
		<b>Hold Billing:</b>	NO
		<b>Last RETA Action:</b>	Submitted Successfully
		<b>Service Type:</b>	Non-Severable

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<b>Last Obligation:</b>	<b>Last Financial Amendment:</b>	08/12/2015	<b>Last Admin Amendment:</b>	02/02/2016
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<b>Customer Contact:</b>	Paul Moyer	<b>GSA PM/POC:</b>	Julie Donaldson
	571-227-1192		509-253-0566
	Paul.Moyer@dhs.gov		julie.donaldson@gsa.gov
		<b>PBS Approving Official:</b>	James Phillip
			509-353-0581
			James.Phillip@gsa.gov

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**Description of Work:** RWA TRN 6308; IDA On-Site; POP 6/30/2014-3/30/2015; OA#AID02082.6; TI Funds - Construction required for Break, Training and Admin Space. Paul Moyer - FRES POC Roger Grimes - GSA POC - 8/5/15 fund increase New POC Julie Donaldson

# Navigate RWA Data Entry tabs

(RWA 2957 Form broken down across 7 screens)

You are in Read-Only Mode

WR/RWA Number: N1677089      Status: Submitted Successfully      Input Code:  Edit

Agency Bureau Code: 01005      Agency Certified Amount: \$182,749.83

Agency Name: JUDICIARY, DISTRICT COURTS OF THE UNITED STATES      Funding Authority: Non-Economy Act

Billing Type: N: Non-IPAC      Agency Billing Contact: christina\_brunetti-moore@

Billing Term: M: Monthly      Billing Contact Name: mOORE,Christina

ALC:      Billing Contact Phone: (303) 844 - 2257 Ext

 Account Code/BOAC: 108887      Funding Agency Code (FPDS): 1027

Billing Office Name: US DISTRICT COURT      Funding Office Code (FPDS): 108300

Agency Finance Billing Address: ROOM A-105      Hold Billings: No

Street Address: 901 19TH STREET      Customer Order Number: RWA COXDCLERK170005

City: DENVER      Fiscal Station Number:

State: Colorado      Requisition ID:

Zip Code: 80294 -      Agency/Customer BPN/DUNS:

**Navigation Tabs (highlighted in orange):**

- SUMMARY
- CUSTOMER INFORMATION
- BILLING INFORMATION**
- ACCOUNTING DETAILS
- CUSTOMER APPROVAL
- PBS INFORMATION
- AUTHORIZING DETAILS
- PBS APPROVAL

# Financial Review Summary

FINANCIAL SUMMARY

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[Back to RWA List](#)

Obligation and expense information as of VAT 105 Posted 04/15/16

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**RWA:** [N1020979](#) Construction Tis

**RWA Status:** Submitted Successfully

**ETN:** [SCID0705414190041](#)

**Estimate Approval Date:** 02/01/2016

**REXUS Lease Project #:**

**Lease #:**

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**Organization:** P1070001 REAL ESTATE ACQUISITION DIVISION

**Office Symbol:** 10PSE

**Worksite:** ID4353ZZ SKYLINE 2140 N SKYLINE DR IDAHO FALLS ID 83402

**GSA PM/POC:** julie.donaldson@gsa.gov

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**Agency:** 07054 DEPARTMENT OF HOMELAND SECURITY, TRANSPORTATION SECURITY ADMIN

**Billing Office Address Code (BOAC):** 703094 DEPARTMENT OF HOMELAND SECURITY, TSA

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**Acceptance/Start Date:** 07/07/2014

**Substantial Completion Date:**

**Cancellation Date:**

**<Pending> Financial Term Date:**

**Last Bill Date:**

**Total Billed:** \$0.00

**Chargeback Amount:** \$0.00

**Total Collected:** \$0.00

**Write-Off Amount:** \$0.00

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[RWA\\_1020979](#) [RWA History](#) [Documentation](#) [ETN\\_SCID0705414190041](#)

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▾ Authorizing Details Rollup

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	Current Authorized	Commitments	Obligations	Balance	Expenses	UFCO
Construction/Const Support	\$127,943.00	\$86,163.05	\$0.00	\$41,779.95	\$0.00	
Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Security/Protection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Space Changes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Studies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Utilities/O&M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total Direct Costs</b>	<b>\$127,943.00</b>	<b>\$86,163.05</b>	<b>\$0.00</b>	<b>*\$41,779.95</b>	<b>\$0.00</b>	
RWA Fees	\$12,484.55	\$0.00	\$0.00	\$12,484.55	\$0.00	
<b>Total</b>	<b>\$140,427.55</b>	<b>\$86,163.05</b>	<b>\$0.00</b>	<b>\$54,264.50</b>	<b>\$0.00</b>	<b>\$140,427.55</b>

\* Total Direct Balance is the amount available before or without Overhead Charges for the project manager to spend.

# Access to Electronic Documentation

Select Page Size: 20 ▼

## Documents

Document Type	Document Name	Last Modified By	Last Modified Date	Upload Date ▼	System ▲
Description					
Estimates	<a href="#">RETA ESTIMATE 2016-02-01</a> RETA Generated Estimate - SCID0705414190041	jenette.troberg...	02/01/2016	02/01/2016	
RWA 2957 Form	<a href="#">RETA 2957 FORM 2016-02-01</a> RETA Generated 2957 Form Submitted to Pegasys on 2016-02-01	jenette.troberg...	02/01/2016	02/01/2016	
Customer Correspondence (Email)	<a href="#">Acceptance Email</a>	marnelle.devos...	08/12/2015	08/12/2015	
CL2 - Acceptance	<a href="#">Acceptance Letter</a>	marnelle.devos...	08/12/2015	08/12/2015	
RWA 2957 Form	<a href="#">RETA 2957 FORM 2015-08-12</a> RETA Generated 2957 Form Submitted to Pegasys on 2015-08-12	joan.kostello...	08/12/2015	08/12/2015	
Estimates	<a href="#">RETA ESTIMATE 2015-08-12</a> RETA Generated Estimate - SCID0705414190041	joan.kostello...	08/12/2015	08/12/2015	
RWA 2957 Form	<a href="#">N1020979 Amendment</a>	marnelle.devos...	08/10/2015	08/10/2015	
Customer Correspondence (Email)	<a href="#">Receipt Email</a>	marnelle.devos...	08/05/2015	08/05/2015	
CL1 - Receipt	<a href="#">Receipt Letter</a>	marnelle.devos...	08/05/2015	08/05/2015	
Customer Correspondence (Email)	<a href="#">Selected Documents Email</a>	tina.vigorito...	07/15/2014	07/15/2014	



# RWA Transactional History and Yellow Navigational Hyperlinks

The screenshot displays the 'RWA History' tab selected in the top navigation bar. Below the tabs, the 'Transaction History' section shows summary information for RWA Number N1639904, created by betty.saechin@gsa.gov on 02/21/2017. Summary statistics include a total billed and collected amount of \$6,527.96 and a write-off amount of \$0.00. A row of yellow navigational hyperlinks is highlighted with an orange box, containing: [RWA: 1639904](#), [Financial Review](#), [Documentation](#), [Comments](#), and [ETN:SCCA0100717045026](#).

**History Records**

Submission Date / Restored Date	Updated By	Authorized Amount	Customer Funding	ABC/BOAC	Input Code	Acceptance / Start Date	Com <Ca
<b>Agency Accounting Data</b>							
05/24/2017 092000 B09CAEC-2515	betty.saechin@gsa.gov..	\$8,076.05	2017-A-2017	01007 / 1093AE	N	02/21/2017	
02/23/2017 092000 B09CAEC-2515	betty.saechin@gsa.gov..	\$8,076.05	2017-A-2017	01007 / 1093AE	A	02/21/2017	

Indicates a truncated field

# Access to Summary Cost Estimates and OT Utility Estimates

## SUMMARY COST ESTIMATE

		GSA (Shell) Costs		Tenant (RWA) Costs
*TI Scenario: 4- Post Initial Occupancy, Owned Or Leased				
<b>BASIC INFORMATION</b>				
<b>CONSTRUCTION COSTS</b>				
<b>TENANT PERS. PROPERTY</b>				
<b>ESTIMATE SUMMARY</b>				
1. <u>E.C.C.A. (Estimated Cost of Construction at Award)</u>		\$0.00		\$127,943.00
2. <u>Construction Contingency:</u>	<b>Choose Method</b>			
	1- Percent of Line 1	0.00%	\$0.00	\$0.00
3. Estimated Construction Cost: (Line 1 + Line 2)			\$0.00	\$127,943.00
4. <u>Space Planning Cost</u> :(Programming through Design Intent)		\$0.00	\$0.00	\$0.00
5. <u>Design</u> :(All costs associated with design narratives, models, calculations, specifications, construction drawings and cost estimates). Select cost method from menu and enter appropriate value in line 5	<b>Choose Method</b>			
	1- Percent of Line 3	0.00%	\$0.00	\$0.00
6. <u>Const.Mgt. and Inspection:</u> Select from menu and enter appropriate value in line 6	<b>Choose Method</b>			
	Not Applicable		\$0.00	\$0.00
7. <u>Miscellaneous:</u> (identify)		\$0.00		\$0.00
8. <u>PBS Travel Associated with the TI Work (if applicable):</u>		\$0.00		\$0.00
9. Total Design and Const.Costs: (Lines 3 through Line 8):		\$0.00		\$127,943.00
10. <u>TI Allowance:</u>				\$0.00
11. <u>Amount of TI Allowance Customer Willing/Able To Buy Down In Excess of What Is Necessary:</u>				\$0.00
12. <u>TI To Be Amortized In Rent:</u>				\$0.00
13. <u>Reimbursable Construction Cost:</u>				\$127,943.00
14. <u>Regional Management Fee:</u> (select fee method)	<b>Choose Method</b>			
	Standard 4% Fee Applies			\$5,117.72
15. Reimbursable Cost with Regional Mgmt.Fee:				\$133,060.72

Per PBS Pricing Policy, the Regional Management Fee is assessed on all amounts shown above in the 'Costs Associated with Construction' section; excluding the existence of a Pricing Deviation Waiver or work performed in a non-GSA managed facility (line 14).

ESTIMATE COST SUMMARY	
RWA Const.Costs	\$127,943.00
Regional Mgt Fee	\$5,117.72
<b>Const.&amp; Regional Mgmt Fee</b>	<b>\$133,060.72</b>
Moving	\$0.00
Telephones	\$0.00
Furniture	\$0.00
IT	\$0.00
Security	\$0.00
Other	\$0.00
Labor	\$0.00
Reimbursable Personal Property Costs	\$0.00
<b>Total RWA Direct Costs</b>	<b>\$133,060.72</b>
Overhead	\$7,366.83
<b>Total Est RWA Authorized Amount</b>	<b>\$140,427.55</b>



# Creating/Submitting RWA Work Requests (WR)

**RET A** RWA ENTRY & TRACKING APPLICATION external.DataEntryUser@gsa.gov GSA

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Customer Information

**CUSTOMER INFORMATION**

WR/RWA Number: Status: Input Code: Customer Request Date: Customer Signature: GSA Region: Requested By: GSA Data Entry: Estimate Tracking No:

\* Required Fields

\* Agency Bureau: 07051-Department Of Homeland Security-Dhs/Customs & Border Protection

\* Primary Building State: New Mexico Building: NM0083CL Address: PALOMAS & 2ND ST

\* City: Columbus Building Name: USBS COLUMBUS PRIMAR Zip Code: 88029

Room Number/Specific Location in Facility: Requested Service Period: 01/23/2018 to 11/18/2018

\* Overtime Utilities: No This work is related to other RWA(s):

\* Estimated Amount: \$2,500-\$150,000 Related RWA Number(s): Agency RWA Mailbox: Add new...

\* Agency POC: denise.a.torres@cbp.dhs.gov Name: Torres, Denise Alice Phone: (949) 843-8389

GSA PM/POC: (if known) Add new... Name: Phone:

\* Description of Requirements: Installation of magnetic lock system to pedestrian processing exit doors to include an audible alarm. Additional requirements: Magnetic locking systems to be tied into fire alarm system to release doors upon fire alarm activation.

(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

Enter comments to provide additional information to GSA:

Save Reset Form

- Data Entry Wizard allows customer to provide basic information to GSA about the requested project or service.
- Required fields are marked by a red asterisk (\*)
- The “Description of Requirements” field should be as detailed as possible
  - Attach documents to provide more details if necessary
- A tracking “Work Request Number” is generated after the user clicks ‘Save’, which you will see on the next slide.

# Creating/Submitting RWA Work Requests (WR)

external.DataEntryUser@gsa.gov

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Customer information

Read-Only View

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

WR/RWA Number: W1713095

Status: New

Customer Request Date:

Requested By:

Customer Signature:

GSA Data Entry:

Input Code: A

GSA Region: 07

Estimate Tracking No:

\* Required Fields

\* Agency Bureau: 07051-Department Of Homeland Security-Dhs/Customs & Border Protection

\* Primary Building State: New Mexico

Building: NM0083CL

Address: PALOMAS & 2ND ST

City: Columbus

Building Name: USBS COLUMBUS PRIMAR

Zip Code: 88029

Request for multiple buildings (If yes, Address in Desc. of Reqs.)

\* Overtime Utilities: No

Requested Service Period: 01/23/2018 to 11/16/2018

This work is related to other RWA(s)

Related RWA Number(s):

\* Estimated Amount: \$2,500-\$150,000

Agency RWA Mailbox: Add new...

\* Agency POC: denise.a.torres@cbp.dhs.gov

Name: Torres, Denise Alice

Phone: (949) 843-8389

GSA PM/POC: (if known) Add new...

Name:

Phone:

\* Description of Requirements: Installation of magnetic lock system to pedestrian processing exit doors to include an audible alarm. Additional requirements: Magnetic locking systems to be tied into fire alarm system to release doors upon fire alarm activation.

(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

Enter comments to provide additional information to GSA:

Delete Save Submit Request Reset Form

Documentation Comments

- A unique tracking Work Request Number and the WR status is changed to 'New' indicating it is saved for future lookup.
- It is not yet submitted to GSA. The user would have to click the "Submit Request" button to route the WR to the GSA region who will then assign a GSA Project Manager
- Once the eRETA user clicks "Submit Request", the WR status changes to 'Unassigned'...see next slide

# Creating/Submitting RWA Work Requests

**RET A** RWA ENTRY & TRACKING APPLICATION external.DataEntryUser@gsa.gov GSA

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

You are in Read-Only Mode

WR/RWA Number: W1713095 **Status: Unassigned** Customer Request Date: 11/02/2017 Requested By: external.DataEntryUser@gsa.gov  
Customer Signature: GSA Region: 07 GSA Data Entry: Estimate Tracking No. Edit

Agency Bureau: 07051  
Agency Name: DEPARTMENT OF HOMELAND SECURITY, DHS/CUSTOMS & BORDER PROTECTION  
Primary Building State: New Mexico City: Columbus  
Building Number: NM0083CL Building Name: USBS COLUMBUS PRIMAR  
Address: PALOMAS & 2ND ST Zip Code: 88029  
Room Number/Specific Location in Facility: Request for multiple buildings (If yes, Address in Desc. of Reqs.)  
Overtime Utilities: No  
 This work is related to other RWA(s)  
Estimated Amount: \$2,500-\$150,000  
Agency POC: denise.a.torres@cbp.dhs.gov  
Name: Torres, Denise Alice  
Phone: (949) 643-6389  
Requested Service Period: 01/23/2018 to 11/16/2018  
Agency RWA Mailbox: GSA PM/POC: (if known)  
Name: Phone:

Description of Requirements: Installation of magnetic lock system to pedestrian processing exit doors to include an audible alarm. Additional requirements: Magnetic locking systems to be tied into fire alarm system to release doors upon fire alarm activation.  
(Limited to 500 Characters) Charges made above will simultaneously be made to the linked Estimate

Enter comments to provide additional information to GSA:

- After submitting the request to GSA, the Work Request will have an 'Unassigned' status, meaning GSA is in the process of assigning a PM to the project/service.
- Once GSA 'Assigns' a GSA PM to the WR, the customer may move on to following tabs. If the GSA PM is already defined, then the customer may move on to following tabs before GSA assigns the WR.

# Creating/Submitting RWA Work Requests

**RET A** RWA ENTRY & TRACKING APPLICATION external.DataEntryUser@gsa.gov GSA

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

**Customer Information**

WR/RWA Number: W1713096 Status: **Assigned** Customer Request Date: 11/2/2017 Requested By: external.DataEntryUser@gsa.gov  
Input Code: A Customer Signature: GSA Data Entry: teresa.aloorn@gsa.gov  
GSA Region: 07 Estimate Tracking No:

**Required Fields**

RWA Type: WR/RWA Number: 1713095 Generate

\* Agency Bureau: 07051-Department Of Homeland Security-Dhs/Customs & Border Protection

\* Primary Building State: New Mexico \* City: Columbus  
Building: NM0063CL Building Name: USBS COLUMBUS PRIMAR  
Address: PALOMAS & 2ND ST Zip Code: 88029  
 Request for multiple buildings (If yes, Address in Desc. of Reqs.)

Room Number/Specific Location in Facility: Requested Service Period: 01/23/2018 to 11/16/2018  
 This work is related to other RWA(s) Related RWA Number(s):  
\* Estimated Amount: \$2,500-\$150,000 Agency RWA Mailbox: Add new...

\* Agency POC: denise.a.torres@cbp.dhs.gov \* **GSA PM/POC: (if known) steven.sacco@gsa.gov**  
Name: Torres, Denise Alice Name: Sacco, Steve  
Phone: (949) 643-8389 Phone: (202) 208-8177

\* Description of Requirements: Installation of magnetic lock system to pedestrian processing exit doors to include an audible alarm. Additional requirements: Magnetic locking systems to be tied into fire alarm system to release doors upon fire alarm activation.  
(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

To view any previously entered Comments click the Comments link at the bottom of this screen.

Cancel Work Request Save Save & Proceed >>> Reset Form

Documentation Comments

- Once GSA assigns a PM, the customer receives an automated email notifying them of the assigned PM.
- Customer now has access to all customer tabs in RETA (equivalent of page 1 of RWA Form 2957).
- Requirements development and cost estimating should occur between GSA and customer offline.
- Once GSA PM creates estimate in RETA they can link it to your WR for easy viewing in eRETA and/or email it to you

# Entering RWA Information (Billing Info)

**RET A** RWA ENTRY & TRACKING APPLICATION external.DataEntryUser@gsa.gov GSA

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

**Billing Information**

WR/RWA Number: N1750155 Status: Pending New Input Code: A Read-Only View

\* Required Fields

**CUSTOMER INFORMATION**

**BILLING INFORMATION**

**ACCOUNTING DETAILS**

**CUSTOMER APPROVAL**

**PBS INFORMATION**

**AUTHORIZING DETAILS**

**PBS APPROVAL**

Agency Bureau Code: 02011 Agency Name: DEPARTMENT OF THE TREASURY, INTERNAL REVENUE SERVICE NATIONAL OFFICE

\* Billing Type: O: IPAC \* Billing Term: M: Monthly \* ALC: 20090003

\* Account Code/BOAC: 20P355

Billing Office Name: INTERNAL REVENUE SERVICE

Agency Finance Billing Address: BECKLEY FINANCE CENTER

Street Address: 110 N HEBER STREET

City: BECKLEY State: West Virginia Zip Code: 25801

Agency Certified Amount: \$16,910.92 \* Funding Authority: Non-Economy Act

Agency Billing Contact: Add new... Billing Contact Name: Billing Contact Phone: ( ) - Ext

Funding Agency Code (FPDS): Funding Office Code (FPDS):

Hold Billings: No

Customer Order Number: Customer can enter specific data elements here-print on bill

Fiscal Station Number: \* Requisition ID: bsc5000012328

Agency/Customer BPN/DUNS:

Save Save & Proceed >>> Reset Form

RWA History Financial Review Documentation Comments

- As the WR becomes an RWA, customers and GSA can update data on the seven data entry tabs .
  - Customer data (first 4 tabs)
  - GSA data (final 3 tabs)
- Customers should begin entering data in eRETA at the same time they would previously have started the 2957 Form or whenever a GSA estimate is received
- Magnifying glass icons provide “lookups” to query codes not memorized
- Star icon allows customers to save “My Favorites”

# Entering RWA Information (Accounting Details)

INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

**Add Agency Accounting Detail Line**

Agency Certified Amt \$16,910.92

\* Agency Fund Year  \* Authorized Line Amt \$

\* Fund Type  \* Treasury Symbol

Expiration Date of Obligation Authority

\* Agency Accounting Data

(Limited to 255 Characters)

**My Favorites** Close

Component Treasury Symbol	Available From	Available To	Main Account Code	Remove Favorite
<a href="#">01520182018 1061000</a>	2018	2018	1061	<input type="checkbox"/>
<a href="#">01520182018 0327000</a>	2018	2018	0327	<input type="checkbox"/>
<a href="#">01520182018 0404000</a>	2018	2018	0404	<input type="checkbox"/>

[View All/Add Favorites](#)

[Agency Accounting Detail Lines Help](#)

Line to Bill	Created Date	Modified Date	Treasury Symbol	Fund Year	Fund Type	Exp Date of Oblig Auth	Authorized Line Amt	Agency Accounting Data	Modify Delete
<input checked="" type="radio"/>	8/14/2018	08/14/2018	01520182 018 1061000	2018	Annual	09/30/2018	\$0.00	test - acctg line 2	<input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	2/11/2017	12/11/2017	02020182 018 0919000	2018	Annual	09/30/2018	\$16,910.92	18180919D RGA0010 3H NHARV	<input type="checkbox"/> <input type="checkbox"/>

Agency Cert Amt: \$16,910.92      Authorized Line Amt: \$16,910.92

Records found.    Displaying page 1 of 1    1

- Enter the appropriation(s) funding this RWA including the fund year, fund type, fund expiration date, Treasury Symbols, and Accounting Data (all data is transferred to future billing statements for easy reconciliation).
- Multiple funding sources (e.g. multiple appropriations) can fund an RWA. However the sum of all sources must equal the authorized amount.
- If multiple funding sources provided, only one funding source can be billed at a time. Check the “Line to Bill” column

# Capturing RWA Signatures

The screenshot displays the RETA (RWA Entry & Tracking Application) interface. The top navigation bar includes 'SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES'. The user is logged in as 'external.DataEntryUser@gsa.gov'. The main section is titled 'Customer Approval' and shows details for 'WR/RWA Number: W1713095', 'Status: Assigned', and 'Input Code: A'. A sidebar on the left contains tabs for 'CUSTOMER INFORMATION', 'BILLING INFORMATION', 'ACCOUNTING DETAILS', 'CUSTOMER APPROVAL', 'PBS INFORMATION', 'AUTHORIZING DETAILS', and 'PBS APPROVAL'. The 'CUSTOMER APPROVAL' tab is active. The form contains a message: 'Please complete this screen if entering a new RWA or processing an amendment that requires a new signature.' Below this is a 'NEW' link for signature instructions. Two radio buttons are present: 'Electronic Signature Request' (selected and highlighted with an orange box) and 'Manual Signature'. The 'Electronic Signature Request' section includes fields for 'Signature of Fund Certifying Official' (set to 'Not Yet Signed'), 'Fund Certifying Official' (set to 'nicole.rhodes@cbp.dhs'), 'Name of Signer' (set to 'Rhodes, Nicole'), 'Certifying Official's Phone' (set to '(202) 391-8247'), and 'Date'. A checkbox is checked with the text 'I certify that the RWA has been signed by a Fund Certifying Official and either delivered to PBS or uploaded here on this page.' Below the form is an 'Upload New' button and a table with columns 'Document Type', 'Document Name', 'Upload Date', and 'Delete'. The table is empty, showing 'No records found'. At the bottom are 'Save', 'Send to GSA', and 'Reset Form' buttons.

- The “Customer Approval” tab is where customers identify who will sign the RWA by selecting “Electronic Signature” and enter the email of the Fund Certifying Official - that’s it!
- The Fund Certifying Official will receive an email from “eSignLive” to apply his/her signature after GSA enters and verifies all information already entered in RETA/eRETA
- The “Send to GSA” button must be clicked to move the RWA towards acceptance. If not clicked, GSA will take no action and the RWA not be accepted.

# Digital Signature Email and eSignLive

RWA\_F1643770\_Mobile\_AL\_003 - eSign this package sent by John Doe Inbox x



RETAAdmin <RETAAdmin@gsa.gov>

8:20 PM (0 minutes ago) ☆



to me ▾

Hi Jane Doe,

Jane Doe has added you as a Signer to the e-SignPackage "RWA\_F1643770\_Mobile\_AL\_003".

Please click the "Sign/Review" button below to apply your digital signature to this RWA - a new tab or window will open.

Two actions are required:

- 1) Accept the "ESign Disclosures and Consent" document
- 2) Review the RWA 2957 Form and sign in the appropriate block

Below is a summary of the RWA to be signed.

Customer Agency: DEPARTMENT OF JUSTICE,DEPARTMENT OF JUSTICE

Customer POC: Ksenia Petrikova, [ksenia.petrikova@gsa.gov](mailto:ksenia.petrikova@gsa.gov)

GSA POC: Satish Nadipalli, [satish.nadipalli.fp@vencore.com](mailto:satish.nadipalli.fp@vencore.com)

Building: FB/CT,PROJ. LOCATION TO BE DETERMINED,MOBILE,AL

Description: test

For more information, please contact the appropriate POC listed at F1643770.

[Click here to Sign / Review](#)

The General Services Administration  
[1-800-488-3111](tel:1-800-488-3111) / [DSSTeam@gsa.gov](mailto:DSSTeam@gsa.gov)  
[www.gsa.gov](http://www.gsa.gov)

Please review and sign this Document by scrolling and clicking on the "Click to Sign" or "Click to Initial" boxes as indicated by the yellow stickies.

25Z. If applicable, enter the Total Line Amount from any attached sheet(s) here		\$0.00
26. Grand Total		\$ 5,367.09
27A. GSA Project Contact Name Patrick Campbell		
27B. GSA Project Contact Phone Number (303) 236-2756	27C. GSA Project Contact E-Mail Address patrick.campbell@gsa.gov	
29A. GSA Approving Official's Signature  Click to Sign		28B. Date
28C. GSA Approving Official's Phone Number (202) 208-6177	28D. GSA Approving Official's Name Steve Sacco	
28E. GSA Approving Official's E-Mail Address steven.sacco@gsa.gov		29. Seller/General Services Administration Business Partner Network/DUNS Number (BPN/DUNS) 177084642
<b>RWA COMPLETION AND CLOSEOUT INFORMATION</b>		
30A. Substantial Completion Date 09/30/2017	30B. Financial Closeout Date (Term Date)	

GSA 2957 (REV. 9/2016) PAGE 2



# Amend and Update Existing RWAs

RWA Summary Page

Status: Submitted Successfully      Last Modified By: eric.breece@gsa.gov      [Read-Only View](#)

Input Code:      Last Modified: 1/12/2016

Select Input Code: **Customer Administrative Change - E Input Code**            Financial information as of Pegasys last download: 03/08/2016 07:43 ET

**Customer Administrative Change - E Input Code**  
Billing Change - H Input Code  
Cancel/Early Completion (Halt Project/Service) - N Input Code  
Amount/Scope Change - X Input Code

<b>RWA #:</b>	N1407851	<b>REXUS Lease Project #:</b>		<b>Acceptance/Start Date:</b>	10/01/2015
<b>Estimate Tracking #:</b>	<a href="#">SCTX0100515364007</a>	<b>Lease #:</b>		<b>Completed/Cancelled Date:</b>	
<b>Work Site:</b>	TX1931ZZ	<b>Building Type:</b>	Leased	<b>Last Billed Date:</b>	
<b>Building Name:</b>	BENTSEN TOWER			<b>&lt;Pending&gt; Financial Term Date:</b>	
				<b>Financial Close-Out Letter Date:</b>	
<b>Agency Name:</b>	JUDICIARY				
<b>Bureau Name:</b>	DISTRICT COURTS OF THE UNITED STATES				
<b>ABC:</b>	01005	<b>PBS Office Symbol:</b>	7PSB-MC	<b>Customer DUNS:</b>	
<b>ALC:</b>		<b>Organization Code:</b>	P07250B1	<b>Seller (GSA) DUNS #:</b>	130943272
<b>BOAC:</b>	10752R	<b>Organization Name:</b>	BORDER SERVICE CENTER		
<b>Agency Fund Year:</b>	2016	<b>Overhead Rate:</b>	0.093336	<b>Treasury Symbol:</b>	
<b>Agency Fund Type:</b>	A-Annual	<b>Interfund PDN:</b>		<b>Requisition ID #:</b>	
<b>Exp Date Obl Auth:</b>	09/30/2016	<b>Interfund PLN:</b>			
<b>Customer Order #:</b>	bis 16467900018				
<b>Agency Accounting Data:</b> 16 092000 D05TXSC 2515 <i>Customer funding information is as of the most recent submission; a history of customer funding is available under the 'RWA History' link.</i>					
<b>Accepted Authorized Amt:</b>	\$8,193.29	<b>Direct Costs:</b>	\$0.00	<b>Chargeback Amount:</b>	\$0.00
<b>Commitments:</b>	\$0.00	<b>Reg. Mgmt. Fee:</b>	\$0.00	<b>Bill Type:</b>	N-NonIPAC
<b>Obligations:</b>	\$0.00	<b>Overhead Assessed:</b>	\$0.00	<b>Bill Term:</b>	Q-Quarterly

- Customer agencies can submit administrative amendments instantaneously - without having to wait for GSA approval
- Administrative changes include: updates to customer POCs, add Customer Order Number, FPDS codes, and DUNS number
- Other amendments can be initiated in eRETA and sent to GSA for review and acceptance. This includes amendments such as changes to: Billing codes, Funding codes, Scope changes, and/or authorized amount changes (some of these changes will require new signatures)

# Amendment Summary

Summary of Requested Changes					
SUMMARY		WR/RWA Number: N1387298	Status: Mod-Initiated	Input Code: X	<a href="#">Read-Only View</a>
Field	Before	After			
<b>1 - Customer Information</b>					
Agency POC	candie_cole@ctd.uscourts.gov	candie_cole@ctd.uscourts.gov			
Agency RWA Mailbox					
Description of Requirements	Maintenance and repairs of AC equipment in the computer rooms in the Hartford courthouse.	Maintenance and repairs of AC equipment in the computer rooms in the Hartford courthouse.			
Overtime Utilities					
Related RWA Number(s)					
Requested Service Start	08/28/2015	08/28/2015			
Requested Service End					
Request is for Multiple Buildings	No	No			
Room Number/Specific Location in Facility					
Work Related to Other RWA(s)	No	No			
<b>2 - Billing Information</b>					
Account Code/BOAC	101362	101362			
✦ Agency Billing Contact	candie_cole@ctd.uscourts.gov	scott_teman@ca2.uscourts.gov			
Agency Bureau Code	01005 - JUDICIARY - DISTRICT COURTS OF THE UNITED STATES	01005 - JUDICIARY - DISTRICT COURTS OF THE UNITED STATES			
Agency Certified Amount *	\$2,859.00	\$2,859.00			
Agency/Customer BPN/DUNS					
ALC					
Billing Term	Monthly	Monthly			
Billing Type	Non-IPAC	Non-IPAC			
✦ Customer Order Number		XYZ 123 - ABC			
Fiscal Station Number					
Funding Authority	Non-Economy Act	Non-Economy Act			
Funding Agency Code (FPDS)	1027	1027			
Funding Office Code (FPDS)	4614	4614			
Requisition ID					
<b>4 - Customer Approval</b>					

- The “Amendment Summary” tab helps the customer and GSA to easily identify what field(s) have been changed on the amendment request.
- This tab is generated on any customer initiated amendment that requires GSA to review it before acceptance (in other words, any non-administrative change)

# eRETA Quiz Questions - Part 2

## **3. What point in the project lifecycle should I submit a Work Request to GSA?**

- The first moment I identify my agency's project or service need
- Only after requirements and cost estimates have been fully vetted with a GSA Project Manager
- After I have filled out and signed the RWA 2957 Form

## **3. Does my agency need to have dedicated funding set aside for a project or service before I can submit a work request in eRETA to GSA?**

- Yes, submitting one before funding is secured violates appropriations law
- No, a Work Request only identifies a potential customer need, it is not a contractual agreement yet



## Questions?

- Lots of eRETA info available at [www.gsa.gov/ereta](http://www.gsa.gov/ereta)
- Lots of RWA info available at [www.gsa.gov/rwa](http://www.gsa.gov/rwa)
- eRETA System question? [ereta@gsa.gov](mailto:ereta@gsa.gov)
- General RWA question? [AskRWA@gsa.gov](mailto:AskRWA@gsa.gov)
- Specific question on an RWA project or service?
  - Contact the regional RWA Manager (see map) or locate the GSA Project Manager email in eRETA

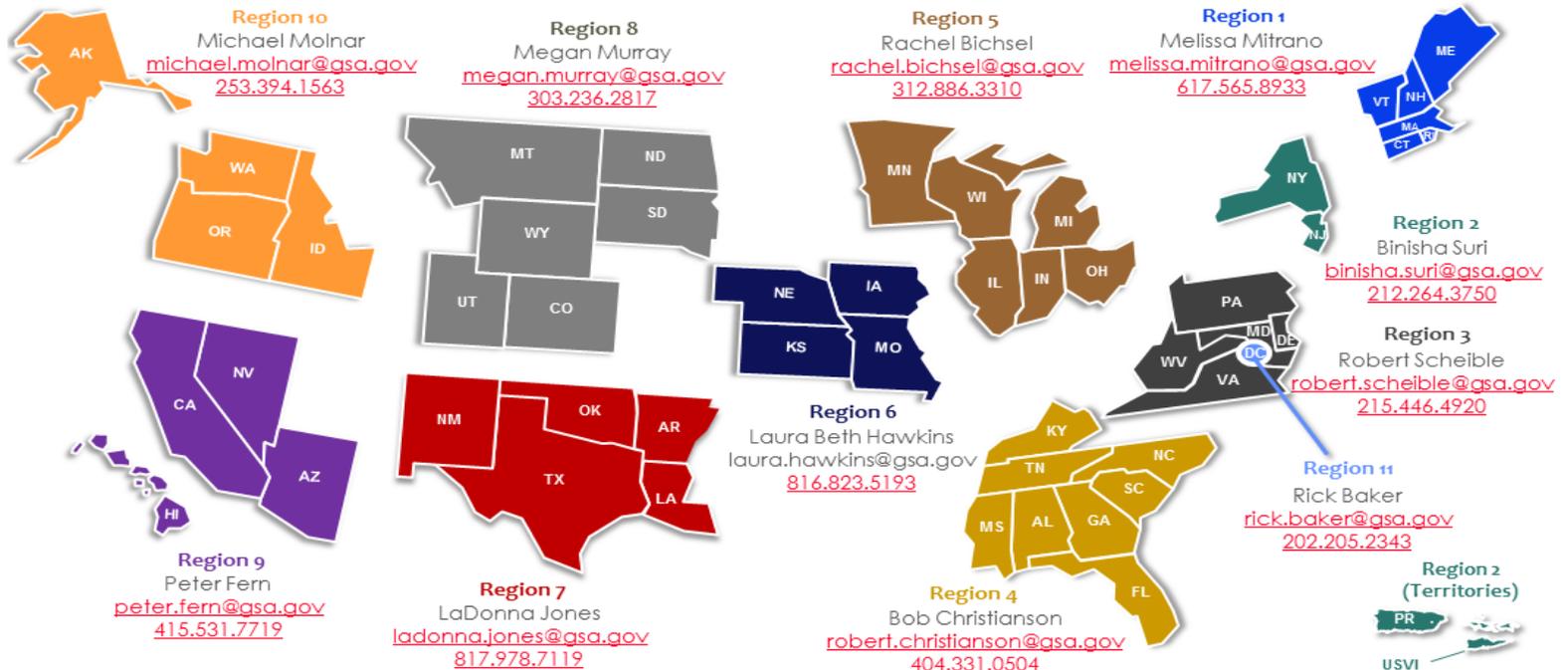
# Map of Regional RWA Program Managers



October 2018

PBS Office of Project Delivery

## GSA PBS Reimbursable Services RWA Managers



Project Delivery Excellence Division  
Keith Colella  
Director  
202.501.6193



Thank you for joining us today for a discussion on  
***RWAs and RETA / eRETA Application's new features***

***Training materials, including PDF User Guides and video recordings of previous training demonstrations, are available at:***

[www.gsa.gov/ereta](http://www.gsa.gov/ereta)

# Questions?



*Don't miss our regularly scheduled CES session...*

## **Cost Management Principles**

**Thursday, October 18th 1pm-3pm Eastern**

[Register Now](#)

*and treat yourself to a guilt-free extra helping of eRETA this November!*

## **eRETA Review**

**Tuesday, November 13th 1pm-3pm Eastern**

[Register Now](#)

We're on  **YouTube** ! [Bookmark and binge watch all your favorite CES sessions](#)

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