

Client Enrichment Series – Q & A



Topic: *Policy and Process Changes to Occupancy Agreements (OASIS Overview)*

Presenters: *Lisa McCoy, Deann Salazar, Carlos Salazar, Stefanie Geaney*

Date of Presentations: *April 5th, 2022*

Additional Occupancy Agreement Related Resources:

Presentation Video and Slide Deck

<https://www.youtube.com/watch?v=5drtirATwNM&list=PLvdwyPgXnxXtIR2l3cSAtkf9h32UI3r5&index=3&t=2935s>

https://www.gsa.gov/cdnstatic/508%20CES%20Policy%20and%20Process%20Changes%20for%20OAs%20_OASIS%20Overview.pdf

OASIS website for Customers -

<https://www.gsa.gov/real-estate/real-estate-services/for-federal-customers/occupancy-agreement-and-space-assignment-system-oasis>

OASIS mailbox for Customer Questions - email us at PBSOasis@gsa.gov

Rent on the Web - <https://www.pbs-billing.gsa.gov/>

Pricing Desk Guide -

https://www.gsa.gov/cdnstatic/Pricing%20Desk%20Guide%205th%20Edition%20August%201.%202020_0.pdf

Rent Pricing Policy Page -

<https://www.gsa.gov/real-estate/real-estate-services/rental-policy-procedures/rent-pricing-policy>

Pricing Network Map - https://www.gsa.gov/cdnstatic/Pricing%20Network%20Team%20Map%20201907_0.pdf

Click on the heading below to jump to a specific section

[Timeframe for Conversion to OASIS](#)

[Access to OASIS](#)

[Establishing Roles in OASIS](#)

[Transitioning to OASIS](#)

[Pricing Policy Changes](#)

Client Enrichment Series – Q & A

[Reviewing / Approving OAs](#)

[OASIS Navigation / System Mechanics](#)

[OASIS and Rent Estimates, Budgeting, Billing, and Rent on the Web \(ROW\)](#)

[Releasing, Requesting and Non-Cancelable Space](#)

[Miscellaneous](#)

Timeframe for Conversion to OASIS

Q1. When does OASIS go live?

A. Current estimated deployment is April, 2023.

Access to OASIS

Q1. Would everyone need to have OASIS installed on their computer?

A. OASIS users will access the system over the internet via a web browser; it will not be installed on individual computers.

Q2. Since OASIS is within TRIRIGA, will GSA's OASIS system sync with CBP's version of TRIRIGA?

A. OASIS is built on TRIRIGA's platform, but it is a separate system with different customizations. There will be no syncing of data between systems in the initial deployment of OASIS, nor are there any plans at this time to sync data directly.

Q3. Does OASIS correspond with the Judiciary's program JSpace?

A. Both OASIS and JSpace are built on a TRIRIGA platform. However, they have different data definitions and functionality customizations.

Q4. How can users be changed if someone leaves the agency?

A. OA Ordering Officials will be able to change user roles and assign roles once an employee obtains a Max.gov account.

Q5. How soon should an OMB Max.gov account be set up?

A. GSA will contact agencies this fall to solicit user names. Max.gov should be set up at that time.

Q6. Are the eOA user permissions automatically transferred to OASIS or are new permission requests required?

A. New accounts will be required for OASIS.

Q7. Will OASIS be accessed through the GSA Portal?.....like RETA, ROW, etc?

Client Enrichment Series – Q & A

A. Yes.

Establishing Roles in OASIS

Q1. Who (at each Agency) will PBS request specific user names from for access to OASIS in Q1 FY23? I currently use ROW to access Rent Bills for my Division and want to make sure I will be able to access the new OASIS.

A. GSA is still in the planning stage of customer user roles set up. More details will be available this summer.

Q2. Can you assign different approvers based on AB code?

A. Ordering Officials will be assigned by AB Code. Users can have multiple AB codes assigned to them.

Q3. Can we have ordering officials for different parts of the agency?

A. User roles are based on your agency bureau code (AB code) and any ordering official for an AB code will have access for all OAs under that AB code. The user can sort and filter based on different data fields to only work on OAs under their area.

Q4. Are you able to give people limited approval authority (e.g. if a Real Estate Contracting Officer's warrant allows them to only approve contracts for up to a certain amount)?

A. Unfortunately, no. Users will need to self-monitor and control for any individual agency approval requirements.

Q5. With the customer identifiers, will you be able to change them later or will they be permanent once you approve the OA?

A. You will be able to edit them.

Q6. The review and approval process for OAs for my agency involves individuals from two different groups. Will multiple accounts be required for OASIS to view the OAs?

A. If a user wants to view OAs in OASIS, they will require a read-only account at minimum. If they want to be the person to click the "Approve" button, they need an Ordering Official account.

Q7. Will we have the ability to give users that are not in our agency read capability?

A. All users must qualify for a max.gov account. Agencies may grant access to others with a business need (i.e. auditors, consultants) in consultation with GSA.

Transitioning to OASIS

Q1. Will existing OAs transition to OASIS?

A. Currently billing OAs will be transitioned to OASIS.

Client Enrichment Series – Q & A

Q2. Will OASIS have an archive with current and past OAs? How do we retrieve old OAs if eOA goes away?

A. OASIS will have currently billing OAs, but will not have terminated or closed OAs. Agencies should ensure they have historical data on any terminated or closed OAs prior to OASIS deployment.

Q3. Will OASIS not only host the customer approved/executed OA, but also the most recent version updated by GSA? How does OASIS track draft OA revisions?

A. OASIS will host the currently billing OA data, customer approved OAs, and any OAs that have gone to the customer for approval. Each time an OA is modified and sent to the customer for review it will get a new version number. You will be able to track which changes are currently billing, which are approved but awaiting a project completion/occupancy, and which are pending your approval. .

Q4. Will OASIS produce draft OAs for new space requests?

A. OASIS will hold all OAs. A new OA will not be created until a space request gets to the award stage.

Q5. Will OASIS show the annual rent for each year?

A. Each rate will display the annual rental amount for that rate as well as the effective and expiration dates. You can sum all rates to reach the total annual rent for the OA.

Q6. Will the OA numbering format change or is it staying the same? (Asking because we validate using the format in our database).

A. The OA numbering format (e.g., ADC12345) will stay the same.

Q7. With the clauses and ad-hoc clauses being removed in OASIS, does that mean the cancellability of the OA is no longer dependent on the type of space being leased?

A. Cancellation rights and policies are not changing and the PDG sections on cancellation rights still apply. Your OASIS OA will indicate if a space is cancellable.

Q8. With the removal of ad hoc clauses from the OA where will those agency specific clauses or specific terms be documented and made a part of the agreement?

A. No, agency specific clauses will no longer be included in occupancy agreements. Most information on current agency specific clauses will be present in the OA for all agencies (tenant improvement information most commonly).

Q9. With ad-hoc clauses being removed, how will items that were previously recorded in an ad-hoc clause (that were not in conflict with either GSA pricing policy nor any GSA policy); however were previously used to memorialize an item agreed upon between GSA and client agency, now be memorialized?

A. GSA is looking at different documentation methods for information that was previously added to the OA through ad hoc clauses to identify the appropriate place for this information.

Client Enrichment Series – Q & A

Q10. What about ad hoc clauses, knowing of any free rent periods, etc.? All of this affects how an agency formulates a rent budget.

A. There will be limited clauses for situations like free rent. See slide 14.

Q11. Currently, ad hoc clauses in Administrative OAs (Federally owned) cannot be revised for corrections and/or to update so that they are current and applicable to the OA change. Will revisions be allowed for these Administrative OA ad hoc clauses in OASIS?

A. OASIS will not have ad hoc clauses.

Q12. Ad hoc clauses are needed for us when the number of parking spaces provided in the lease are more than the official number. How do we address or notate this?

A. Parking spaces are only included in the OA when they are assigned to the agency and part of their rent. If the lessor provides other spaces available for the Government's use but not assigned or charged to an agency they should not be recorded on an Occupancy Agreement.

Q13. What about Security Clauses?

A. All standard clauses will be incorporated in the Pricing Desk Guide.

Q14. Will the OASIS system include ware yard and/or warehouse space, which right now it doesn't track those types of spaces, which makes life more difficult for us that track all space types within GSA leases?

A. Yes! Each space type will be identified within the OA record. If different spaces are billed at different rates, each will also be broken out and the rate for that space type displayed.

Q15. How will I be assured that OAs are frozen...is there a proof of work time stamp?

A. OASIS does include timestamps and each stage is recorded as it moves through the workflow.

Q16. How do we get current copies of our OA and its versions?

A. You will be able to download a pdf of each OA in OASIS and a new download will be available for each OA sent for your approval.

Pricing Policy Changes

Q1. What is the latest edition of the PBS Price Guide?

A. The Pricing Desk Guide 5th Edition is the current version:
https://www.gsa.gov/cdnstatic/Pricing%20Desk%20Guide%205th%20Edition%20August%201,%202020_0.pdf

Q2. When can we expect the new PDG?

A. Currently targeting October 1, 2022 (start of FY23).

Q3. Will all the OA / OASIS changes be detailed in future versions of the Pricing Desk Guide?

Client Enrichment Series – Q & A

A. Any policy changes associated with the OA changes will be detailed in future versions of the Pricing Desk Guide. The Pricing Desk Guide will not reference specific OASIS processes; those will be included in the user manual.

Q4. What process is used to ESCALATE rental rates? Can we see the OMB inflation factor that you use for us to project?

A. Yes the OMB escalation factor is public and will be visible in OASIS. Each year's factor is available once the Rent Estimate is published.

Q5. Will customers be advised of shell rate increases? Will the shell rate stay constant for a 5 year term?

A. Shell rates in federal space are set for 10-year terms. Customers can view the shell rate expiration dates in OASIS and view the current rates once updated.

Reviewing / Approving OAs

Q1. Will the new site show the "signed/electronic signature" on the OA? (In eOA, there's no name or signature in the agreement).

A. Yes, all OAs will be approved electronically by a named person that is saved in the record. There will not be a signature graphic though.

Q2. Is OASIS appropriate for portfolio level review, or is it more targeted to the transaction and getting the OA in place for renewal purposes?

A. Both are supported by OASIS. Portfolio level reviewers will most likely be read only users and OA Ordering Officials will review and approve OAs at a transaction level.

Q3. How is the requirement to use G-Invoicing for all intra/inter-agency transactions going to impact OAs and/or OASIS?

A. The G-Invoicing requirement does not affect OAs or OASIS. The earliest GSA would use G-Invoicing for rent is November, 2024, which is the currently estimated target date.

Q4. I am an approver/signatory of OAs for my Agency. Do I have to be registered in any particular system now so that OASIS access follows through?

A. There is no action at this time. GSA will reach out to agencies in the fall for user names.

Q5. Will draft OAs be in OASIS for approval? What is the process for reviewing these draft OAs?

A. Yes, you will receive OAs in OASIS for approval. As now, each agency determines their own process for reviewing OAs. OASIS allows multiple users to view OA data, and users can create a .pdf and circulate it internally as well. Once reviewed, a user with the Ordering Official role clicks "Approve" and the process is complete.

Q6. Typically, GSA signs the OA before forwarding to the Client agency for approval. Are the OAs in OASIS already executed by GSA?

Client Enrichment Series – Q & A

A. The OAs will no longer contain signatures. The system approval will be the official approval.

Q7. Will OASIS allow for digital signatures like eRETA?

A. The OAs will no longer contain signatures. The system approval will be the official approval. Any OA sent by GSA should be considered approved by GSA.

Q8. Will OASIS have a termination date, so we don't have to calculate it ourselves?

A. Yes!

Q9. OA approvals will be required in the system, correct? Wet signatures will not be an option?

A. Correct, OA approval must be in the OASIS system. The agency can have an internal process that prints the OA summary and physically signs it for your own records, but GSA needs someone to click the "Approve" button.

Q10. Will we be able to share or forward the OA for others to review?

A. Yes, you can forward the OAs to other OA Ordering Officials. Anyone with Read Only access can also view the information.

Q11. Is there a limit to the number of times that you can transfer the OA?

A. No.

Q12. Will a space request that develops into an OA be done in OASIS?

A. Space requests are not included in OASIS.

Q13. Will a recommendation letter also be sent with the interim (pre-award) OAs?

A. We are unsure what is meant by a recommendation letter. OAs will be sent prior to lease award based on the "best and final" lease negotiation and should reflect the amount that will be billed with the exception of any change orders that occur during buildout.

Q14. Once OA is approved by the Agency, how can the Agency distribute from OASIS to all appropriate Agency parties?

A. All read-only users can view the OA in the system or the OA can be downloaded in pdf format and distributed outside OASIS.

Q15. Can we attach documentation to the OA or space request?

A. No, customers cannot attach documents to OAs; OASIS does not handle space requests.

Q16. If management prefers PDF to route & sign, can it be uploaded into OASIS?

A. The customer can create a PDF if desired, to route and sign for internal filing, but the signed pdf cannot be uploaded. The Approver must hit the "Approve" button in OASIS.

Client Enrichment Series – Q & A

Q17. Can a "view only" OASIS user request clarifications of GSA prior to sending the OA to the designated agency Ordering Official for approval?

A. Only those with an OA Ordering Official role can request clarification on a specific OA under review.

Q18. How much lead time should be factored in for OAs e.g., from request through award?

A. Since OAs represent the final negotiated deal that GSA obtained and are the final step before awarding we ask that these be reviewed timely. Our initial expectation is that OAs can be reviewed and approved within 3 weeks. Note- the volume of OAs sent will be greatly reduced and will be based on the actual costs instead of estimated costs or project assumptions.

Q19. A question regarding signing OAs in OASIS. Although there was a question from the group about "Users" and signing OAs, is there a way in OASIS that is similar to eRETA for signing documents that do not need user rights. Similar to a "docu-sign" capability? This would be of great value instead of downloading and having a pdf of an OA signed by a non-user (for example or DOL Agencies), which we have many of them that sign OAs for us currently.

A. No, someone with an "Ordering Official" user role must push the "Approve" button in OASIS.

OASIS Navigation / System Mechanics

Q1. What are the differences between the OA and OASIS?

A. OASIS is the system that will hold the individual occupancy agreements (OAs).

Q2. Will agencies have access to GSA leasing files to view contents on the leasing documents? For example, will we be able to see floor plans, Lease Amendments, any relevant documents associated with the current or future lease? (Whether in the OASIS or another platform/portal, having such access in review status would be beneficial).

A. Leases will be provided where available on the OA record similar to those sent to the agencies now with OAs, but each OA will not have a complete lease file.

Q3. Will the Lease documents put into OASIS be searchable PDFs?

A. We do not believe so, but will do further research in testing.

Q4. Will OASIS always be populated with the most recent drawings of the space (post any renovations)?

A. The customer views will have access to the assignment drawings. This is the drawing that your Occupancy Agreement is based on at the time the OA began billing or was last updated for an expansion/reduction.

Q5. Are assignment drawings going to also be provided for leased space? Rarely do we see accurate drawings in CAD for leased locations and often find incorrect SF figures. Will the

Client Enrichment Series – Q & A

Assignment drawing be in CAD format? Will we be able to export these assignment drawings in AutoCAD?

A. Drawings will not be available for the majority of our leased assignments. The lease contract specifies the OA square footage in leased drawings. In those cases where they are available, they will be included in the format provided.

Q6. Will there be an OASIS option to run electronic data pulls for automated comparisons? Thinking IT system to IT system communications.

A. Currently we do not have plans to allow system-to-system communications. Users, including read-only, will have the ability to create reports and download the data into CSV/Excel file formats.

Q7. What kind of reports will we see from OASIS?

A. OASIS has the ability to run queries on all data fields. Users can customize the information that is important to them and build excel reporting functions around that. Reports will be covered in training.

Q8. Will OAs be available in any format besides pdf?

A. No. The Occupancy Agreement will be in pdf. However there are reports that can be created to pull information in Excel format.

Q9. The sample format OA doesn't seem to show whether or not the OA is cancellable. Where would that exist?

A. This will be shown on the OA. We can get further samples and mockups to show this designation. The OA will include a cancellable/non-cancellable designation that can be viewed in the module or on the downloadable OA summary document.

Q10. Will the OA Vacate Date align with the full term or firm term of the lease?

A. Lease OAs will have expiration dates and they will match the full lease term.

Q11. Are the number of employee fields optional or mandatory fields?

A. They are OA fields, there are three of them, and they are optional.

Q12. Would GSA be interested in tracking the number of Remote workers as well as teleworkers? Also, for employee tracking, does it include hybrid employees who enter the office part-time and telework for the balance of the time?

A. GSA will provide more information on employee counts during training.

Q13. Where is Agency requested # of parking spaces recorded in OASIS?

A. Agency-assigned number of parking spaces is part of the OA.

Q14. Will the Federal space OAs without an expiration date, have a date for the rate expiration we can use for an expiration date in our record system?

A. Yes, rates will have expiration dates.

Client Enrichment Series – Q & A

Q15. How do you get original signed OA agreements that were signed over ten years ago?

A. Request them from your regional GSA contact.

OASIS and Rent Estimates, Budgeting, Billing, and Rent on the Web (ROW)

Q1. Will OASIS link to rent on the web? It would be great to get a copy of the OA when I look up rent on the web.

A. Currently we do not have plans to integrate these systems.

Q2. Will rent estimate files (used for space budget requests) be available in OASIS?

A. Currently we do not have plans to include rent estimate files in OASIS.

Q3. How do you reconcile basic billings for all of your agency basic billings for rent if there is no OA number on the bill?

A. The bills will still display an individual OA number for each location.

Q4. Will future rent on an OA be available outside of the PDF version of the OA?

A. Yes, future rent that is input into OASIS can be viewed within the system or on the pdf version of the OA.

Q5. Will this new system make the annual GSA OA Rent Estimate system more transparent and accountable for clients to better budget and project rent? The current system of being notified a few weeks before the end of the FY via an email with no warning or any way to adequately forecast GSA's rent estimate determination is not truly ethical (from a business perspective) nor justifiable for agencies to make adequate budgeting.

A. GSA releases the RentEst immediately after OMB approves it. OASIS will not affect the timing of the Rent Estimate.

Q6. Are there any sessions GSA or CES offers that are more transparent for clients to more adequately project these rent figures? Or any formulas we can use to estimate these increases which are typically very atypical in the manner in which they are applied?

A. Yes. Please visit the Client Enrichment Series webpage [link to CES webpage](#). In the Presentation Archives section, scroll to find the Rent Estimates and Billing Process topic. There you will find the links to the presentation slides, presentation video and Q&As for the session held October 5, 2020.

Q7. Will updated OA summaries be issued prior to awarding lease amendments, for example LAs for renewals, extensions, increases in operating costs?

A. Updated OA information will be available in OASIS to view but will not formally be sent for approval on these actions.

Client Enrichment Series – Q & A

Q8. How will we estimate our rent if we don't receive the OA until finalization of billing terms? (ex 54) When and how will GSA provide budgetary estimates, for at least the rent, if not in draft OAs?

A. The CPA will provide the initial estimate around 30 months prior to expiration for existing occupancies. After that mark, the Project Manager will provide updated project estimates based on identified changes and finalization of technical requirements. GSA is in the process of evaluating how this information will be shared in a consistent manner.

Q9. Will draft OA's or budgetary OA's still be provided and required to be approved before the project moves forward?

A. No, you will only receive the award OA at the final offer stage.

Q10. So there will no longer be Proforma OAs?

A. Correct.

Q11. Will the CPA reflect the proposed Amortized TI as well as the client amount needed for space build out? Will the CPA capture the OA number that will be used for the OA once it is awarded?

A. No, at the time the CPA is created we will not have an OA number yet, but the CPA should have a CPA number assigned to it for any occupancy that expires in FY26 or later. That number will be consistent in that it will be formatted as follows: CPAWA00000 (CPA State Unique Number). It is our hope that this CPA number will allow customers to track projects until the new OA number is assigned.

Q12. Where is the TI allowance listed?

A. Your TI Allowance will be first shown on the CPA, followed by any updates identified through development of the Technical Requirements, and then finally as part of your initial draft OA.

Q13. Will there still be a way to see the difference in general vs custom TI amounts so we know which portion could be bought down?

A. Both amounts of TI can be bought down per PBS Pricing Policy.

Q14. What is the start date of combining the TI General and TI Custom into one line? This will affect our automated system processing of rent postings.

A. This will occur with the OASIS go live (scheduled for April 2023). We can discuss this with you further offline to explain how it will work on the technical side.

Q15. You mention combining Base and custom TIA. Will Agencies retain their custom TI Tier level, i.e., 2=20%, 3=30%, etc.?

A. Yes, the TI allowances will remain the same. Any Base and Custom TI that is used will be combined and shown on the rent bill as a single rent line.

Q16. Does the CPA include BY and BY+1 rent estimations? So for this year, would it include FY23 & FY24 rent estimates? We normally do not receive the rentest until late summer of the current year, which is too late for our internal/external budget submissions. DOJ has their

Client Enrichment Series – Q & A

own internal rent management forecasting and billing system which is based solely around OA terms and rates.

A. Some future rates, like shell step rents will be available in OASIS. However replacing owned rates cannot be added until the RentEst is approved.

Q17. What is the leading document for budgeting for outyears CPA or the OA?

A. The OA can be used to help forecast currently billing OAs. The CPA assists in forecasting new or replacing projects.

Q18. Can you give an example of how I would calculate projected rent for each FY till the end of the OA term with the information provided in OASIS?

A. OASIS will list all finalized rates along with their effective and expiration dates. Users can take the static components such as shell and TI and combine them with a projected escalation factor for adjustable components such as operating and parking. We will include examples in training.

Q19. The current OA financial summary pages are useful for capturing Current/Prior Year adjustment detail - will that level of detail be available in OASIS?

A. Yes, and more detail will be available! Customers will be able to access the billing adjustment information in OASIS and will be able to see the breakout between rent components if applicable (i.e., if an OA is starting late rather than a BA for \$100k you'll see that \$60k was for 2 months of shell, \$25k was for 2 months operating costs, and \$15k was 2 months parking costs.

Q20. Will OASIS include Appraisals?

A. OASIS will not include appraisal documents.

Q21. How will the agency be able to see rate changes in the OA based on the lease? For example, if the shell increases in year 2, 4 and 6?

A. OASIS will display all rates along with their effective and expiration dates.

Q22. Will the long-standing format of ROW (through Line I) remain the same or will we see changes?

A. It remains the same with the exception that all TI will appear on line 2.

Q23. I liked the financial forecasting aspect of the current OA process - allowing us to work internally to fund and approve. Does GSA have an alternate method to help perform financial forecasting?

A. The RentEst is our official rental forecast. We can provide additional information on how different rates adjust and the common escalation factors used by GSA.

Q24. How will GSA FIT OAs be handled in OASIS?

A. FIT OAs will remain separate records with their own unique OA numbers and can be viewed in OASIS along with all other OAs.

Client Enrichment Series – Q & A

Q25. Will Spatial Data Management (SDM) changes in sq ft will be reflected in the OCT rent bill each year?

A. When a building goes through the formal SDM remeasurement process, the changes will be held until October following the notice and budget period. Changes will only be made once every 10 years for SDM remeasurements. Individual agency space changes such as expansion or release projects will be reflected immediately upon completion.

Q26. When an OA expires, why is there a bill months later from GSA?

A. The most common reason for this is a Real Estate Tax that is submitted by the local municipality. These are submitted in arrears and are passed on to the customer prorated for the period they were in the space.

Q27. Part of our process for approving new OA's is to calculate the monthly/yearly costs, noting when TI's expire, shell or overhead increases, so that we can notify our agency about the overall rent increase. Please provide more information about the granular ways to identify all projected costs, to create a basis for comparison to the prior OA (GSA leased space when the rent goes up, even though location stays the same). There are special approvals necessary when rent exceeds 10% increase over the previous OA.

A. All of these data fields are available in OASIS and reports can be run in excel. Excel queries and functions can be set up to compare data. All New Replacing, Superseding, and Succeeding leases will list the prior OA number.

Releasing, Requesting and Non-Cancelable Space

Q1. There was no mention of the use of OA Planners (SF 81) that can be used to release or acquire space? Please inform me.

A. The space request process is not included in OASIS. Reductions in space must be submitted through OASIS. An OA Planner can be included but is not a GSA requirement.

Q2. Will the process change for space requests?

A. No.

Q3. Once Notice to release space has been submitted, will the 1204 Condition Survey be attached as a document for that particular OA that the agency is no longer obligated?

A. GSA is still developing the process for documenting reasons. However, once the Vacate Date is confirmed and entered by PBS the OA will close and remove the agency's responsibility for that space.

Q4. Will the CPA include information on why GSA has classified the OA as Non-Cancelable?

A. Yes, it is on the CPA. If Non-Cancelable is selected, the reason will be noted on the CPA.

Client Enrichment Series – Q & A

Miscellaneous

Q1. Will you be offering this training again?

A. We will be offering formal training early in 2023. A [recording](#) of this session is also available, and the [slide deck](#) has been posted on www.gsa.gov/ces.

Q2. What is an assignment drawing? Is it a floor plan?

A. Yes, an assignment drawing is a floor plan drawing of the space associated with your OA.

Q3. Where will agency environmental requirements be located in OASIS?

A. This is not normally part of the interagency agreement and will not be in OASIS at this time.

Q4. Is there going to be a test run of the dashboard to check for firewall issues? Will there be BETA testing offered to agencies, or has that time period passed?

A. Testing is ongoing, but we have confirmed that all agencies are max.gov compatible and should be able to access the site.

Q5. What is an AB code?

A. The US Treasury assigns Agency Bureau codes to uniquely identify agencies.

Q6. Will there be holding periods for spaces as applicable to election cycles?

A. This is specific to the House of Representatives and Senate office OAs. GSA will continue to follow the MOAs between GSA and the Chief Administrative Officer/Senate Sergeant at Arms for those occupancies.

Q7. Will this also merge with eRETA?

A. No, OASIS won't merge with eRETA.

Q8. I understand OA Tool and Dashboard are different. Will the Dashboard go away or how will the two work together?

A. The PBS Customer Dashboard shares information from a variety of sources - including current OA Tool, and in the future OASIS. The Dashboard is more an aggregator of data, reporting, and summary of that info. There are no plans at this time to decommission the PBS Customer Dashboard.

Q9. Does the "no expiration" date apply to current OAs or only new OAs?

A. The "no expiration" for federal OAs will apply to current and new OAs.