



GSA Customer User Guide

PBS Occupancy Agreement & Space Inventory System
Version 1.0 – August, 2023



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1. OASIS Home Page and Navigation

OASIS is GSA's Occupancy Agreement and Space Inventory System. It replaces GSA's legacy OA and drawing systems, as well as eOA, the system many customers used to view billing OAs. OASIS provides an integrated, trackable, and accessible process for GSA and customer agencies to manage OAs, process releases of space, and access real time occupancy and rent data.

OASIS provides customers the ability to view and download rent data, view the modification history of OAs, and submit questions to GSA about rent bills.

All release of space notices must be submitted in OASIS, which provides the ability to track the approval and timeline of the release of space request. Once space is confirmed as vacated, it's a fast update to stop billing.

Before you start:

- Make sure you have a Max.gov account and an OASIS account.
- Note that Google Chrome is the preferred browser.
- Turn off any popup blockers; OASIS relies on popups. If you click something and it seems like nothing has happened, you may have a popup blocker.
 - [Click here for instructions to allow OASIS popups in Google Chrome.](#)
 - [Click here to learn how to manage popups in Microsoft Edge.](#)
 - [Click here to learn how to allow OASIS popups in Firefox Mozilla.](#)

Depending on your agency's policies, you may need to consult with your IT department.

- It's a good idea to **Save** your entries frequently to avoid losing your work. OASIS logs you out after 15 minutes of inactivity. If you navigate back to OASIS after a period of inactivity and the system doesn't respond, refresh the page. OASIS reroutes you to the **Login Screen**.



The screenshot shows the OASIS Home Page interface. At the top, there is a navigation bar with the OASIS logo and user profile icons. Below the navigation bar, there is a sidebar on the left with a 'Home' section. The main content area is titled 'Security Notation' and displays a warning message. Below the warning, there are sections for 'Customer Requests' and 'OAs and Locations'. A utility bar at the top right includes 'Personalize', 'Open In New Window', and 'My Bookmarks' options.

Home

Personalize Open In New Window My Bookmarks

Reminders

- 9 - Action Items
- 9 - Notifications

Reminders - Customer

- 1957 - Leased OAs Expiring in 18 Months
- 130 - Owned OAs Vacate Date in 18 Months

Related Links - Requests

- All Customer Requests

Related Links - OAs and Locations

- All OAs
- All Scenario Plans

Security Notation

Security Notation: 1000000

*****WARNING*****

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities may be subject to disciplinary action including criminal prosecution. This system contains Controlled Unclassified Information (CUI). All individuals viewing, reproducing or disposing of this information are required to protect it in accordance with 32 CFR Part 2002 and GSA Order CIO 2103.1 CUI Policy.

Customer Requests

- Submit Request
- 228 - Draft Requests
- 382 - In Progress Requests

OAs and Locations

- OAs
- Scenario Plans
- Ordering Official Editor
- Compare OA Versions

Figure 1. Home Page

Left Menu:

1. Reminders

- **Action Items** – OAs awaiting approval (the number indicates how many OAs currently awaiting approval for your agency)
- **Notifications** – notifications of various OASIS events, including the need to approve an OA, a PBS response to a billing question you submitted, and PBS approval of your agency's request to release space

2. Reminders – Customer

- **Leased OAs Expiring in 18 Months** – a list of your agency's leased OAs that have an expiration date in the next 18 months
- **Owned OAs Vacate Date in 18 Months** – a list of your agency's owned OAs for which you have an active release of space request with an expected vacate date in the next 18 months

3. Related Links – Requests

- **All Customer Requests** – all requests your agency has submitted to PBS in any status, including completed, canceled, and in-progress requests; requests include billing questions and requests to release space

4. Related Links – OAs and Locations

- **All OAs** – all OAs for your agency in any status, including billing, pending, and completed (closed); note, this list does not include OAs that closed prior to OASIS
- **All Scenario Plans** – all scenario plans for your agency; scenario plans are options for future space in new or existing OAs

Top Menu:

5. **Personalize** – allows you to customize your OASIS **Home** page by rearranging the sections

6. **Open in New Window** – pops out the current screen into its own window

7. **My Bookmarks** – bookmarks allow you to tag specific OAs or forms for future reference and quick access

Center Menu:

8. **Security Notification** – the required notice regarding use of a Federal Government computer system

9. Customer Requests

- **Submit Request** – area to submit a billing question or a request to release space
- **Draft Requests** – questions or release requests that your agency started, but hasn't yet submitted to GSA
- **In Progress Requests** – questions and release requests that your agency submitted to GSA that have not yet been completed

10. OAs and Locations

- **OAs** – all of your agency’s active occupancy agreements; from here, access individual OA records or filter, sort, and download the entire set of OAs
- **Scenario Plans** – links to all of your agency’s scenario plans, which are options for future space in new or existing OAs
- **Ordering Official Editor** – allows you to add or remove the Ordering Official role to an existing agency user
- **Compare OA Versions** – displays two versions of the same OA so you can quickly see the differences

Collapse/Expand Home Page Sections

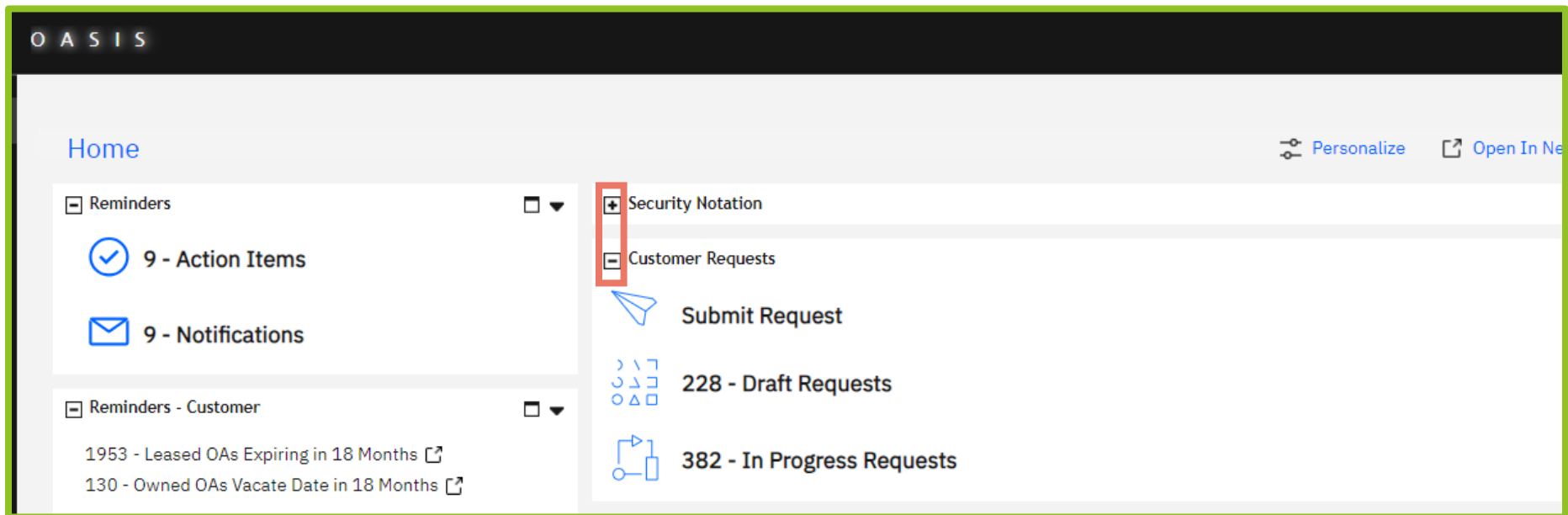


Figure 2. Home Page Expand/Collapse Buttons

Home page sections can be minimized by clicking the button in the upper left of the section. Once a portal section is collapsed, the symbol in the upper left changes to a “+” indicating that clicking it will expand the section. If you collapse a section, OASIS keeps it collapsed until you expand it again, or change browsers. Figure 2 shows the **Security Notation** section collapsed, and the **Customer Requests** section expanded.

Working with Lists

OASIS provides links to various lists of your agency's data, such as a list of your agency's OAs, a list of your agency's leased OAs expiring in the next 18 months, and a list of all the requests (billing questions, release notifications) your agency has submitted to GSA. OASIS lists all operate in the same way, providing options to sort, filter, and download the results. This section gives examples of how to use these features.

Home / Active OAs In My Organization

Open In New Window Add to Bookmarks My Bookmarks

Active OAs In My Organization Apply Filters Clear Filters

Location ID	City	StateProv	OA Type	OA Number ↑	GSA Status	AB Code	Customer Identifier 1	Customer Identifier 2	Customer Identifier 3
AK0005	KETCHIKAN	ALASKA	Owned	AAK00744	Review In Progress	4766			
AK0035	ANCHORAGE	ALASKA	Owned	AAK00842	Billing	4766			
AK0001	ANCHORAGE	ALASKA	Owned	AAK03333	Billing	4766			
AK0031	ANCHORAGE	ALASKA	Owned	AAK03334	Billing	4766			
AK0013	JUNEAU	ALASKA	Owned	AAK03722	Billing	4766			
AK0029	FAIRBANKS	ALASKA	Owned	AAK03964	Billing	4766			
AK0031	ANCHORAGE	ALASKA	Owned	AAK04173	Review In Progress	4766			
AL0011	BIRMINGHAM	ALABAMA	Owned	AAL01543	Billing	4766			
AL0077	MOBILE	ALABAMA	Owned	AAL02087	Billing	4766			
AL0003	MONTGOMERY	ALABAMA	Owned	AAL02173	Customer Approved	4766	Accounting Code 73-29459	Field Rep Janet Jones 555-305-...	Org Code PTAD
AL0039	MOBILE	ALABAMA	Owned	AAL02553	Billing	4766			
AL0010	TUSCALOOSA	ALABAMA	Owned	AAL02649	Revision In Progress	4766			
AL0007	MOBILE	ALABAMA	Owned	AAL02673	Billing	4766			
AL0010	TUSCALOOSA	ALABAMA	Owned	AAL02721	Billing	4766			

Items per page: 50 1 - 50 of 453 items 1 of 10 pages

Figure 3. Active OAs List

To narrow the list to OAs with specific characteristics, type the desired values into the fields at the top of each column, then click enter or **Apply Filter** in the top right. For example, to see all the leased OAs for your organization, you would simply type “leased” at the top of the **OA Type** column. You can enter more than one filter at a time. Click **Clear Filters** to remove the filters and display the full list of all active OAs.

OASIS displays the number of items in the list at the bottom left. Use the drop down to change the number of items displayed per page. Use the arrows at the bottom right to scroll through the pages of the list.

Home / Active OAs In My Organization Open In New Window Add to Bookmarks My Bookmarks

Active OAs In My Organization Apply Filters Clear Filters [Download Icon] [Settings Icon]

Location ID	City	StateProv	OA Type	OA Number ↓	GSA Status	AB Code	Customer Identifier 1	Customer Identifier 2	Customer Identifier 3
Contains	Contains	Contains	Leased	Contains	Contains	Contains	Contains	Contains	Contains
∨ WV0269	MARTINSBURG	WEST VIRGINIA	Leased	AWV02229	Billing	4766			
∨ WI1620	MILWAUKEE	WISCONSIN	Leased	AWI03174	Billing	4766			
∨ VA0219	CHARLOTTESVILLE	VIRGINIA	Leased	AVA08625	Billing	4766			
∨ VA0719	LYNCHBURG	VIRGINIA	Leased	AVA05091	Billing	4766			
∨ TX2233	DALLAS	TEXAS	Leased	ATX20005	Billing	4766			
∨ TX2804	LAREDO	TEXAS	Leased	ATX09993	Billing	4766			
∨ TX1543	DALLAS	TEXAS	Leased	ATX08987	Billing	4766			
∧ TX2785	MCALLEN	TEXAS	Leased	ATX06866	Revision In Progress	4766			
! Document Name Docum... Docum... Revision Revisi... File Name									
Pre-Approval Snapshot - ATX06866 - 301 - 07-19-2023.pdf			Work In P...	0.0	07/19/202...	Pre-Approval Snapshot - ATX06866 - 301 - 07-19-2023.pdf			
∨ TX2098	DEL RIO	TEXAS	Leased	ATX02123	Billing	4766			
∨ PA0801	HARRISBURG	PENNSYLVANIA	Leased	APA04784	Billing	4766			
∨ NY4567	NEW YORK	NEW YORK	Leased	ANY20006	Customer Approved	4766			
∨ NY7340	BUFFALO	NEW YORK	Leased	ANY03884	Revision In Progress	4766			
∨ NC1000	WILMINGTON	NORTH CAROLINA	Leased	ANC03576	Billing	4766			
∨ NC1277	CHARLOTTE	NORTH CAROLINA	Leased	ANC03420	Billing	4766			
∨ MT5610	BOZEMAN	MONTANA	Leased	AMT03229	Billing OA Under Revision	4766			

Items per page: 50 1 - 30 of 30 items 1 of 1 pages

Figure 4. Active OA List, Filtered and Sorted

Additional list features:

- **Sort** the columns by clicking the column title. An arrow appears indicating the sort direction (see **OA Number** column).
- **Rearrange columns** by dragging and dropping the column headings.
- **Open the OA** by click anywhere on the row.
- **See associated documents** by clicking the caret to the left of the row. Click the new row to open the document.
- **Export the list** by clicking the download icon in the upper right.
- **Remove columns** by clicking the hamburger menu at the top of the column, then clicking the grid. Uncheck the columns in the popup to remove them from the list (see Figure 5). Note: the hamburger menu does not appear until you click the column name.

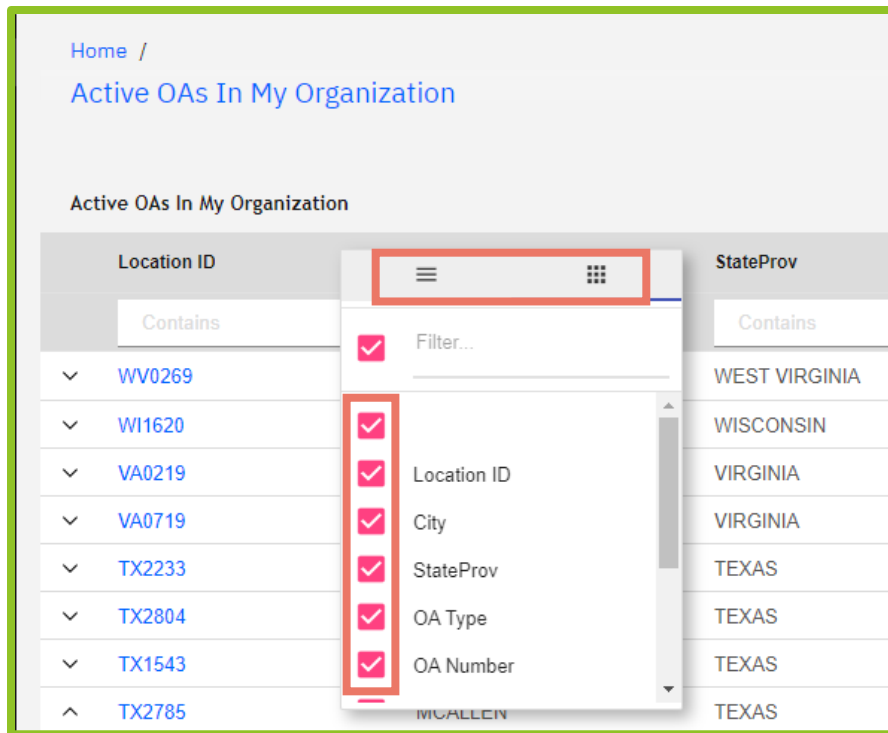
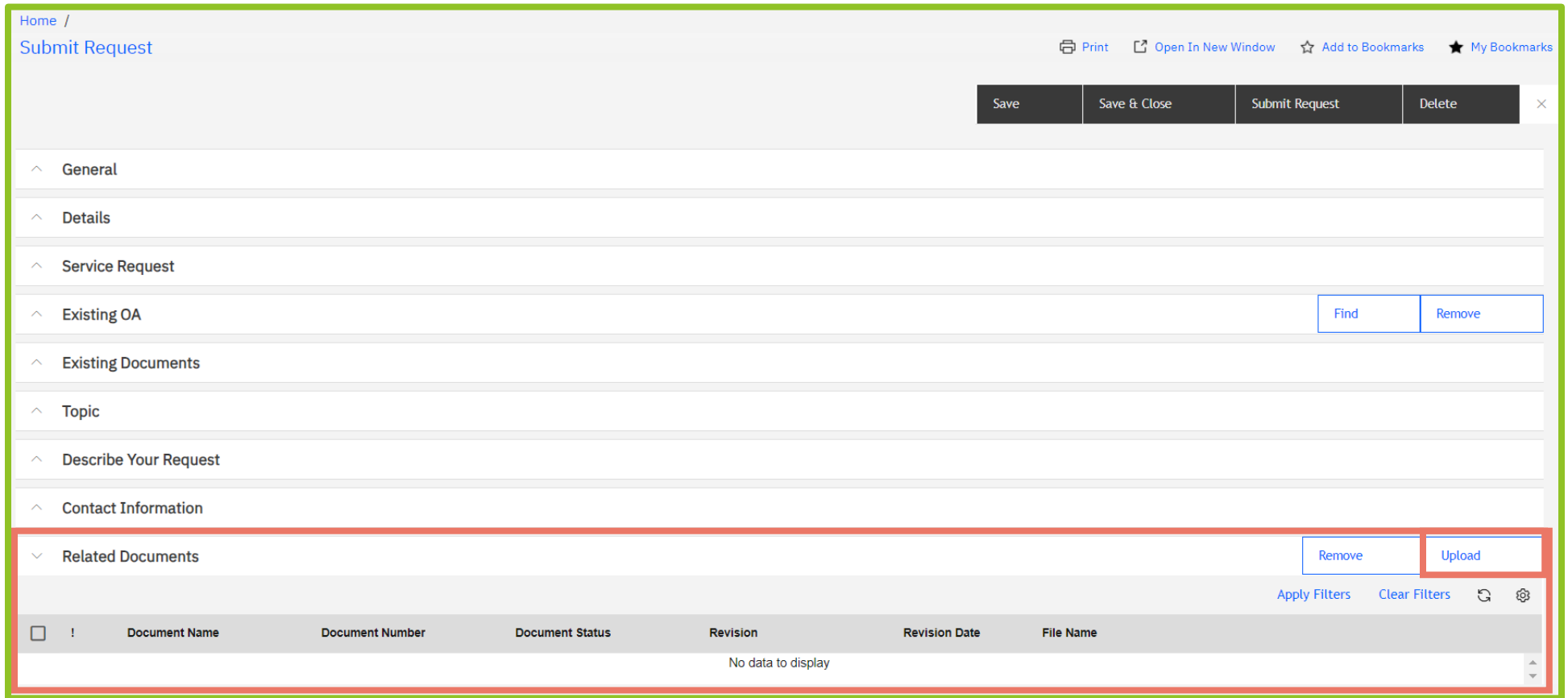


Figure 5. Remove Columns Menu

Uploading Documents

When you are submitting a billing question or request to release space, you may want to attach one or more documents. This section explains the steps to upload documents. Documents are uploaded in the **Related Documents** section, at the bottom of the form.



The screenshot shows the 'Submit Request' screen with a navigation bar at the top containing 'Home / Submit Request', 'Print', 'Open In New Window', 'Add to Bookmarks', and 'My Bookmarks'. Below the navigation bar is a toolbar with 'Save', 'Save & Close', 'Submit Request', and 'Delete' buttons. The main content area is divided into several sections: 'General', 'Details', 'Service Request', 'Existing OA' (with 'Find' and 'Remove' buttons), 'Existing Documents', 'Topic', 'Describe Your Request', and 'Contact Information'. The 'Related Documents' section is highlighted with a red border and contains 'Remove' and 'Upload' buttons. Below this section is a table with columns: Document Name, Document Number, Document Status, Revision, Revision Date, and File Name. The table currently displays 'No data to display'.

<input type="checkbox"/>	!	Document Name	Document Number	Document Status	Revision	Revision Date	File Name
No data to display							

Figure 6. Submit Request Screen

1. Click the **Upload** button in the upper right corner of the **Related Documents** section at the bottom of the **Submit Request** screen.

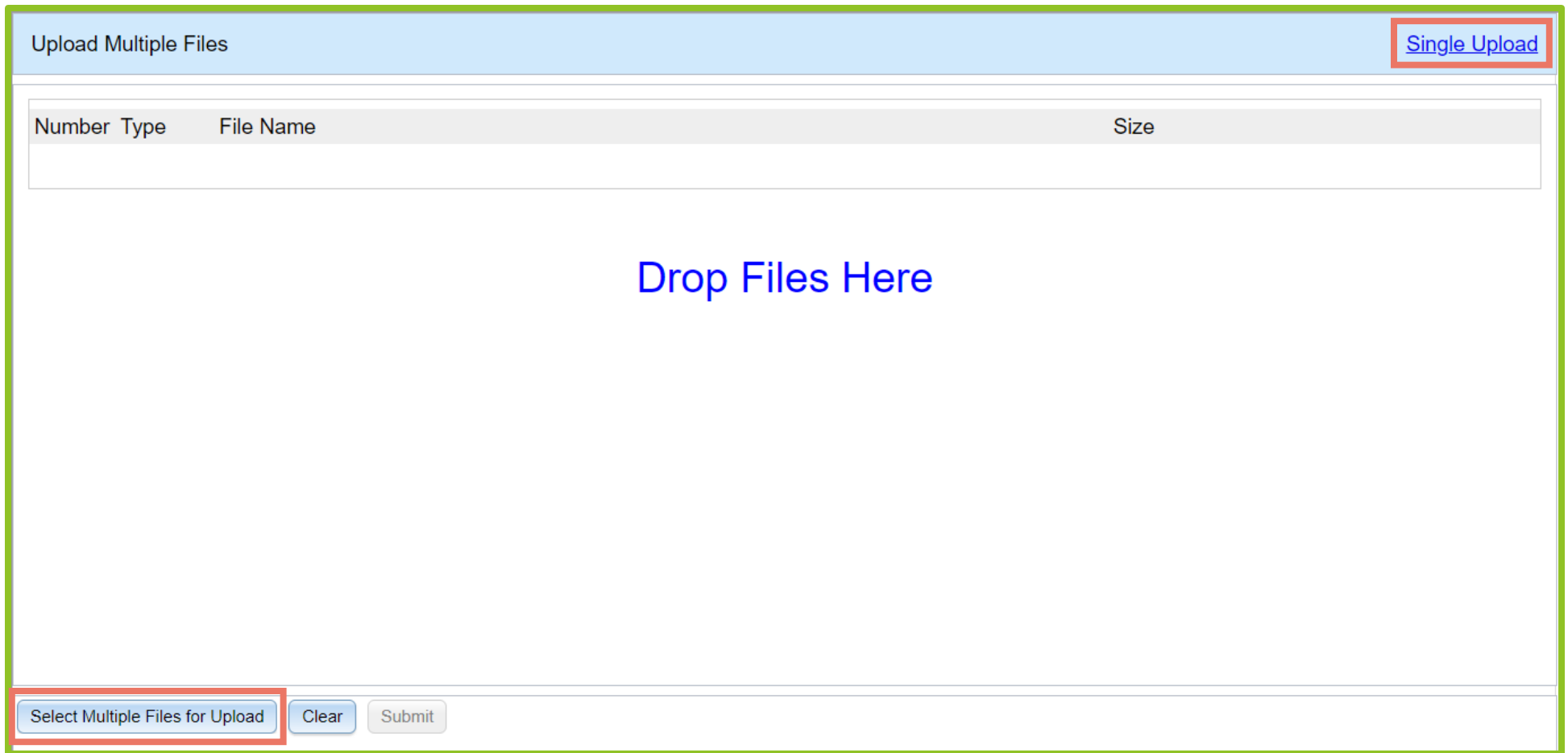


Figure 7. Upload Files Screen

2. OASIS displays the **Upload Files** screen. Click either **Single Upload** in the upper right or **Select Multiple Files for Upload** in the bottom left. Navigate to your file(s), then click **Open**. You can also drag and drop files from your computer directly onto the screen.

Upload Multiple Files [Single Upload](#)

Number	Type	File Name	Size
1	PNG	Design Option Floorplan.PNG	97.7 kb

Drop Files Here

Select Multiple Files for Upload Clear **Submit**

Figure 8. Upload Files Screen with File Added

3. Once you've selected your files, OASIS brings you back to the **Upload Files** screen. Click the **Submit** button at the bottom left to attach the file to your request.

Using Bookmarks

If there is an OA you work on frequently and want to access it quickly, use the Bookmarks feature. OASIS allows you to add, name/rename, and organize bookmarks into folders.

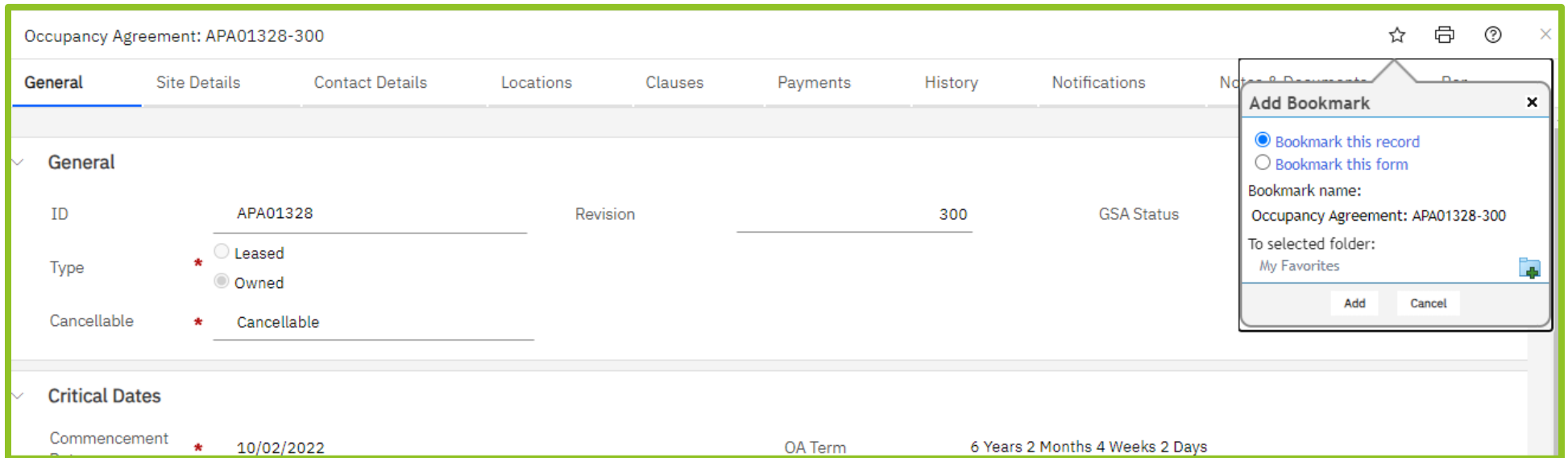


Figure 9. Add a Bookmark to an OA

1. From anywhere in the OA, click the star icon in the upper right. OASIS opens the **Add Bookmark** menu. Select the folder in which to add the bookmark or click the icon to add a new folder. Click the **Bookmark Name** to rename it, if necessary.
2. Click the **Add** button at the bottom.

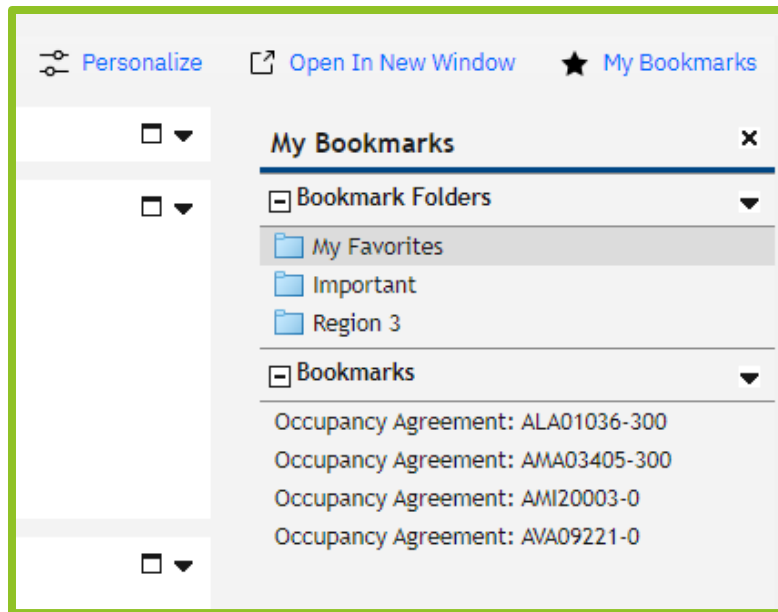


Figure 10. My Bookmarks

To find your bookmark later, from the **Home** page click **My Bookmarks**. Click the folder in the top section, and OASIS displays the associated bookmarks in the lower section.

To rename, delete, or move existing bookmarks, click the downward arrow to the right of the bookmark folder name. Select **Edit Bookmark** in the popup menu (not shown). OASIS displays a pencil icon to indicate you are editing bookmarks. Highlight the desired bookmark, then click the downward arrow again to access the edit menu options: **Edit Bookmark**, **Rename Bookmark**, **Delete Bookmark**, or **Move Bookmark**. When finished, click the downward arrow then select **Edit Bookmark** to leave edit mode.

To add, rename, or delete folders, click the downward arrow next to **Bookmark Folders** and follow the same steps.

2: Occupancy Agreements

An occupancy agreement, or OA, is an interagency agreement, memorializing the rent between GSA and its customers. When PBS is awarding a lease or construction contract, the OA obligates our customers to fund current year rent and commits them to request funds for rent in future years. In other words, the OA is the financial agreement between GSA and the customer agency.

OAs must be approved in OASIS. The first OA you receive is sent immediately before the lease contract award or owned construction contract award. You may receive subsequent OAs for approval associated with material changes in your OA, such as an increase in tenant improvements principal, expansion space, or switching to noncancellable space. Your timely review and approval is critical to keeping your projects and occupancies on schedule.

Once the OA is approved, OASIS keeps a modification history, so it's easy to determine the reasons for modifications, the dates of these changes, and who approved them.

Note that GSA will not be printing or emailing copies of OAs outside of OASIS to anyone. If there is a non-OASIS user in your agency who requests an OA or has any other OA-related question, we will refer them to your agency's designated Ordering Officials.

Under OASIS, the OA document has been significantly streamlined, allowing you to see all terms quickly and easily. Importantly, you are always able to view your OAs and OA data without having to request them from GSA.

OA Summary

General Information

OA Number	OA Type	Lease Number	
AIL07403	Leased	LIL01215	
AB Code	AB Name		
4766	PUBLIC BUILDINGS SERVICE (FIELD OFFICE)		
Cancellable	Revision	Amendment Reason	
Cancellable	300		
Customer Identifier 1	Customer Identifier 2	Customer Identifier 3	
Internal Contact: Serena Smith, 555-202-1234	Acct Code: 49-37651	Division: PTD	
Commencement Date	Expiration Date	Firm Term End	Escalation Month
10/01/2022	09/30/2027	10/01/2022	October

Clause Name	Clause Summary
Occupancy Terms	This is a copy of the customer agency's electronically approved OA. Approval in OASIS obligates the agency to fund any rent due for current fiscal year or continuing resolution period, and make a good faith effort to obtain funding through budget and appropriations processes for future fiscal years. The customer agency will pay the General Services Administration rent in accordance with PBS Pricing Policy and the OA summary information. The rent will be adjusted annually as per PBS Pricing Policy. It is the customer agency's responsibility to notify their appropriate accounting and budget groups of the rent terms.

Location Information

Location ID	Location Name	Address	City	State	Zip Code	Region
IL2225	COOK HOUSE	508 S 8TH ST	SPRINGFIELD	ILLINOIS	62703-1607	05
Usable Sqft	Rentable Sqft	R/U Factor				
3860	3860	1				
Structured Parking	Surface Parking					
RGA Contact	Allison Heck					

Financial Information

PBS Fee Percent
7%

Figure 11. OA Page 1

OA Summary

Shell Rates	Description	Expected Cash Amount	Amount per Year	Cost per Unit	Contract Rentable	Start Date	End Date
010 Shell Rental Rate General		\$5,175.17	\$62,102.04	\$16.09	3860	10/01/2024	09/30/2026
010 Shell Rental Rate General		\$5,024.43	\$60,293.16	\$15.62	3860	12/01/2022	09/30/2024
010 Shell Rental Rate General		\$5,330.42	\$63,965.04	\$16.57	3860	10/01/2026	09/30/2027

Rates	Description	Expected Cash Amount	Amount per Year	Cost per Unit	Contract Rentable	Start Date	End Date
031 Other Contract Services		\$1,814.20	\$21,770.40	\$5.64	3860	12/01/2022	09/30/2023

Approval Information

OA Number - Version	Person	Review Status	Completed
AIL07403-300	Stefanie Geaney	Approved	07/19/2023 15:32:31

Figure 12. OA Page 2

View OA Details

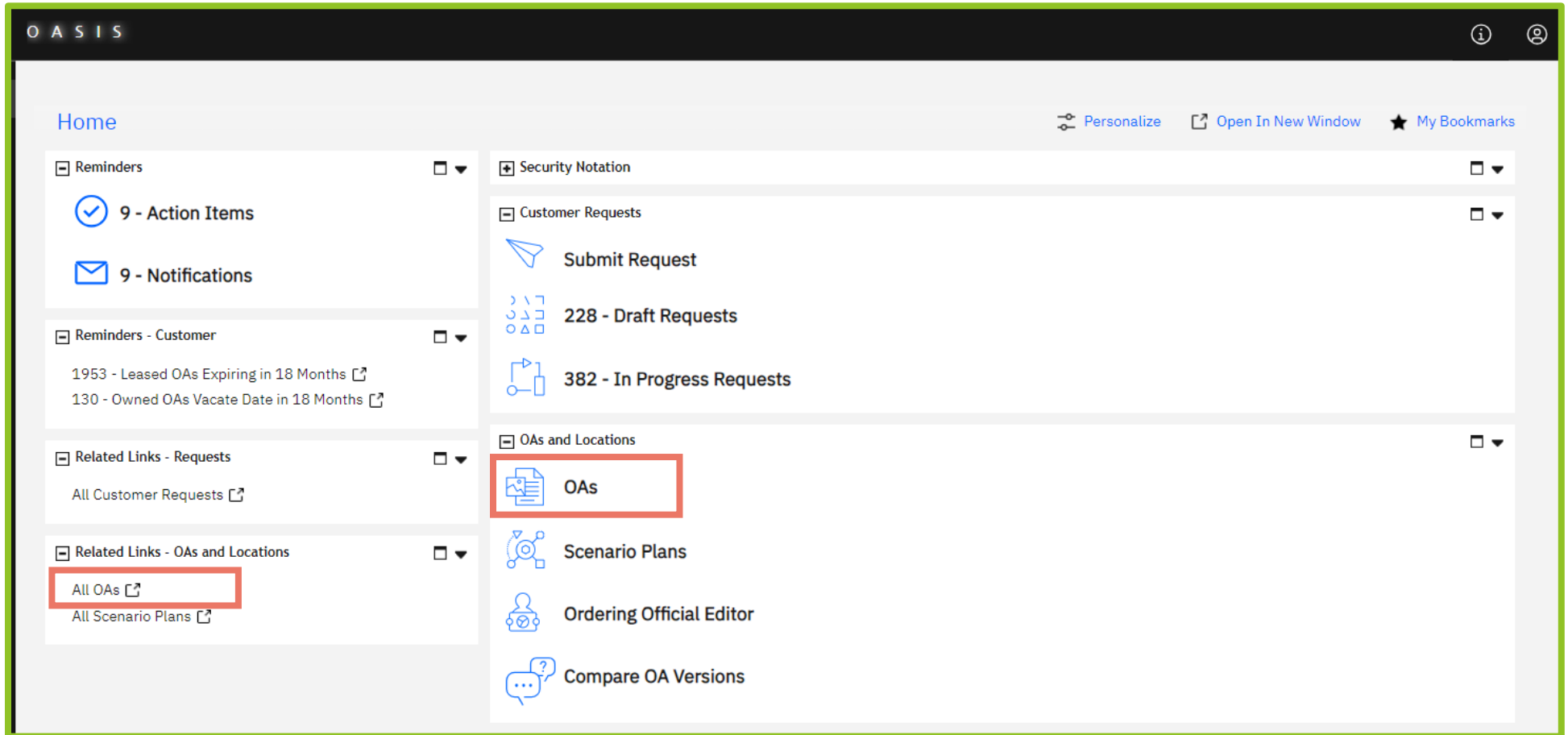


Figure 13. Home Page

1. From the **Home** page, your agency's OAs are accessible from two links. The **OAs and Locations** section links to active OAs. If you want to see all OAs for your agency, including historical OAs that have closed, click the **All OAs** link on the left menu in the **Related Links – OAs and Locations** section. Note that historical OAs only includes OAs that closed in OASIS, not any OAs that closed before OASIS Go Live in August, 2023.

Occupancy Agreement: AIL07403-300

☆ 🖨️ ⓘ

General Site Details Contact Details Locations Clauses Payments History Notifications Notes & Documents Reports

General

ID	AIL07403	Revision	300	GSA Status	Customer Approved
Type	<input checked="" type="radio"/> Leased <input type="radio"/> Owned	Contract Status	Active		
Lease Number	LIL01215	Cancellable	<input checked="" type="checkbox"/>	Cancellable	

Critical Dates

Commencement Date	<input checked="" type="checkbox"/> 10/01/2022	OA Term	5 Years
OA Expiration Date	<input checked="" type="checkbox"/> 09/30/2027		
Vacate Date			
Firm Term End	10/01/2022	Escalation Month	October
New Assignment Reason	Replacement		

Primary Location

Hierarchy Path	\Locations\COOK HOUSE
----------------	-----------------------

Primary Address

Address	508 S 8TH ST
Zip/Postal Code	62703-1607
Geography Path	<input checked="" type="checkbox"/> \Geography\NORTH AMERICA\UNITED STATES OF AMERICA\ILLINOIS\SANGAMON\SPRINGFIELD

Figure 14. OA General Tab

- After you have selected an OA, you see it is organized into tabs containing different sets of data. The OA opens to the **General** tab which displays basic OA information such as whether it's leased or owned, cancelable or non-cancelable, the term, and the address. Click on the remaining tabs for additional information

Occupancy Agreement: AIL07403-300 ☆ 🖨️ ⓘ

General **Site Details** Contact Details Locations Clauses Payments History Notifications Notes & Documents Reports

✓ **Primary Location**

Location ID	IL2225	Parent ID	
Location Name	COOK HOUSE	Parent Name	
Hierarchy Path	\Locations\COOK HOUSE		
Address	508 S 8TH ST	Tenure	Leased
City	SPRINGFIELD	GIS Latitude	39.7970594
State	ILLINOIS	GIS Longitude	-89.64508
GSA Region	05	Rentable Area	3860
Delegated	No	Usable Area	3860
Delegation Type		FM Field Office	SOUTHERN IL/IN SERVICE CENTER
Delegation Agency Bureau		Congressional District	13
FRPP Status	Active	FRPP Primary Use	Office
FRPP Unique Identifier		FRPP Mission Dependency	Mission Dependent, Not Critical

Figure 15. OA Site Details Tab

- The **Site Details** tab displays building information such as the building ID number and name, the address, the GSA region in which it's located, whether it's a leased or federally owned building, and the building's total usable and rentable square footage.

Occupancy Agreement: AIL07403-300

General Site Details **Contact Details** Locations Clauses Payments History Notifications Notes & Documents Reports

Role ↓	Person	Work Phone	Fax	Email	Primary Organization
Contains	Contains	Contains	Contains	Contains	Contains
RGA	Allison Heck			allison.heck@gsa.gov	General Services Administration
Ordering Official	Allison Heck			allison.heck@gsa.gov	General Services Administration
Ordering Official	Stefanie Geaney			stefanie.geaney@gsa.gov	PUBLIC BUILDINGS SERVICE (FIELD OFFICE)
Ordering Official	Christopher Naya			christopher.naya@gsa.gov	General Services Administration
Contract Administrator	Logan Noll			logan.noll@gsa.gov	General Services Administration
Contract Administrator	Deann Salazar			deann.salazar@gsa.gov	General Services Administration
Contract Administrator	Kenny Tiranno			kenneth.tiranno@gsa.gov	General Services Administration
Contract Administrator	Lisa McCoy			lisa.mccoy@gsa.gov	General Services Administration
Contract Administrator	Sharon Olano			sharon.olano@gsa.gov	General Services Administration
Contract Administrator	Rebecca Formenti			rebecca.formenti@gsa.gov	General Services Administration

Items per page: 10 1 - 10 of 14 items 1 of 2 pages

Tenant

Tenant Organization Lookup \Organizations\General Services Administration\AB Codes\GENERAL SERVICES ADMINISTRATION\PUBLIC BUILDINGS SERVICE (FIELD OFFICE)

AB Name PUBLIC BUILDINGS SERVICE (FIELD OFFICE)

AB Code 4766 Federal Employees 20

Contract Employees 0 Teleworking Employees 10

Customer Identifier 1 Internal Contact: Serena Smith, 555-202-1234

Customer Identifier 2 Acct Code: 49-37651

Customer Identifier 3 Division: PTD

Figure 16. OA Contact Details Tab

- The **Contact Details** tab displays the names and email addresses for both customer agency and GSA OA contacts. This includes the GSA Responsible Government Associate (RGA), the GSA Contract Administrator, and customer agency Ordering Officials. Note that the GSA Contract Administrators are not lease contract administrators, they are the people responsible for creating and maintaining the OA record in OASIS.

The **Tenant** section displays customer agency OA employee counts used for Federal Real Property Profile (FRPP) reporting. The three **Customer Identifier** fields are also in this section.

Occupancy Agreement: AIL07403-300

General Site Details Contact Details **Locations** Clauses Payments History Notifications Notes & Documents Reports

Location Summary

RU Factor	1		
General Use - USF	3860 square-feet	General Use - RSF	3860 square-feet
Warehouse - USF	0 square-feet	Warehouse - RSF	0 square-feet
Total Usable	3860 square-feet	Total Rentable	3860 square-feet

Premise Locations

Export 1 total found Show: 10

Premise Name	Current Use Space Class	Included In Rent	Effective From	Effective To	Usable
4309864	TTO	<input checked="" type="checkbox"/>	10/01/2022	09/30/2027	3860 square-feet

Zero Square Feet Summary

Structure Parking	0	Surface Parking	0
Antennas	0	Boat Docks	0
Bridges	0	Kiosks	0
Railroad Crossing	0	Wareyard	0
Land	0		

Zero Square Feet Items

Apply Filters Clear Filters

ID	Name	Asset Category	Spec Class	Primary Location	Free Space
No data to display					

Figure 17. OA Locations Tab

- The **Locations** tab displays the various space and zero square foot items (such as antennas and parking) associated with the OA. At the top, the **Location Summary** provides the total square footages; **Premise Locations** lists the individual spaces. Similarly, the **Zero Square Feet Summary** provides the total counts, while the **Zero Square Feet Items** lists each zero square foot item and associated details.

Clause Type	Clause Name	Clause Summary
Rent	Occupancy Terms	The customer agency will pay the General Services Administration rent in accordance with PBS Pricing Policy and the OA summary information. The rent will be adjusted annually as per PB...

Figure 18. OA Clauses Tab

- The **Clauses** tab contains any clauses associated with the OA, which will generally be limited to a single clause covering the basic obligation to pay rent. As of this Guide’s publication date, the Rent clause reads:

This is a copy of the customer agency’s electronically approved OA. Approval in OASIS obligates the agency to fund any rent due for current fiscal year or continuing resolution period and make a good faith effort to obtain funding through budget and appropriations processes for future fiscal years. The customer agency will pay the General Services Administration rent in accordance with PBS Pricing Policy and the OA summary information. The rent will be adjusted annually as per PBS Pricing Policy. It is the customer agency’s responsibility to notify their appropriate accounting and budget groups of the rent terms.

The only other valid OA clauses address broker commission credits, free rent, and agency-funded shell. GSA removed the remaining clauses primarily because most clauses simply replicated language in the Pricing Desk Guide. We also removed ad hoc and agency-specific clauses, which our analysis revealed to be inconsistent across GSA, or restatements of OA terms (such as number of parking spaces), or even unapproved deviations from Pricing Policy. Note that removing clauses does not change our policies. Customer agencies continue to have all rights specified in the Pricing Desk Guide (such as cancellation rights).

We understand that some customers used OA clauses to document strategic agreements or project-specific instructions, but the OA now only reflects actual terms. Instead of OA clauses, customers can request a Customer Project Agreement (CPA) for planning and estimating, or RentEst (Rent Estimate) data for future budgeting. A memo, MOU, or meeting minutes could be used to document project-specific instructions or agreements.

Occupancy Agreement: AMD05428-301

General Site Details Contact Details Locations Clauses **Payments** History Notifications Notes & Documents Reports

General
Last Billing Month 07/15/2023

Payment Schedules Payments

Payment Schedules

Recurring Payment Setup Apply Filters Clear Filters ↓

	Payment Type	Start Date	End Date	Contract Rentable	Cost per Unit	Annual Amount	Monthly Amount	Status	Pending End Date	Description
	Contains	More Than	Less Than	More Than or Equi	More Than or	Equals	More Than or Eq	Contains	After	Contains
010	Shell Rental Rate General	12/01/2022	10/31/2030	397.18	\$15.31	\$6,080.88	\$506.74	Scheduled		
020	Tenant Improvement Used	05/01/2023	04/30/2033	0	\$0.00	\$106,694.88	\$8,891.24	Pending		
030	Operating Costs	12/01/2022	10/31/2030	397.18	\$8.91	\$3,537.24	\$294.77	Scheduled		
160	Pro Rata Joint Use Charges Building Amenities	12/01/2022	09/30/2023	1	\$228.12	\$228.12	\$19.01	Scheduled		

Items per page: 100 1 - 4 of 4 items 1 of 1 pages

Figure 19. OA Payments Tab – Payment Schedules Subtab

- The **Payments** tab provides access to both the **Payment Schedules** listing each individual rate with start and end dates, and the past and future payment amounts (bills), found in the **Payments** subtab.

At the top of the **Payments** tab, the last billing month is shown. Below that, the **PBS Fee** is displayed for lease OAs (not shown in Figure 19) The **Payment Schedules** subtab displays each billing component, its start and end dates, the square footage to which the payment amount applies, plus the annual and monthly totals and the status of the line.

Different blocks of space can have different rates as well as different start and end dates. In the case of step rents, there would be a separate shell rent line for each step, with start and end dates corresponding to the step.

Tenant improvements are displayed as a single line (combining General and Custom TI), billed as a monthly amount, not a rate per square foot as on past rent bills.

To download a payment schedule, click the down arrow at the upper right corner of the section.

Occupancy Agreement: AMD05428-301

General Site Details Contact Details Locations Clauses **Payments** History Notifications Notes & Documents Reports

General

Last Billing Month 07/15/2023

Payment Schedules **Payments**

Payments

Apply Filters Clear Filters

Due Date	Payment Type	Expected Expense	Status
11/15/2023	030 Operating Costs	\$294.77	Active
12/15/2023	010 Shell Rental Rate General	\$506.74	Active
12/15/2023	030 Operating Costs	\$294.77	Active
01/15/2024	010 Shell Rental Rate General	\$506.74	Active
01/15/2024	030 Operating Costs	\$294.77	Active
02/15/2024	010 Shell Rental Rate General	\$506.74	Active
02/15/2024	030 Operating Costs	\$294.77	Active
03/15/2024	010 Shell Rental Rate General	\$506.74	Active
03/15/2024	030 Operating Costs	\$294.77	Active
04/15/2024	010 Shell Rental Rate General	\$506.74	Active

Items per page: 100 1 - 100 of 176 items 1 of 2 pages

Figure 20. OA Payments Tab – Payments Subtab

8. Click the **Payments** subtab on the **Payments** tab to view all past and future payments for the OA.

Note that OASIS does not show past payments from GSA's previous system. To find OA payments dated before OASIS, continue to use Rent on the Web, or ROW.

To download the full or filtered list of payments into a Microsoft Excel file, click the down arrow at the upper right corner of the section.

Occupancy Agreement: AMD05428-301

General Site Details Contact Details Locations Clauses Payments **History** Notifications Notes & Documents Reports

Modifications History of OA

Apply Filters Clear Filters

ID	Name	Revision	Lease Type	Expiration Date	Rentable	Rate	Status
AMD05428	AMD05428	300		10/31/2030	402.5 square-feet	\$00	History

Items per page: 10 1 - 1 of 1 items 1 of 1 pages

Modification History

Apply Filters Clear Filters

Amendment Date	Amended By	Current Amendment	Description	Amendment Reason	Change Type	Modified Date/Time
No data to display						

Figure 21. OA History Tab

- The **History** tab lists any previous modifications to the OA. Click on the line to open the previous OA version. Each revision receives a new **Revision Number**. To compare different versions of an OA side-by-side, use the **Compare OA Versions** feature described in the next section.

Occupancy Agreement: AIL07403-300

General Site Details Contact Details Locations Clauses Payments History **Notifications** Notes & Documents Reports

Approval Reviews

Apply Filters Clear Filters

Approval Status	#	Person	Review Status	Sent	Completed	Comment	Resolved Review Type
Approved	1	Allison Heck	Approved	07/19/2023 15:24:49	07/19/2023 15:32:30	Already Approved by prior R...	Approval Rule
Approved	1	AriSSa Soper	Approved	07/19/2023 15:24:49	07/19/2023 15:32:30	Already Approved by prior R...	Approval Rule
Approved	1	Logan Noll	Approved	07/19/2023 15:24:49	07/19/2023 15:32:30	Already Approved by prior R...	Approval Rule
Approved	1	Stefanie Geaney	Approved	07/19/2023 15:24:49	07/19/2023 15:32:31	Approved	Approval Rule

Items per page: 10 1 - 4 of 4 items 1 of 1 pages

Appraiser Reviews

Record Name	Effective Date	Approval Date	Action Taken
No data to display			

Figure 22. OA Notifications Tab

10. The **Notifications** tab lists any previous OA approvals by your agency. Note that if your agency has multiple Ordering Officials, each Ordering Official's name appears on the **Approval Reviews** list, although only one can actually approve the OA. The Ordering Official who actually approved the OA displays **Approved** in the **Comment** column. The OA itself also shows the name of the approving Ordering Official.

Occupancy Agreement: AIL07403-300

General Site Details Contact Details Locations Clauses Payments History Notifications **Notes & Documents** Reports

Customer Documents

Apply Filters Clear Filters

Document Name	Do...	Do...	Re...	Re...	File Name
Contains	Co	Co	Co	Mo	Contains
Post-Approval Snapshot - AIL07403 - 300 - 0...	Work ...		0.0	07/19/...	Post-Approval Snapshot - AIL07403 - 300 - 07-19-2023.pdf
Pre-Approval Snapshot - AIL07403 - 300 - 0...	Work ...		0.0	07/19/...	Pre-Approval Snapshot - AIL07403 - 300 - 07-19-2023.pdf

Items per page: 10 1 - 2 of 2 items 1 of 1 pages

OA Documents

Apply Filters Clear Filters

DOC Id	Name
No data to display	

Figure 23. OA Notes & Documents Tab

11. The **Notes & Documents** tab provides access to any documents associated with the OA. Under the **Customer Documents** section at the top, you can find the pre- and post-approval OA summaries, which are essentially unapproved and approved versions of the OA. The **OA Documents** section includes OA-associated documents GSA shares with you, which could be lease documents, floorplans, or any other OA-related document.

Occupancy Agreement: AIL07403-300

☆ ☰ ⓘ

< Contact Details Locations Clauses Payments History Notifications Notes & Documents **Reports** >

Form Export Print

Showing page 1 of 2 Go to page:

OA Summary

General Information

OA Number	OA Type	Lease Number	
AIL07403	Leased	LIL01215	
AB Code	AB Name		
4766	PUBLIC BUILDINGS SERVICE (FIELD OFFICE)		
Cancellable	Revision	Amendment Reason	
Cancellable	300		
Customer Identifier 1	Customer Identifier 2	Customer Identifier 3	
Internal Contact: Serena Smith, 555-202-1234	Acct Code: 49-37651	Division: PTD	
Commencement Date	Expiration Date	Firm Term End	Escalation Month
10/01/2022	09/30/2027	10/01/2022	October
Clause Name	Clause Summary		
Occupancy Terms	The customer agency will pay the General Services Administration rent in accordance with PBS Pricing Policy and the OA summary information. The rent will be adjusted annually as per PBS Pricing Policy.		

Location Information

Location ID	Location Name	Address	City	State	Zip Code	Region
IL2225	COOK HOUSE	508 S 8TH	SPRINGFIELD	ILLINOIS	62703-1607	05

Export Print

Figure 24. OA Reports Tab

12. The **Reports** tab provides various options to export or print the OA. For best results exporting to Excel, click the **Export Report** icon in the upper left. To export to PDF format, click the **Print Report** (printer) icon in the upper left.

Compare OA Versions

The Compare OA Versions feature allows you to display two different versions of the same OA side by side to compare various components more easily, such as square footages, rates, parking/antennas, and dates. Only different versions of the same OA can be compared; versions from different OAs cannot be compared using this feature.

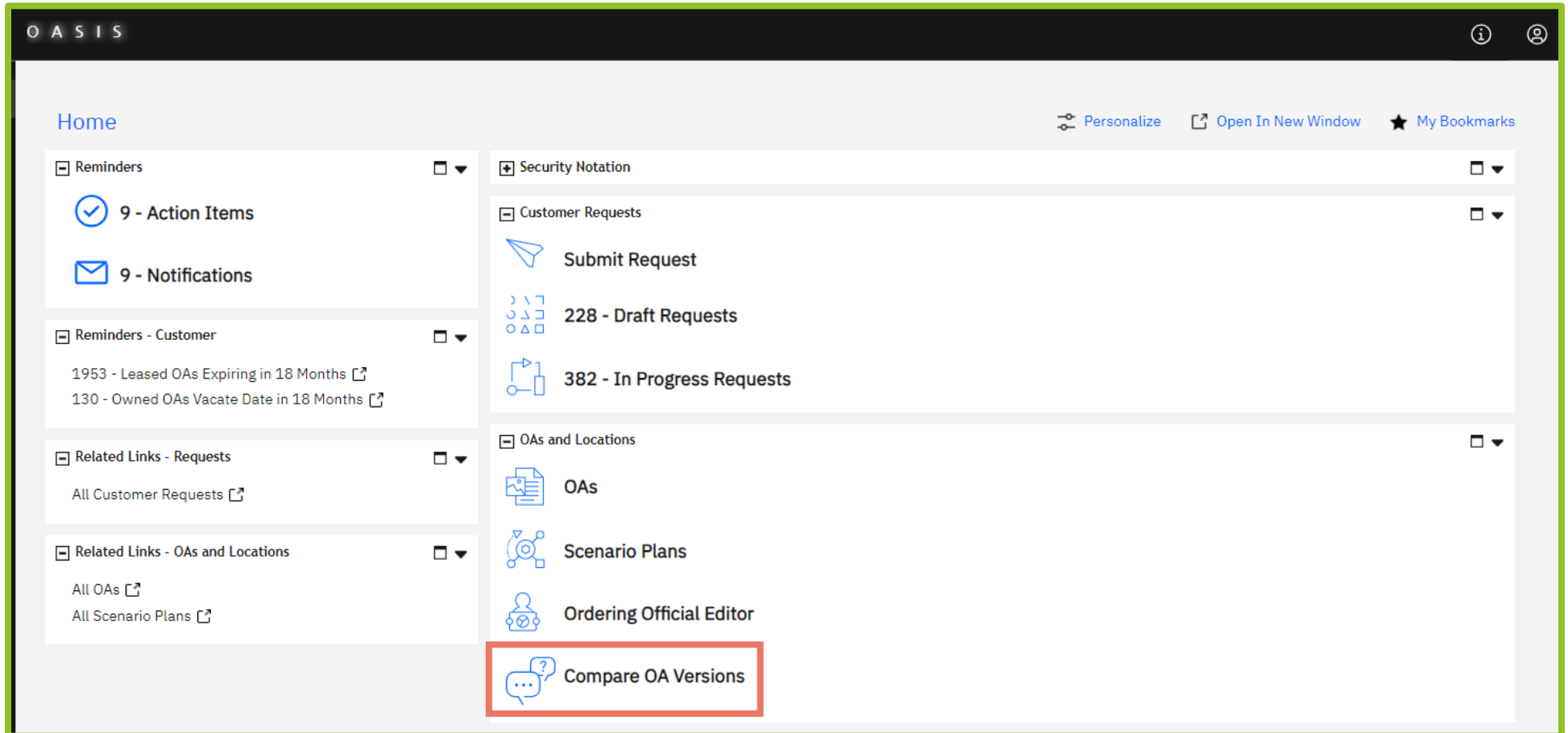


Figure 25. Home Page

1. From the **Home** page, click **Compare OA Versions**. OASIS displays the Compare OA Versions screen.

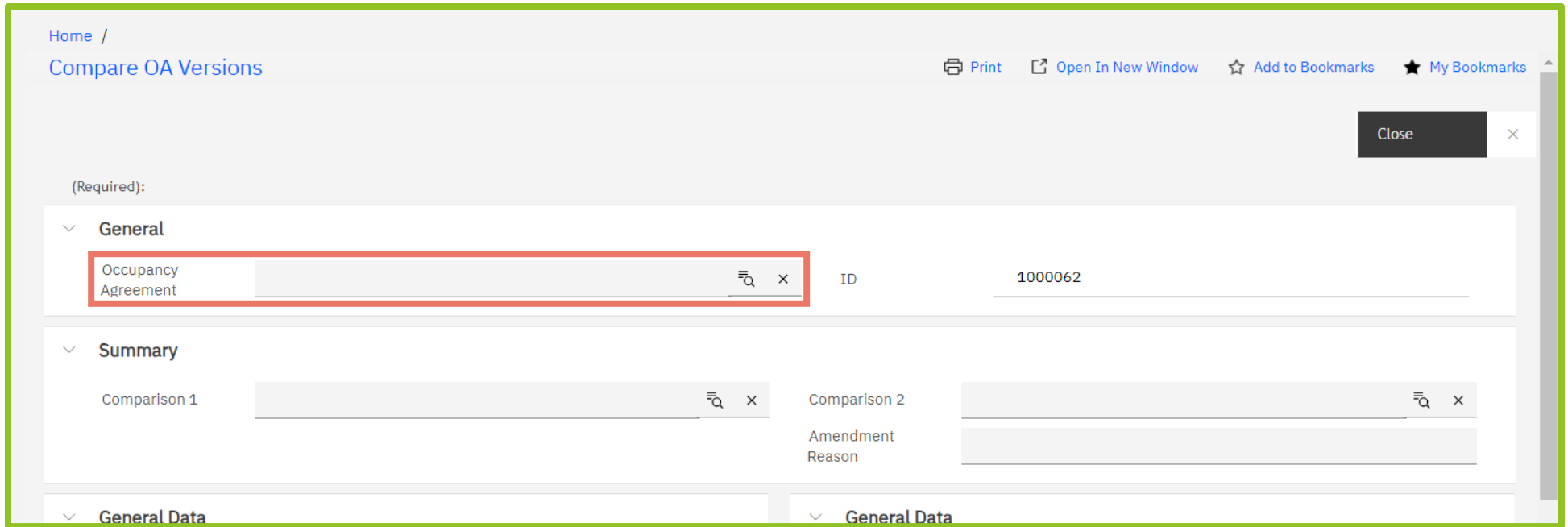


Figure 26. Compare OA Versions - Upper Screen

2. First, select the **Occupancy Agreement**. Either type the OA number into the **Occupancy Agreement** field or click the magnifying glass to select an OA. OASIS displays an OA selection screen.

OA Number	Revision	OA Type
<input type="radio"/> AAK00744	301	Owned
<input type="radio"/> AAK00842	300	Owned
<input type="radio"/> AAK03333	300	Owned
<input type="radio"/> AAK03334	300	Owned
<input type="radio"/> AAK03722	300	Owned
<input type="radio"/> AAK03964	300	Owned

Figure 27. Select OA

- Use the filters to find your OA. Note that the **Revision** column shows the current revision number for each OA. If the number is 300, there is only one version available, so comparison is not needed. Click the radio button to the left of the desired OA number then click **OK ✓** in the upper right.

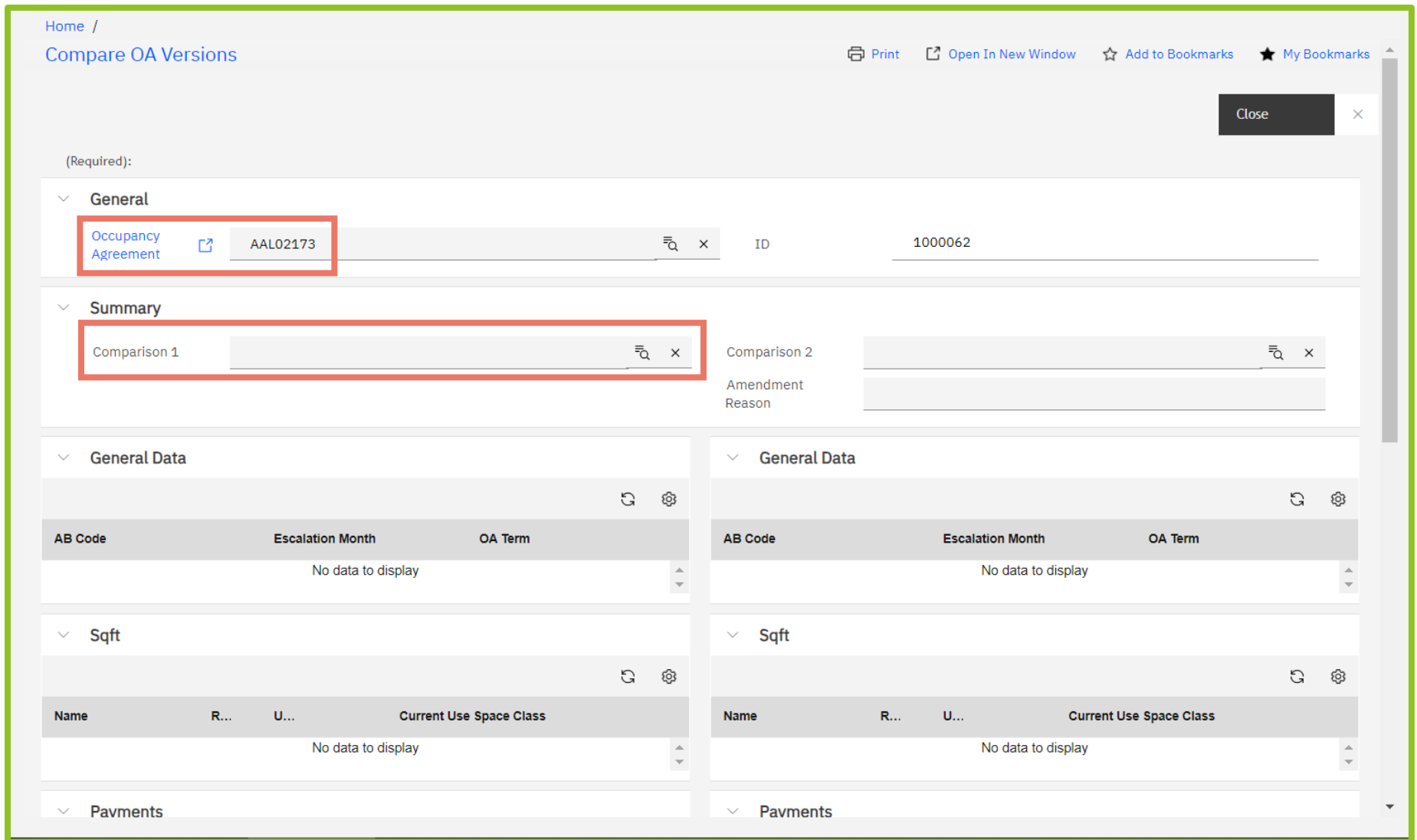


Figure 28. Compare OA Version – OA Selected

4. OASIS displays the selected OA number and provides a clickable link to the OA record.
5. Select the first revision to compare by clicking the magnifying glass next to **Comparison 1**.

Comparison 1 OA							Apply Filters	Clear Filters	↻	↓	⚙️
OA Type	OA Number	Revision Number	GSA Status	AB Code	Location ID	City					
<input type="radio"/> Owned	AAL02173	300	History	4766	AL0003	MONTGOMERY					
<input type="radio"/> Owned	AAL02173	301	Customer Approved	4766	AL0003	MONTGOMERY					

Figure 29. Select OA Version for Comparison

6. OASIS displays a list of revisions available for comparison for the selected OA. Click the radio button to the left of the desired revision number, then click **OK** ✓ in the upper right.
7. Repeat the steps to select the **Comparison 2** version.
8. Scroll down to review the differences between the billing components. See Figures Figure 30, Figure 31, and Figure 32 for an example.
9. Click **Close** in the upper right to return to the **Home** page.

Home /

General Data

AB Code	Escalation Month	OA Term
4766	1... 0...	5 Years 11 Months 4 Weeks 1 Day

Items per page: 20 | 1 - 1 of 1 items | 1 of 1 pages

Sqft

Name	Rentable (lease)	Usable (lease)	Effective ...	Effective End	Current Use Space Class
4487639	131.84 square-feet	131.84 square-feet	10/02/2022	09/30/2028	TTO
4487485	166.8 square-feet	166.8 square-feet	10/02/2022	09/30/2028	TTO
4487612	241.09 square-feet	241.09 square-feet	10/02/2022	09/30/2028	TTO
4487488	200.83 square-feet	200.83 square-feet	10/02/2022	09/30/2028	TTO
4487625	254.07 square-feet	254.07 square-feet	10/02/2022	09/30/2028	TTO
4487622	133.72 square-feet	133.72 square-feet	10/02/2022	09/30/2028	TTO
4487604	206.58 square-feet	206.58 square-feet	10/02/2022	09/30/2028	TTO
4487638	183.84 square-feet	183.84 square-feet	10/02/2022	09/30/2028	TTO
4487645	545.69 square-feet	545.69 square-feet	10/02/2022	09/30/2028	TTO
4487484	241.63 square-feet	241.63 square-feet	10/02/2022	09/30/2028	TTO

Items per page: 20 | 1 - 10 of 10 items | 1 of 1 pages

General Data

AB Code	Escalation Month	OA Term
4766	1... 0... October	5 Years 11 Months 4 Weeks 1 Day

Items per page: 20 | 1 - 1 of 1 items | 1 of 1 pages

Sqft

Name	Rentable (lease)	Usable (lease)	Effective Start	Effective End	Current Use Space C
4487639	131.84 square-feet	131.84 square-feet	10/02/2022	09/30/2028	TTO
4487485	166.8 square-feet	166.8 square-feet	10/02/2022	09/30/2028	TTO
4487612	241.09 square-feet	241.09 square-feet	10/02/2022	09/30/2028	TTO
4487488	200.83 square-feet	200.83 square-feet	10/02/2022	09/30/2028	TTO
4487625	254.07 square-feet	254.07 square-feet	10/02/2022	09/30/2028	TTO
4487622	133.72 square-feet	133.72 square-feet	10/02/2022	09/30/2028	TTO
4487604	206.58 square-feet	206.58 square-feet	10/02/2022	09/30/2028	TTO
4487638	183.84 square-feet	183.84 square-feet	10/02/2022	09/30/2028	TTO
4487645	545.69 square-feet	545.69 square-feet	10/02/2022	09/30/2028	TTO
4487484	241.63 square-feet	241.63 square-feet	10/02/2022	09/30/2028	TTO

Items per page: 20 | 1 - 11 of 11 items | 1 of 1 pages

Figure 30. Compare OA Versions - General and Square Footage Data

Payments				
Payment Type	Start D...	End Date	Amount pe...	Status
010 Shell Rental Rate General	12/01/2022	09/30/2028	\$37,375.08	Scheduled
030 Operating Costs	12/01/2022	09/30/2023	\$21,699.84	Scheduled
102 Security Services Building...	12/01/2022	09/30/2023	\$86.64	Scheduled
130 Surface Parking	12/01/2022	09/30/2023	\$1,316.88	Scheduled
160 Pro Rata Joint Use Charg...	12/01/2022	09/30/2023	\$857.52	Scheduled
180 Pro Rata Joint Use Charg...	12/01/2022	09/30/2023	\$69.48	Scheduled

Items per page: 20 | 1 - 6 of 6 items | 1 of 1 pages

Parking and Antennas		
Antennas	Surface Parking	Structure Parking
0	2	0

Items per page: 20 | 1 - 1 of 1 items | 1 of 1 pages

Payments				
Payment Type	Start Date	End Date	Amount ...	Status
010 Shell Rental Rate General	12/01/2022	09/30/2028	\$37,375.08	Scheduled
030 Operating Costs	12/01/2022	09/30/2023	\$21,699.84	Scheduled
102 Security Services Building Specific Amortized C...	12/01/2022	09/30/2023	\$86.64	Scheduled
130 Surface Parking	12/01/2022	09/30/2023	\$1,316.88	Scheduled
160 Pro Rata Joint Use Charges Building Amenities	12/01/2022	09/30/2023	\$857.52	Scheduled
180 Pro Rata Joint Use Charges Surface Parking	12/01/2022	09/30/2023	\$69.48	Scheduled
010 Shell Rental Rate General	07/01/2023	09/30/2028	\$42,335.40	Pending
030 Operating Costs	07/01/2023	09/30/2023	\$24,579.72	Pending
102 Security Services Building Specific Amortized C...	07/01/2023	09/30/2023	\$99.36	Pending

Items per page: 20 | 1 - 9 of 9 items | 1 of 1 pages

Parking and Antennas		
Antennas	Surface Parking	Structure Parking
0	2	0

Items per page: 20 | 1 - 1 of 1 items | 1 of 1 pages

Figure 31 Compare OA Versions - Payments and Parking and Antennas Data

The image displays two identical screenshots of a software interface, side-by-side, enclosed in a green border. Each screenshot is divided into two main sections: 'Zero Sqft Items' and 'Clauses'.

Zero Sqft Items Section:

- Header: 'Zero Sqft Items' with a dropdown arrow.
- Table Headers: Boat Docks, Bridges, Kiosks, Land, Railroad Crossing, Wareyard.
- Table Data: All values are 0.
- Footer: 'Items per page: 20' (with a dropdown arrow) and '1 - 1 of 1 items' (with a page number input field set to 1).

Clauses Section:

- Header: 'Clauses' with a dropdown arrow.
- Table Headers: Name, Description.
- Table Data: One row is visible with 'Occupancy Terms' in the Name column and '1... The customer agency will pay the General Services Administration rent in accordanc...' in the Description column.

Figure 32. Compare OA Versions - Zero Square Foot Items and Clauses

6: Review and Approve OAs (Ordering Officials Only)

GSA sends OAs for customer approval solely via OASIS. OAs from all GSA regions are sent to a single customer agency queue. Only the **Ordering Official** customer user role can approve OAs in OASIS. Ordering Officials are designated and managed by the customer agency; see Chapter 8. Manage Your Agency's Ordering Officials for more information. Ordering Officials receive notifications when an OA approval is needed. Agencies should consider their internal process for reviewing and approving OAs in OASIS.

When reviewing an OA, you have the option to approve it, ask for clarification before deciding whether to approve it, or reject it. OASIS supports multi-stage reviews by also allowing you to reassign it to another of your agency's OASIS ordering officials.

If the OA awaiting approval is a new version of an existing OA (rather than a new OA), use the **Compare OA Versions** feature described in the previous chapter to quickly identify changes in the new version.

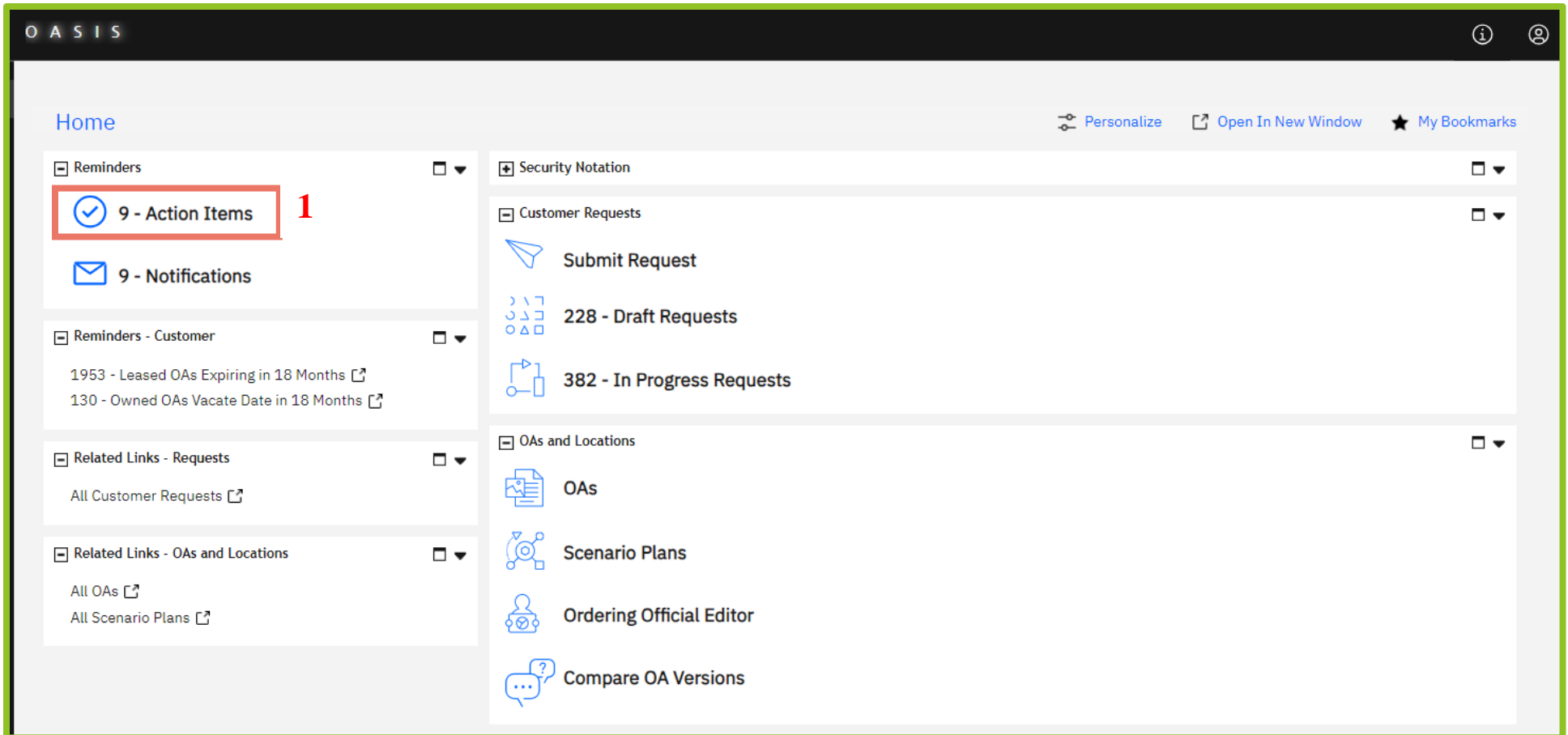


Figure 33. Home Page

1. In the **Reminders** section of your **Home** page, click **Action Items**. The number shows how many OAs are pending Ordering Official approval.

Home / Action Items

Personalize Open In New Window Add to Bookmarks My Bookmarks

[-] Action Items [+] Accept

<input type="checkbox"/>	Action	Record Name	Type	Due	Status	From
<input type="checkbox"/>	Required Review	Real Estate Contract-AAL02173-301-1624973	Approval	07/19/2023 14:17:48	ACCEPTED	Porter, Mika - 1002062
<input type="checkbox"/>	Required Review	Real Estate Contract-ATX09968-0-1142921	Approval	12/06/2022 09:53:19	ACCEPTED	Salazar, Deann - 1000051
<input type="checkbox"/>	Required Review	Real Estate Contract-AGA04276-300-1142920	Approval	12/06/2022 09:52:16	ASSIGNED	Salazar, Deann - 1000051
<input type="checkbox"/>	Required Review	Real Estate Contract-AAL02849-0-1142919	Approval	12/06/2022 09:51:24	ASSIGNED	Salazar, Deann - 1000051
<input type="checkbox"/>	Required Review	Real Estate Contract-AIA02799-301-1142906	Approval	12/05/2022 09:18:55	ASSIGNED	Tiranno, Kenny - 1000060

[-] Notifications [+] Delete

<input type="checkbox"/>	Date	Subject
<input type="checkbox"/>	08/01/2023 15:56:31	Your request for General Space (S1001269-0) was received
<input type="checkbox"/>	07/26/2023 13:30:13	Your request for General Space (S1001222-0) was received

Figure 34. Action Items

- The **Action Items** list contains all OAs awaiting approval. To simply view an OA approval action item, click anywhere on the row. However, if you want to perform any action on the OA (accept, reject, ask for clarification), then you must click the checkbox to the left of the action item, then click **Accept** in the upper right.

Once an OA has been accepted by a reviewer, it still appears in the **Action Items** list with the status **Accepted**. Action items with the status of **Assigned** have been sent to the agency for review but have not yet been accepted by a reviewer.

Note that the **Record Name** column refers to OAs as “real estate contracts.”

Approval: Real Estate Contract-AAL02173-301-1624973

[Approve](#)
[Reassign](#)
[Request Clarification](#)
[Return](#)

(Required): To setup up an approval, select the approval options and rules. During approval the status of each reviewer can be seen in the routing list.

Attention!
 Occupancy Agreement-AAL02173-301 requires your review. To access the record, click Record for Approval in the Record Information section below. When you have completed your review, go to the bottom of this screen and select either Approve, Reassign, Request Clarification, or Return.

Record Information
[Record for Approval](#) AAL02173-301
[Snapshot](#) Pre-Approval Snapshot - AAL02173 - 301 - 07-19-2023.pdf

Approval Details
 Submitted By: Mika Porter Approval Status: Review In Progress

Reviewer List

!	#	Person	Review Status	Sent	Completed	Comment	Resolved Review Type
	Ec	Contains	Contains	Equals	Equals	Contains	Contains
	1	Allison Heck	Pending	07/19/2023 14:17:48			Approval Rule
	1	Arisa Soper	Pending	07/19/2023 14:17:48			Approval Rule
	1	Logan Noll	Pending	07/19/2023 14:17:48			Approval Rule
	1	Stefanie Geaney	Pending	07/19/2023 14:17:48			Approval Rule

Items per page: 15 1 - 4 of 4 items 1 of 1 pages

Figure 35. OA Action Review Screen

13. The **OA Approval** screen displays action buttons at the top right. If there are no buttons displayed, go back to the **Action Items** list and **Accept** the action item as described in the previous step. The **Record Information** section provides links both to the full OA record with all the tabs, and the **Snapshot**, which is the OA summary in PDF format, both of which are described in Chapter 2. The **Reviewer List** section simply displays all the Ordering Officials in your agency; there are no actions to perform there.

Approve: Print ? Continue X

(Required): Click Continue to proceed or Close this form to return to the record.

⚠ **Attention!**
 You are approving Occupancy Agreement-AAL02173-301. Clicking approve obligates your agency to fund any rent due for current fiscal year or continuing resolution period, and make a good faith effort to obtain funding through budget and appropriations processes for future fiscal years. It is your responsibility to ensure your agency's appropriate accounting and budget groups are notified of the rent terms.

⌵ **Agency Information**

Federal Employees	12
Contract Employees	2
Teleworking Employees	5
Customer Identifier 1	Accounting Code 73-29459
Customer Identifier 2	Field Rep Janet Jones 555-305-7999
Customer Identifier 3	Org Code PTAD

Figure 36. OA Approval Screen

14. To approve an OA, click the **Approve** button; OASIS displays the **OA Approval** screen. At the top is an important notice: *You are approving Occupancy Agreement (number). Clicking approve obligates your agency to fund any rent due for the current fiscal year or continuing resolution period and make a good faith effort to obtain funding through budget and appropriations processes for future fiscal years. It is your responsibility to ensure your agency's appropriate accounting and budget groups are notified of the rent terms.*

In the **Agency Information** section, enter the number of **Federal Employees**, **Contractor Employees**, and **Telework Employees**. These fields are used for Federal Real Property Profile (FRPP) reporting. If your agency uses identifiers for your OAs, enter the necessary data in **Customer Identifier 1, 2, and 3**. If information was provided in a previous version of the OA, the fields contain those values. Any updates you make override the existing values and update the OA.


Click **Continue** in the upper right to complete the OA approval. OASIS closes the action item and it is no longer displayed in your action item list.

Notification: Notification-1177632 Print ? More

(Optional): Notification Details

General Info

Notification ID	Notification-1177632
Notification Subject	The record of AAL02173-301 (Occupancy Agreement) was updated
Internal Recipient	Stefanie Geaney
Date Sent	08/08/2023 15:10:47
System Organization	\Organizations\General Services Administration\AB Codes\GENERAL SERVICES ADMINISTRATION\PUBLIC BUILDINGS SERVICE (FIELD OFFICE)
System Geography	
BIRT Report Export Type	<input checked="" type="radio"/> PDF <input type="radio"/> XLS

[Click Here if](#)  AAL02173

Message Content

The record of AAL02173-301 (Occupancy Agreement) was updated by Stefanie Geaney on 08/08/2023 19:10:46. The new record status is Active.

Figure 37. OA Approval Notification

- After you approve the OA, OASIS sends a notification confirming the OA was updated. There is also a link to the complete OA record, which shows the status of the OA is **Customer Approved** until it bills the first time, when it changes to a **Billing** status.

Reassign: Print ? Continue

(Required): Click Continue to proceed or close the window to return to the record

Attention!

Comments

Review Comment * 4

Assignment Find Remove

Name * ID

Primary Organization

eMail Mobile

Work Phone Work Fax

Agency Information

Federal Employees	12
Contract Employees	0
Teleworking Employees	0
Customer Identifier 1	<input type="text"/>
Customer Identifier 2	<input type="text"/>
Customer Identifier 3	<input type="text"/>

Figure 38. OA Reassign Screen

16. To assign the OA to someone else after you've accepted it, click the **Reassign** button (see Figure 35). Enter a comment in the **Review Comment** field. In the **Assignment** section, click **Find** in the upper right corner to select the user to receive the action item.

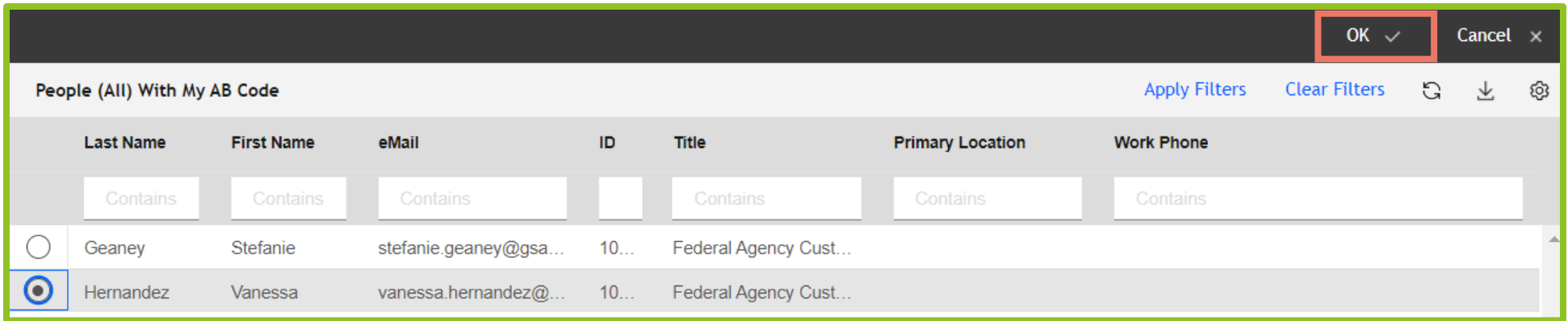


Figure 39. Select Person to Reassign OA

17. OASIS displays a list of other Ordering Officials assigned to your AB Code(s). Click the radio button next to the person's name you wish to assign the OA to, then click **OK** ✓ in the upper right.

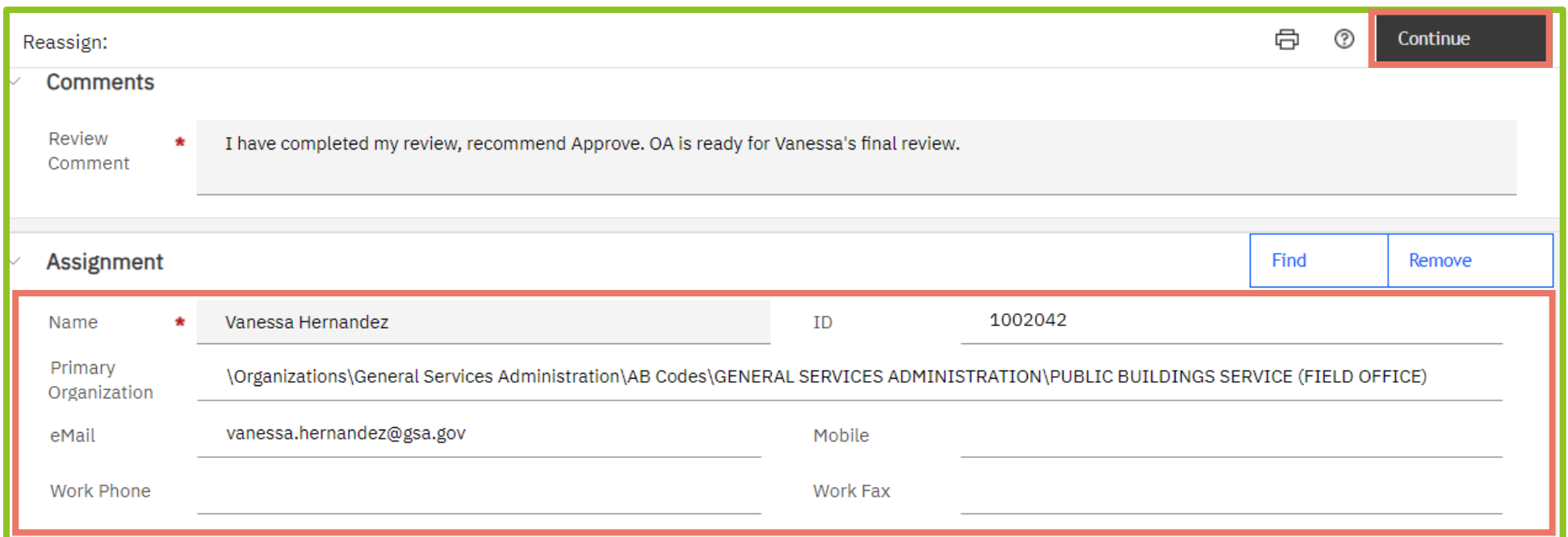


Figure 40. Reassigned OA Approval

18. OASIS displays the new Ordering Official assigned to the OA. Click **Continue** to finish the reassignment. OASIS closes the action item and it is no longer displayed in your action item list.

Request Clarification:

(Required): Click Continue to proceed or close the window to return to the record

Attention!
You are requesting clarification for Occupancy Agreement-AAL02173-301. Please provide a Comment explaining the required clarification and click Continue.

Comments

Review Comment

Figure 41. Request OA Clarification Screen

19. To ask GSA a question on an OA before deciding whether to approve it, click the **Request Clarification** button (see Figure 35). OASIS displays the **Request Clarification Screen**. Enter your question in the **Comments** box, then click **Continue** in the upper right. Your comment is sent to GSA. Once GSA responds, the action item is reassigned to you.

Return:

(Required): Click Continue to proceed or close the window to return to the record

Attention!
You are returning this request to GSA. This means you cannot approve the action and GSA cannot proceed with Occupancy Agreement-AAL02173-301. Please enter a comment below explaining the issue and click Continue. We will contact you to correct the issue or discuss next steps.

Comments

Review *
Comment

Figure 42. Return OA Screen

20. If you have an OA issue that cannot be resolved through a clarification, you can reject the OA with an explanation. GSA will start over with a new OA. To reject the OA, click the **Return** button (see Figure 35). OASIS displays the **Return OA** screen. Enter your reason for rejection in the **Comments** box, then click **Continue** in the upper right. OASIS closes the action item and it no longer displays in your action item list.

3: Manage Notifications

OASIS provides you notifications for various system events, such as the need to approve an OA, a PBS response to a billing question you submitted, or PBS approval of your agency's request to release space. Notifications are found in the **Reminders** section of your home page, in the upper left with **Action Items**. When you click either **Notifications** or **Action Items**, OASIS displays the **Notifications** landing page.

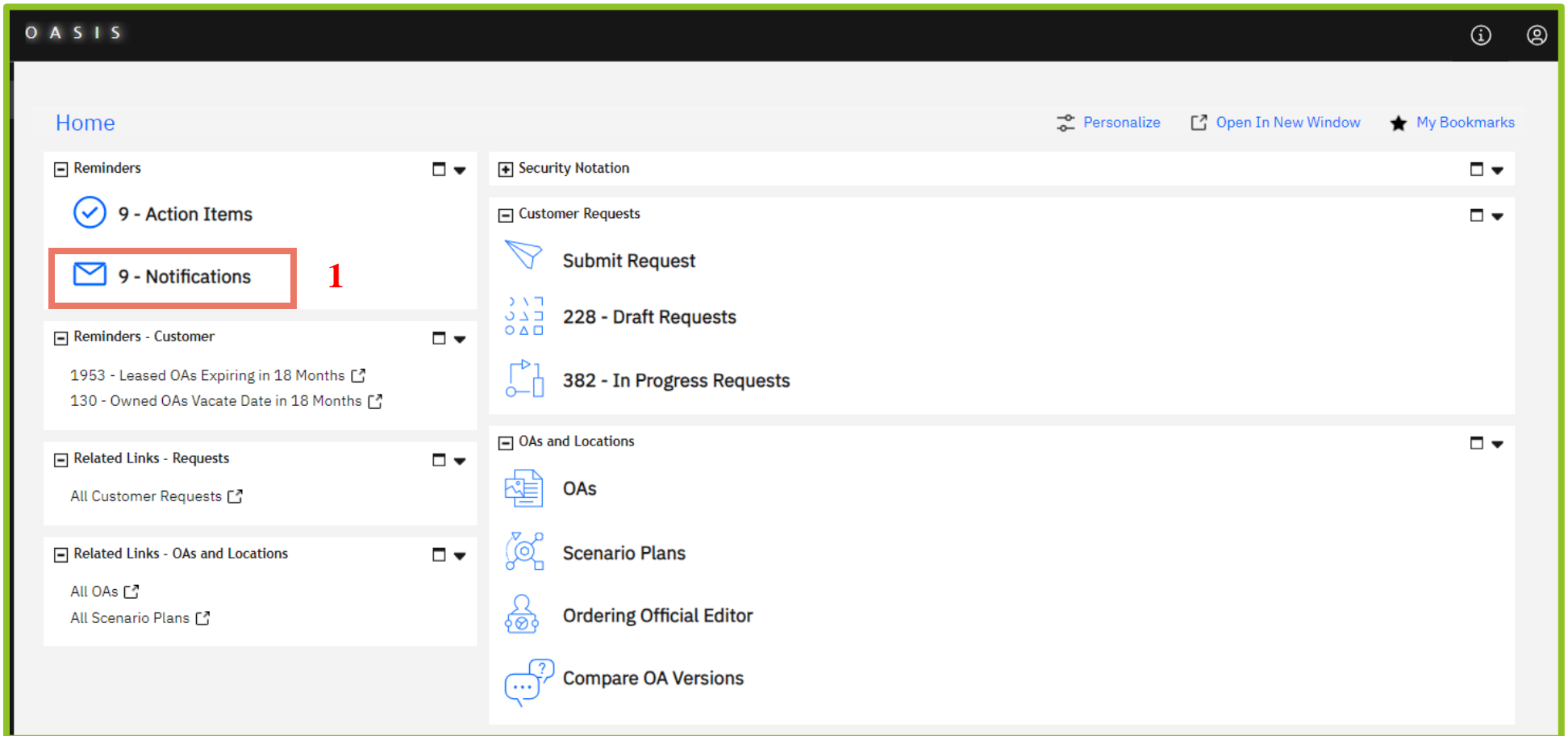


Figure 43. Home Page

1. From the **Home** page, click **Notifications**. OASIS displays the **Notifications** landing page. Note: the number represents the total number of notifications, both read and unread.

Home / Notifications

Personalize Open In New Window Add to Bookmarks My Bookmarks

☑ Action Items ☐ Accept

☐ Action	Record Name	Type	Due	Status	From
<input type="checkbox"/> Required Review	Real Estate Contract-AAL02173-301-1624973	Approval	07/19/2023 14:17:48	ACCEPTED	Porter, Mika - 1002062
<input type="checkbox"/> Required Review	Real Estate Contract-ATX09968-0-1142921	Approval	12/06/2022 09:53:19	ACCEPTED	Salazar, Deann - 1000051
<input type="checkbox"/> Required Review	Real Estate Contract-AGA04276-300-1142920	Approval	12/06/2022 09:52:16	ASSIGNED	Salazar, Deann - 1000051
<input type="checkbox"/> Required Review	Real Estate Contract-AAL02849-0-1142919	Approval	12/06/2022 09:51:24	ASSIGNED	Salazar, Deann - 1000051
<input type="checkbox"/> Required Review	Real Estate Contract-AIA02799-301-1142906	Approval	12/05/2022 09:18:55	ASSIGNED	Tiranno, Kenny - 1000060

☑ Notifications ☐ Delete

☐ Date	Subject
<input type="checkbox"/> 08/01/2023 15:56:31	Your request for General Space (S1001269-0) was received
<input type="checkbox"/> 07/26/2023 13:30:13	Your request for General Space (S1001222-0) was received
<input type="checkbox"/> 07/19/2023 15:26:06	ATTN: Approval Required for OA (AIL01523-300)
<input type="checkbox"/> 07/19/2023 14:17:56	ATTN: Approval Required for OA (AAL02173-301) 2
<input type="checkbox"/> 07/19/2023 14:17:22	ATTN: Approval Required for OA (ATX06866-301)
<input type="checkbox"/> 07/19/2023 14:06:34	ATTN: Approval Required for OA (AAK04173-301)
<input type="checkbox"/> 07/19/2023 14:00:39	ATTN: Approval Required for OA (AAK00744-301)
<input type="checkbox"/> 07/17/2023 15:55:09	ATTN: Approval Required for OA (AMI20020-0)
<input type="checkbox"/> 06/07/2023 10:11:39	The approval process for Customer Request C1000626 was completed.

Figure 44. Notifications Landing Page

2. To open a notification, click on its row. OASIS opens the notification in a new window (see Figure 45).

Notification: Notification-1176742 Print ? More

(Optional): Notification Details 5

General Info

Notification ID: Notification-1176742

Notification Subject: ATTN: Approval Required for OA (AIL01523-300)

Internal Recipient: Stefanie Geaney

Date Sent: 07/19/2023 15:26:06

System Organization: \Organizations\General Services Administration\AB Codes\GENERAL SERVICES ADMINISTRATION\PUBLIC BUILDINGS SERVICE (FIELD OFFICE)

System Geography:

BIRT Report Export Type: PDF XLS

[Click Here if Highlighted for Referenced Record](#) 3 Real Estate Contract-AIL01523-300-1624978

Message Content

GSA requires your agency's approval of OA (AIL01523-300). Timely approval of your OA will allow GSA to move forward with your occupancy project and avoid project delays.

If you have any questions, please contact Jared Davis or select Request Clarification.

AB Code: 4766
 OA#: AIL01523-300
 Location Code: IL0303
 Location Name: METCALFE BUILDING
 City, State: CHICAGO, ILLINOIS
 OA Effective Date: 10/02/2022

Figure 45. Notification Example – OA Approval Required

- The Notification provides General Information at the top. If there's an associated record (e.g., an OA), select **Click Here if Highlighted for Referenced Record** in the middle of the screen to open it. The **Message Content** section contains the message from GSA, plus additional identifying information.

Message Content

GSA requires your agency's approval of OA (AIL01523-300). Timely approval of your OA will allow GSA to move forward with your occupancy project and avoid project delays.

If you have any questions, please contact Jared Davis or select Request Clarification.

AB Code: 4766
 OA#: AIL01523-300
 Location Code: IL0303
 Location Name: METCALFE BUILDING
 City, State: CHICAGO, ILLINOIS
 OA Effective Date: 10/02/2022

Notification Documents

4

Document Name	Document Number	Document Status	File Name	Revision
Pre-Approval Snapshot - AIL01523 - 300 - 07-19-2023.pdf			Work In ProgressPre-Approval Snapshot - AIL01523 - 300 - 07-19-2023.pdf0.0	

Figure 46. Notification Screen - Notification Documents Section

- Further down the screen, if there are any documents attached to the notification, click the popout icon to open them.

Notifications

5 Delete

<input type="checkbox"/>	Date	Subject
<input checked="" type="checkbox"/>	08/01/2023 15:56:31	Your request for General Space (S1001269-0) was received
<input checked="" type="checkbox"/>	07/26/2023 13:30:13	Your request for General Space (S1001222-0) was received
<input checked="" type="checkbox"/>	07/19/2023 15:26:06	ATTN: Approval Required for OA (AIL01523-300)
<input type="checkbox"/>	07/19/2023 14:17:56	ATTN: Approval Required for OA (AAL02173-301)
<input type="checkbox"/>	07/19/2023 14:17:22	ATTN: Approval Required for OA (ATX06866-301)

Figure 47. Bulk Delete Notifications

- To delete notifications individually, click the **More** button in the upper right corner of the notification then click **Delete**. Notifications landing page. To delete multiple notifications at once, click the checkboxes to the left of the **Date** column on the Notifications Landing page, then click **Delete** in the upper right.

4: Request a Release of Space

Customers wishing to release space must submit a request in OASIS. OASIS provides full tracking of the request and ensure OA billing is stopped when moveout is confirmed. GSA is unable to accept releases of space via any means other than OASIS. GSA is also unable to submit requests to release space on a customer's behalf. This chapter describes the steps to complete the release of space request.

Customers have the right to return space to GSA prior to OA expiration under the following conditions, as described in the Pricing Desk Guide Chapter 5:

- There is no longer need for the space.
- The space is designated as cancelable*.
- The space is in marketable blocks.
- In lease OAs, the agency is at least 16 months into the OA term.

**Non-cancelable space can still be released once required conditions are met*

To release space in leased OAs, 4 months' notice is required. To release space in owned OAs, no notice is required, only the time needed for PBS to determine the above conditions are met. Parking and antennas do not require 4-month notice and can be released on request. Note that repayments may be required in OAs that had concessions such as free rent or broker commission credits, GSA-installed improvements, or tenant improvements. Refer to the latest edition of the Pricing Desk Guide for complete information on customer release of space rights.

When your request to release space is accepted, you receive a notification in OASIS. After the space is determined to have been vacated, GSA confirms move out and the OA stops billing for the returned space.

Check the status of your request at any time by visiting **In Progress Customer Requests** from the **Home** page and filtering the Request Class for Reduce Space.

Before you start:



- Gather information: OA number, whether it is a leased or owned occupancy, target release effective date, if a partial release of space, specific identifiers of the space to be released (e.g., room numbers)
- Gather documents: such as marked up floorplans identifying space to be released, if applicable

Steps:

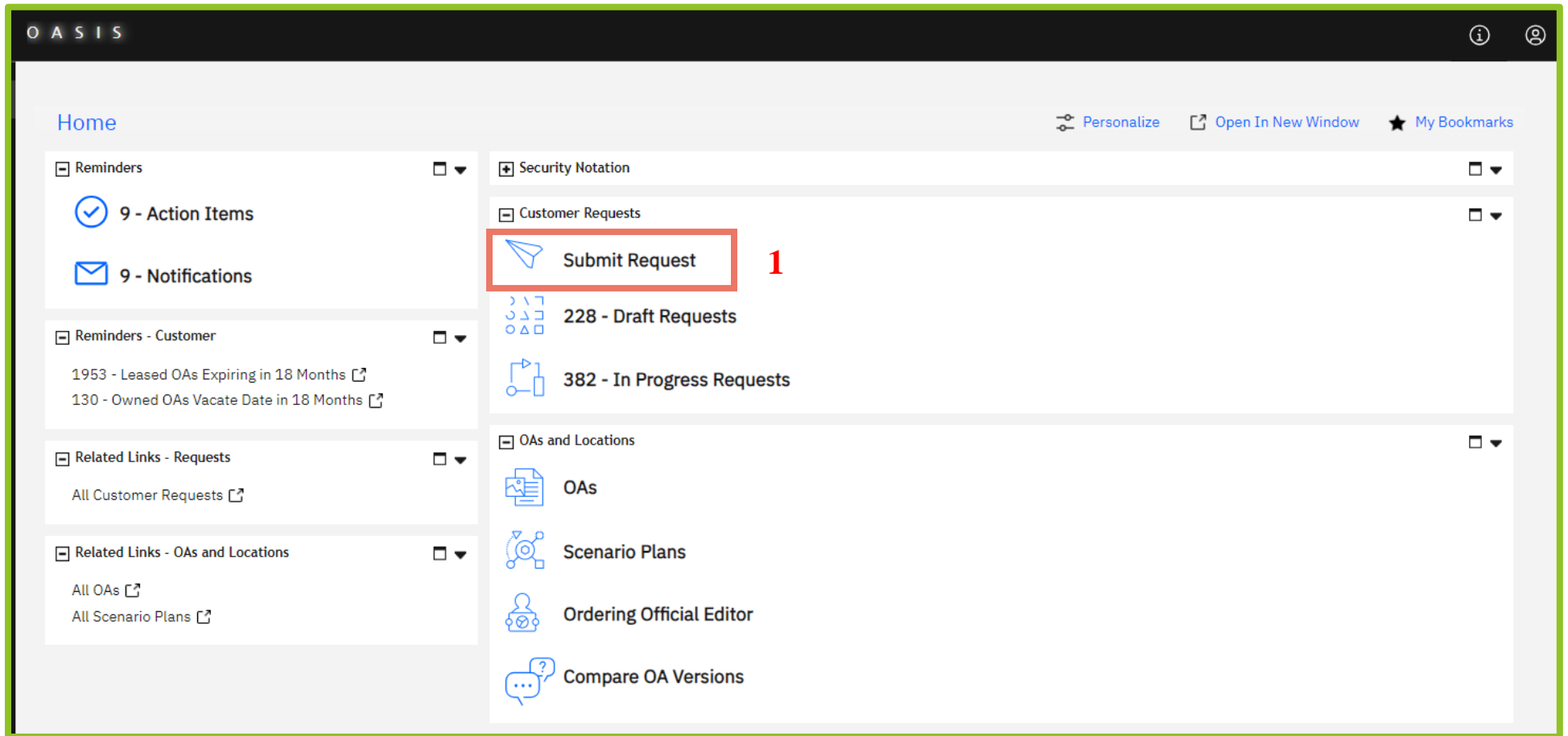


Figure 48. Home Page

1. From the **Home** page, click **Submit Request**. OASIS displays the **Submit Request** form.

Home / Submit Request

Print Open In New Window Add to Bookmarks My Bookmarks

Save Save & Close Submit Request Delete

General

Request ID C1000822 Service Request Reduce Space Status Draft

Details

OA Type Leased Owned Request is for Me Someone Else

Service Request

Name	Description
<input type="radio"/> Billing Question	Ask a question about my bill
<input checked="" type="radio"/> Reduce Space	Initiated by the customer to start reduction in space action

Items per page: 10 1 - 2 of 2 items 1 of 1 pages

Existing OA Find Remove

OA ID OA Name
Primary Location
Address City

Figure 49. Request Form

- In the **Details** section, select whether the OA is **Leased** or **Owned**, and whether the request is for you or someone else in your office (if it's for someone else, see the next steps). In the **Service Request** section, select **Reduce Space**.

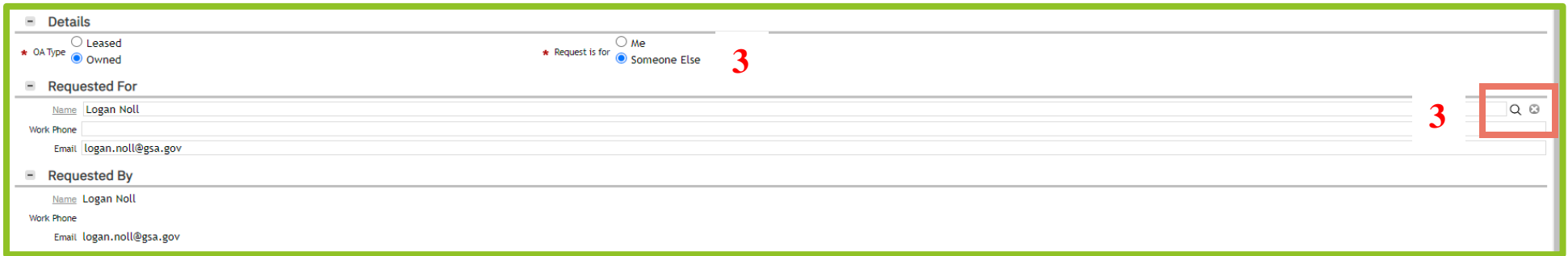


Figure 50. "Requested For" Section

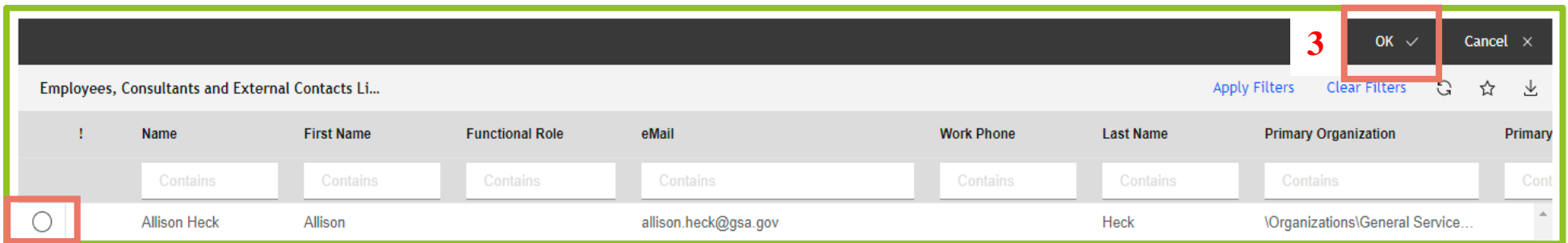


Figure 51. "Requested For" Selection Screen

- If you choose **Someone Else** in the previous step, the **Requested For** section displays. Use the magnifying glass on the far right of the screen (Figure 50) to see a list of all users in your agency/bureau code (Figure 51). Click the radio button to the left of the name, then click **OK ✓** near the top right to close the popup. The selected name now appears in the **Requested For** section.

The screenshot shows a web interface for creating a service request. At the top, there is a section titled "Service Request" with a dropdown arrow. Below this is a table with two columns: "Name" and "Description". The table contains two rows: "Billing Question" with the description "Ask a question about my bill" and "Reduce Space" with the description "Initiated by the customer to start reduction in space action". The "Reduce Space" row is selected with a radio button. Below the table, there are pagination controls: "Items per page: 10" with a dropdown arrow, "1 - 2 of 2 items", and "1 of 1 pages" with left and right arrows. Below the table is a section titled "Existing OA" with a dropdown arrow. To the right of this section is a red number "4" and a red-bordered box around a "Find" button, with a "Remove" button next to it. Below the "Existing OA" section are four input fields: "OA ID", "OA Name", "Primary Location", and "Address", with "City" written below the "Address" field.

Figure 52. Request Form

4. In the **Existing OA** section, click **Find** to link the OA to the request. OASIS presents you a list of your agency's leased or owned OAs, depending on your choice in Step 2.

5 OK Cancel

Tenant OAs Apply Filters Clear Filters

ID	Name	Location ID	Address	City	StateProv	Tenant	Region	Occupancy Agreement Typ
<input checked="" type="radio"/> ADC00005	ADC00005	DC0011	2 MASSACHUSETTS AVE NE	WASHINGTON	DISTRICT OF COLUMBIA	PUBLIC BUILDINGS SERVICE...	11	Leased
<input type="radio"/> AGA00403	AGA00403	GA1007	100 Alabama St SW	ATLANTA	GEORGIA	PUBLIC BUILDINGS SERVICE...	04	Leased
<input type="radio"/> AGA03448	AGA03448	GA1007	100 Alabama St SW	ATLANTA	GEORGIA	PUBLIC BUILDINGS SERVICE...	04	Leased
<input type="radio"/> AGA04276	AGA04276	GA2302	300 MULBERRY ST	MACON	GEORGIA	PUBLIC BUILDINGS SERVICE...	04	Leased
<input type="radio"/> AGU00584	AGU00584	GU7008	W Soledad Ave 520 WEST SOLEDAD AVE	HAGATNA	GUAM	PUBLIC BUILDINGS SERVICE...	09	Leased
<input type="radio"/> AIA02799	AIA02799	IA1543	800 2nd St SE City Lot 44	CEDAR RAPIDS	IOWA	PUBLIC BUILDINGS SERVICE...	06	Leased

Figure 53. Find OA List

- OASIS displays a list of your agency's OAs. Select the radio button to the left of the applicable OA, then click **OK** ✓ near the top right to close the window. OASIS updates the **Existing OA** and **Existing Documents** sections.

The screenshot displays the 'Existing OA' section with a red box and a red number '5' highlighting the details for OA ID ADC00005. The details include: OA Name: ADC00005, Primary Location: \Locations\POSTAL SQUARE, Address: 2 MASSACHUSETTS AVE NE, City: WASHINGTON, State/Province: DISTRICT OF COLUMBIA, and Region: 11. Below this is the 'Existing Documents' section, which contains a table with one document: 'Pre-Approval Snapshot - ADC00005 - 300 - 03-14-2023.pdf' with a status of 'Work In Progress' and a revision date of '03/14/2023 01:22 PM'. The 'Reduce Space Details' section is highlighted with a red box and a red number '6'. It shows 'Release Type' with radio buttons for 'Full Release' and 'Partial Release' (selected), and an 'Effective Date' field with a calendar icon. Below this are sections for 'Spaces to Release' and 'Parking, Antennas, & Zero Sqft Items to Release', each with 'Find' and 'Remove' buttons.

Figure 54. Updated Existing OA, Existing Documents, and Reduce Space Details of Service Request Form

6. In the **Reduce Space Details** section, select either **Full Release** or **Partial Release** and enter the expected **Effective Date** of the release.
- Select **Full Release** if you would like to release all the square footage, parking, antennas, etc. associated with the OA and close it. Go to **Step 7**.
 - Select **Partial Release** if you would like to release only a portion of the OA. Go to **Step 11**.

Reduce Space Details
Actual square footage to be released will be calculated by GSA
 Release Type: Full Release Partial Release
 Effective Date: 12/02/2023

Spaces to Release

Space ID	Space Name	Space Class	Area	Parent Building	Parent Floor
1070220	35412	INS	2182.3 square-feet	POSTAL SQUARE	Basement 001
1070227	40712	FDS	173.14 square-feet	POSTAL SQUARE	Floor 001
1070231	40711	PTL	91.26 square-feet	POSTAL SQUARE	Basement 001
1070239	16095	TTO	2994.96 square-feet	POSTAL SQUARE	Floor 001

Items per page: 10 | 1 - 4 of 4 items | 1 of 1 pages

Parking, Antennas, & Zero Sqft Items to Release

ID	Name	Asset Category	Spec Name	Primary Location
EQ-1012179	STPK00001	01 - Assigned	Structured Parking	\\Locations\POSTAL SQUARE
EQ-1012183	STPK00002	01 - Assigned	Structured Parking	\\Locations\POSTAL SQUARE
EQ-1012186	STPK00003	01 - Assigned	Structured Parking	\\Locations\POSTAL SQUARE
EQ-1012189	STPK00004	01 - Assigned	Structured Parking	\\Locations\POSTAL SQUARE

Figure 55. Reduce Space Details

- After you select **Full Release**, OASIS displays the OA's associated spaces and zero square foot items under the **Spaces to Release** and **Parking, Antennas, & Zero Sqft Items to Release** sections.

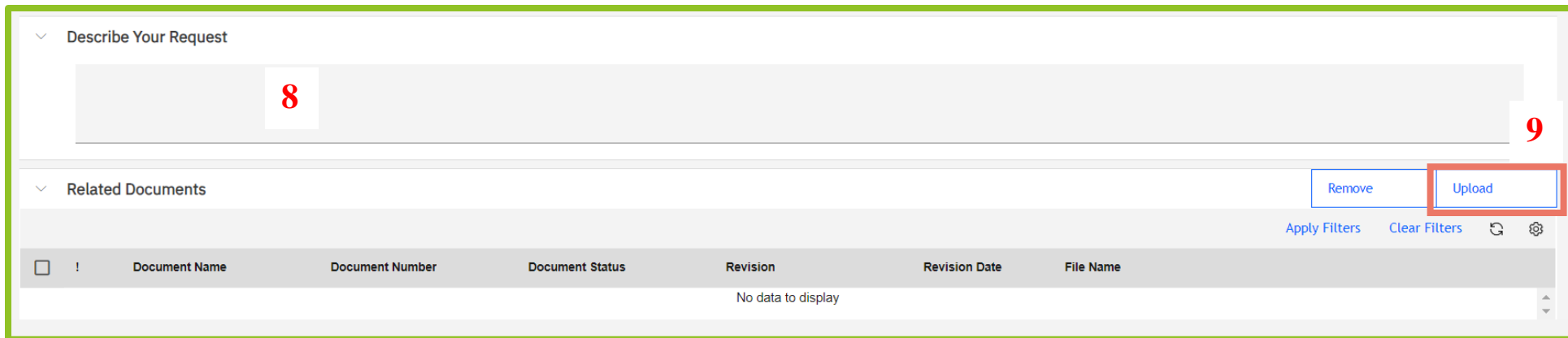


Figure 56. Describe Your Request and Related Documents Sections

8. In the **Describe Your Request** section, enter a description of your release; this field is mandatory.
9. To add drawings or other documentation, in the **Related Documents** section click **Upload** at the far right, then locate and upload your file. To remove a document you've already uploaded, click the checkbox next to the document, then click the **Remove** button.

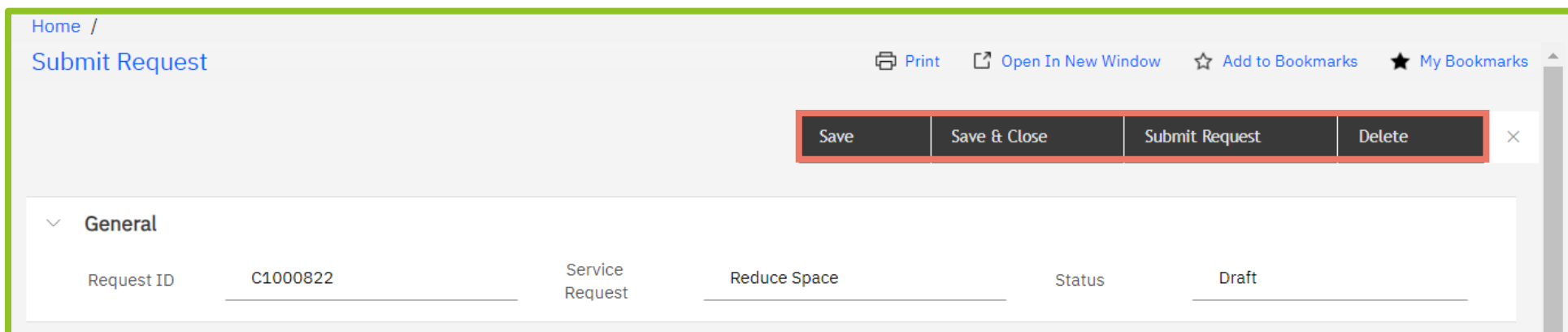


Figure 57. Submit Request Top Menu

10. Click **Submit Request** at the top of the screen to send the request to GSA for review; go to **Step 17** for steps to track the request to release space after it has been submitted. To cancel the request, click **Delete** (note: a request cannot be canceled after it has been submitted). To save the request and continue working or to save it to complete later, click **Save** or **Save & Close**.

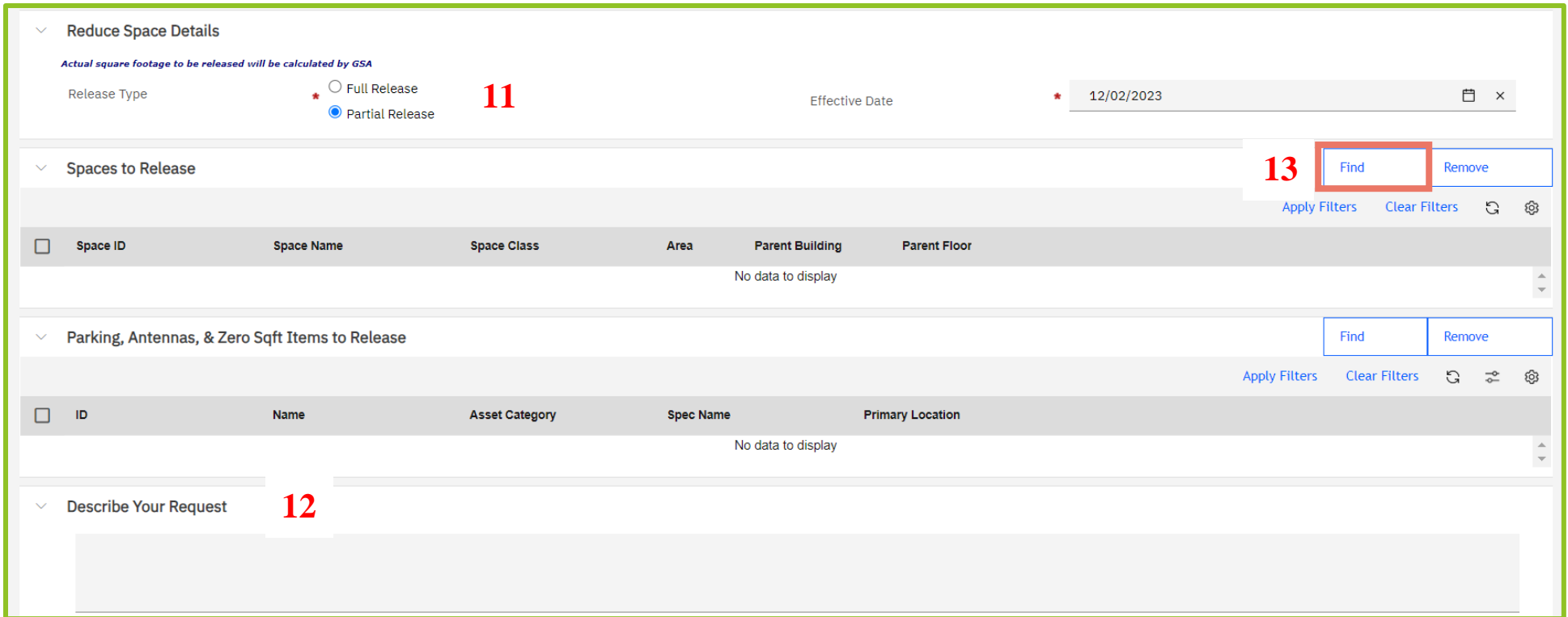


Figure 58. Partial Release of Space - Spaces to Release Section

11. If you select **Partial Release**, you can identify the space to release either by describing it (**Step 12**) or by selecting specific spaces identified in the OA (**Step 13**).
12. In the **Describe Your Request** section, provide a clear description of the space to be released. For example: the entire third floor, rooms 110-115, the conference rooms and offices in suite 417. There may be additional communication with GSA to confirm the exact space to be released. Go to **Step 16** to continue the request.
13. To select the spaces to release, click **Find** in the top right corner of the **Spaces to Release** section. OASIS displays a popup with all the spaces in the OA.

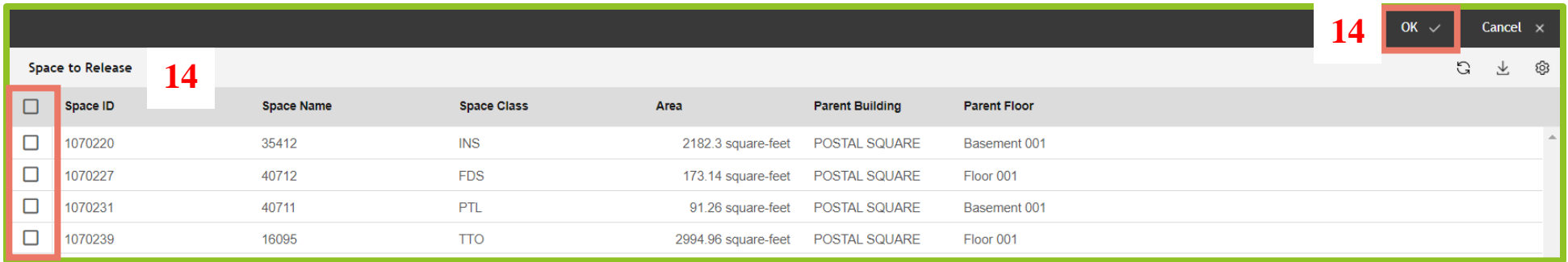


Figure 59. Select Spaces to Release Screen

14. Select the records to release by clicking on the checkboxes to the left, then clicking **OK** ✓ at the top right of the popup. OASIS closes the popup and adds the selected records to the **Spaces to Release** section. Follow the same steps in the **Parking, Antennas, & Zero Sqft Items to Release** section as needed. If the OA does not have these types of spaces, the section is blank.

Spaces to Release Find Remove

Apply Filters Clear Filters

<input type="checkbox"/>	Space ID	Space Name	Space Class	Area	Parent Building	Parent Floor
	Contains	Contains	Contains	Equals	Contains	Contains
<input type="checkbox"/>	1001184	2686881	ADP	69.09 square-feet	ANCHORAGE NEW FEDERAL BLDG & JAMES M. FITZGERALD U	Floor 001
<input type="checkbox"/>	1001186	2686872	FDS	232.05 square-feet	ANCHORAGE NEW FEDERAL BLDG & JAMES M. FITZGERALD U	Floor 001
<input type="checkbox"/>	1001190	2687039	TTO	353.69 square-feet	ANCHORAGE NEW FEDERAL BLDG & JAMES M. FITZGERALD U	Floor 001
<input type="checkbox"/>	1001187	2687041	TTO	212.85 square-feet	ANCHORAGE NEW FEDERAL BLDG & JAMES M. FITZGERALD U	Floor 001
<input type="checkbox"/>	1001189	2687040	TTO	157.12 square-feet	ANCHORAGE NEW FEDERAL BLDG & JAMES M. FITZGERALD U	Floor 001
<input type="checkbox"/>	1001191	2686776	TTO	91.88 square-feet	ANCHORAGE NEW FEDERAL BLDG & JAMES M. FITZGERALD U	Floor 001

Items per page: 10 1 - 6 of 6 items 1 of 1 pages

Parking, Antennas, & Zero Sqft Items to Release Find Remove

Apply Filters Clear Filters

<input type="checkbox"/>	ID	Name	Asset Category	Spec Name	Primary Location
	Contains	Contains	Contains	Contains	Contains
<input type="checkbox"/>	EQ-1324897	4249317	01 - Assigned	Structured Parking	\\Locations\FED BLDG-USCH\ANCHORAGE NEW FEDERAL BLDG & JAMES M. FITZGERALD US CTHSE
<input type="checkbox"/>	EQ-1070139	4249318	01 - Assigned	Structured Parking	\\Locations\FED BLDG-USCH\ANCHORAGE NEW FEDERAL BLDG & JAMES M. FITZGERALD US CTHSE
<input type="checkbox"/>	EQ-1453015	4249338	01 - Assigned	Structured Parking	\\Locations\FED BLDG-USCH\ANCHORAGE NEW FEDERAL BLDG & JAMES M. FITZGERALD US CTHSE

Items per page: 10 1 - 3 of 3 items 1 of 1 pages

Figure 60. Spaces to Release – Populated

- OASIS lists your selection in the **Spaces to Release** section (see Figure 60). If you need to remove a space or zero sqft item from the release request, select the checkbox next to the item in either the **Spaces to Release** or the **Parking, Antennas, & Zero Sqft Items to Release** sections and select **Remove** in the upper right corner of the applicable section.
- Proceed with Steps 8, 9, and 10 above to describe your request, add drawings or other documentation, and submit.

General

Request ID C1000146

Service Request **Reduce Space**

Status **GSA Approved**

17

Process Status **Updates Complete**

Details

Leased
 OA Type Owned

Request is for Me
 Someone Else

Requested By

Name Logan Noll

Work Phone

Email

Update Square Footage

Existing OA

OA ID ACA00292

Primary Location \Locations\FEDERAL BUILDING - 801 I ST.

Address 333 C Street

State/Province CALIFORNIA

OA Name ACA00292

City ACTON

Region 09

Existing Documents

↻ ☆ ↓

Figure 61. Approved Release of Space Request

17. After you submit your request, it's routed to GSA for review. You can monitor the request's progress via the **In Progress Requests** link on your **Home** page. Use the filters to list all your agency's **Reduce Space** requests. You will see various statuses, depending on whether the space is cancelable and whether it's owned or leased. All requests go through a Pricing Policy review to confirm the release meets the basic policy criteria (status: GSA confirmed). Owned releases of space go through GSA's Spatial Data Management team to validate space and square footages (status: SDM verified).

When GSA approves the request, you receive a notification and its status updates to **GSA Approved**. From there, it is important to update your GSA Project Manager if there is any change in your move out date. The request does not move to a **Completed** status until move out date is confirmed.

Request Rejected
Rejection Comment Rejection details are entered here

Reason
Space is not marketable

Items per page: 10 1 - 1 of 1 items 1 of 1 pages

General
Request ID C1000220 Service Request Reduce Space Status Rejected

Details
 * OA Type Leased Owned
 * Request is for Me Someone Else

Requested By
 Name Logan Noll
 Work Phone
 Email logan.noll@gsa.gov

Existing OA
 OA ID ACA00292 OA Name ACA00292
 Primary Location \Locations\FEDERAL BUILDING - 801 I ST. City ACTON
 Address 333 C Street

Figure 62. Release of Space Request - Rejected

18. If GSA rejects the request, the request status updates to **Rejected**. The reason(s) for rejection can be found on the **Notification**. In this example, the reason for rejection is that the space is not marketable.

5: View a Space Scenario Plan

Scenario plans are provided for projects that affect owned OAs. This includes space being released or expanded, entire floor renovations, and project planning for brand new space. For each situation, GSA's Spatial Data Management team creates a scenario plan to reflect these changes, which generates an associated design option and floor plan. Many design options may exist for one OA, especially during the project planning phase. Although you can view design options in OASIS, the communication of your preferred design option selection takes place outside of OASIS, with the project team. The selected design option becomes the basis of a new or modified OA, and that is where you see and approve the space.

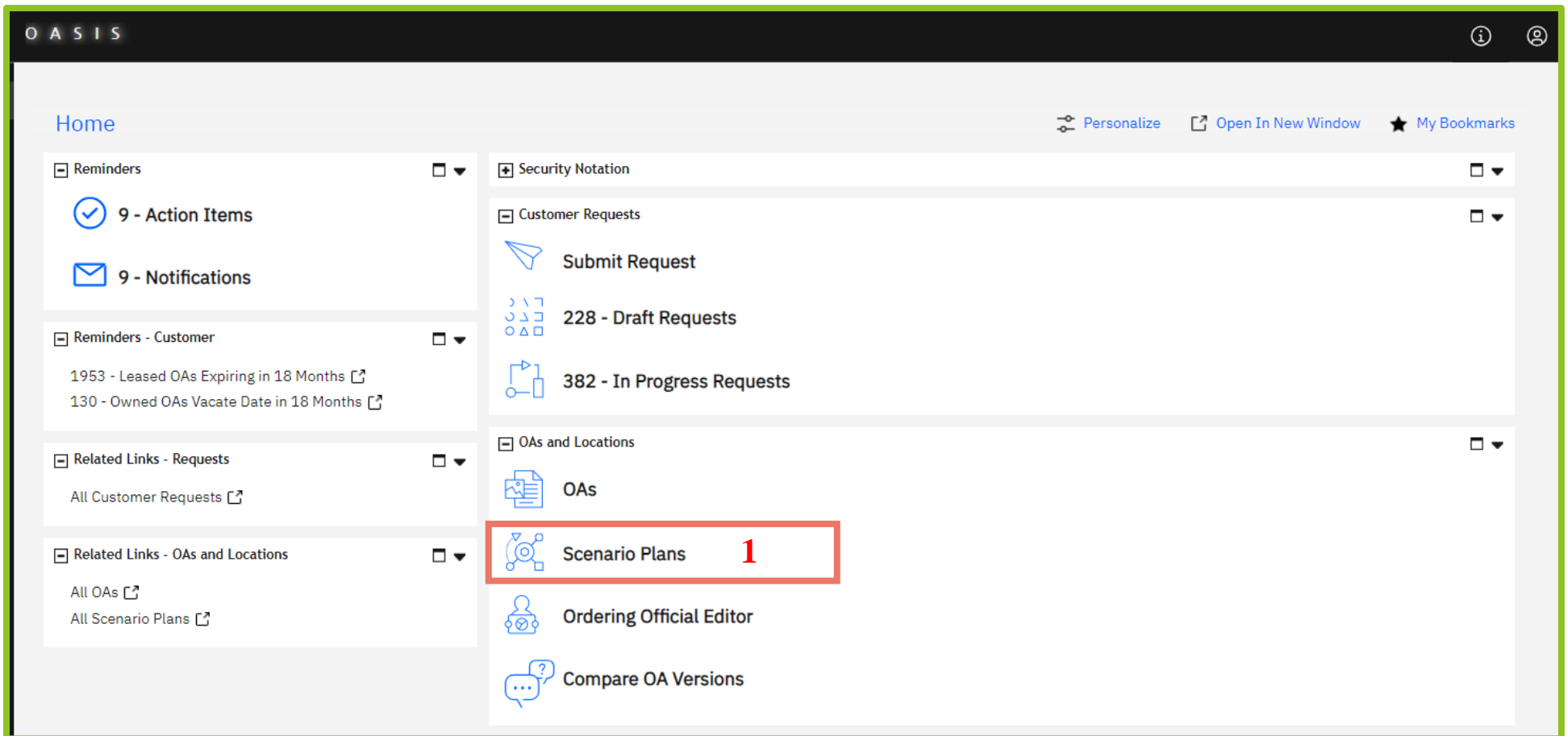


Figure 63. Home Page

1. From the **Home** page, click **Scenario Plans**. OASIS displays a list of your agency's **Active Agency Scenario Plans**.

Home / [Active Agency Scenario Plans - My Organization](#)
[Open In New Window](#) [Add to Bookmarks](#) [My Bookmarks](#)

Active Agency Scenario Plans - My Or...
[Apply Filters](#) [Clear Filters](#) [Refresh](#) [Download](#) [Settings](#)

ID	Name	Description	Status
Contains	Contains	Contains	Contains
1000000	Logan - Scenario Plan for 4...	This scenario plan in to mov...	Draft
1000002	New Space for 4766		Draft
1000001	TODD BYRON SCENARIO ...		Draft
1000003	New Space for 4766		Draft
1000007	Scenario Plan to update Sp...		Active
1000010	NY0282 - 02 - Additional Re...		Draft
1000011	Scenario Plan for 4766 at C...		Active
1000335			Draft
1000336			Draft
1000342			Draft
1000346			Draft
1000364	Take over space on 6th floor	Take over space on 6th floor	Retired
1000373	Testing Design Option upload	Testing Design Option upload	Draft
1000374	Customer Reduce Space R...	Remove 107 SF of TTO on f...	Active
1000378	Expand PBS (4766) space t...	Expand PBS (4766) space t...	Active
1000390	Parking Update	Add 1 stall	Draft

Items per page: 50 1 - 17 of 17 items 1 of 1 pages

Figure 64. Active Agency Scenario Plans List

- If needed, use the filters to find the desired scenario plan. Click anywhere on the line to open the plan.

Agency Scenario Plan: Testing Design Option upload - 1000373

☆ 🖨️ 🔄

General

ID: 1000373 Status: Draft

Name: Testing Design Option upload

Description: Testing Design Option upload

Customer Organization

Name: PUBLIC BUILDINGS SERVICE (FIELD OFFICE)

Hierarchy Path: \Organizations\General Services Administration\AB Codes\GENERAL SERVICES ADMINISTRATION\PUBLIC BUILDINGS SERVICE (FIELD OFFICE)

Existing OA

OA ID: AMI04976 OA Name: AMI04976

Primary Location: \Locations\MCNAMARA FACILITY\P V MCNAMARA F B

Address: 477 MICHIGAN AVE City: DETROIT

State/Provin...: MICHIGAN Region: 05

Design Options

Apply Filters Clear Filters 🔄 ⬇️ ⚙️

ID	Name	Description
Contains	Contains	Contains
1000432	Testing Design Option upload	Testing Design Option upload
1000433	Testing Design Option uploa...	Testing Design Option upload 2

Items per page: 10 1 - 2 of 2 items 1 of 1 pages

Figure 65. Agency Scenario Plan

- The Scenario Plan displays general information, including existing OA information if relevant. To view the individual design options, scroll to the bottom of the screen and click anywhere on the line. OASIS opens the design option.

Design Option: 1000433 - Testing Design Option upload 2

General | **Notes & Documents** 4

(Required):

General

ID: 1000433 Status: Draft

Name: * Testing Design Option upload 2

Description: Testing Design Option upload 2

Customer Organization

Name: PUBLIC BUILDINGS SERVICE (FIELD OFFICE)

Hierarchy Path: \Organizations\General Services Administration\AB Codes\GENERAL SERVICES ADMINISTRATION\PUBLIC BUILDINGS SERVICE (FIELD OFFICE)

Existing OA

OA ID	AMI04976	OA Name	AMI04976
Primary Location	\Locations\MCNAMARA FACILITY\P V MCNAMARA F B		
Address	477 MICHIGAN AVE	City	DETROIT
State/Province	MICHIGAN	Region	05

Available Floors

Planned Floors

Apply Filters Clear Filters ↻ ↓ ⚙

Name	ID	Gross Area	Rentable Area	Usable Area	Status
Floor 006-Testing Design O...	Testing Design Option uploa...	36486.67 square-feet	33963.59 square-feet	33963.59 square-feet	Draft

Items per page: 10 1 - 1 of 1 items 1 of 1 pages

Figure 66. Design Option, Upper Screen

- The design option contains similar information to the Scenario Plan, plus details about relevant floors and zero square footage items such as parking and antennas at the bottom of the screen (not shown). To view associated floorplans, click the **Notes & Documents** tab at the top.

Design Option: 1000433 - Testing Design Option upload 2

General **Notes & Documents**

(Optional): Reference related documents or review comments to the record.

Comments

Apply Filters Clear Filters

!	Comment Type	Created By	Reference Date	Comment
No data to display				

Related Documents

Apply Filters Clear Filters

!	Document Name	Document Number	Document Status	Revision	Revision Date	File Name
	20230710 CO0515 F001 D...		Work In Progress	0.0	07/13/2023 10:02:06	20230710 CO0515 F001 Design Option ...

Items per page: 20 1 - 1 of 1 items 1 of 1 pages

Figure 67. Design Option Notes & Documents Tab

- Comments from GSA appear in the top part of the screen, and any associated documents, including the floorplan, appear in the lower portion of the screen. Click anywhere on the document row to open it. OASIS opens the document in a separate window (see Figure 68). From here you can zoom in or out of the floorplan, download it, and print it. In this example, affected spaces are highlighted in a different color.

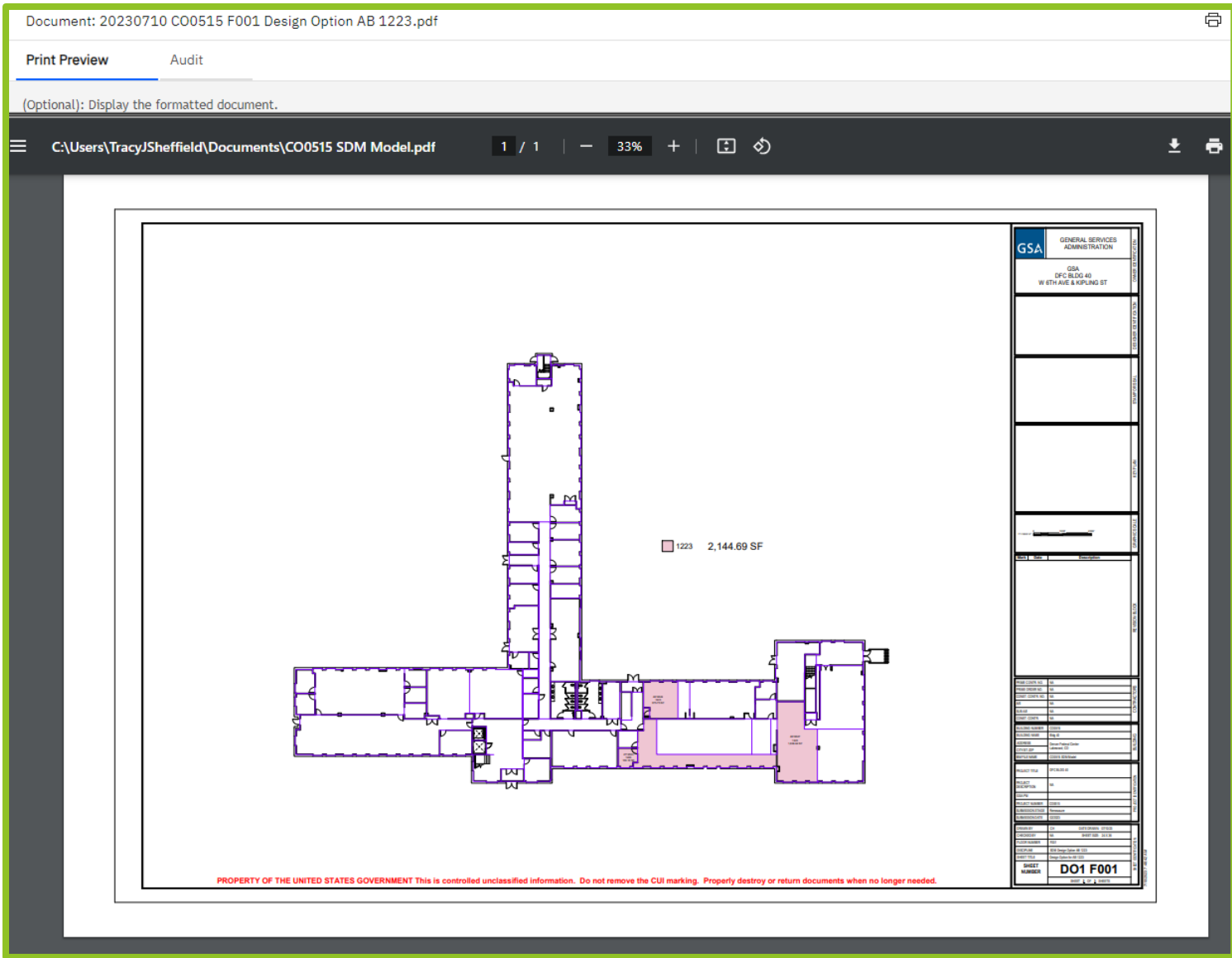


Figure 68. Design Option Floorplan Example

7: Ask a Billing Question

OASIS allows you to submit billing questions on any of your OAs, as easily as sending an email. The difference is that your questions are trackable, viewable by all of your agency's OASIS users, and GSA's responses are provided and stored right in the system.

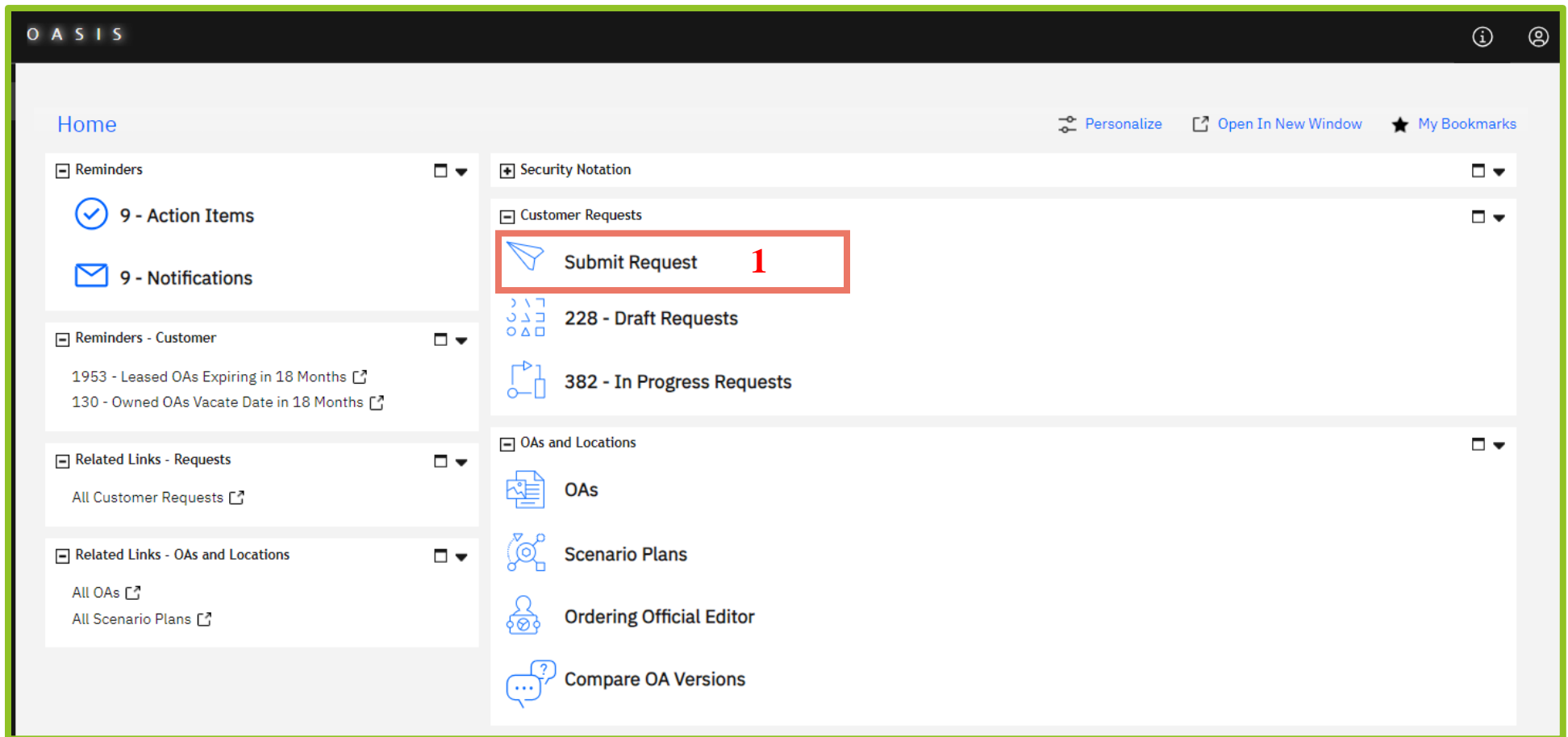


Figure 69. Home Page

1. From the **Home** page, click **Submit Request**. OASIS displays the **Submit Request** form.

Home / Submit Request

Print Open In New Window Add to Bookmarks My Bookmarks

Save Save & Close Submit Request Delete

General

Request ID C1000821 Service Request Status Draft

Details

OA Type * Leased **2** Owned

Request is * Me **3** Someone Else

Service Request

Name	Description
<input type="radio"/> Billing Question	Ask a question about my bill
<input type="radio"/> Reduce Space	Initiated by the customer to start reduction in space action

Items per page: 10 1 - 2 of 2 items 1 of 1 pages

Existing OA

Find Remove

OA ID OA Name

Primary Location

Address City

State/Province Region

Existing Documents

Figure 70. Request Form

- In the **Details** section, select whether the OA is **Leased** or **Owned**.
- Select who the request is for; the questions defaults to 'Me.' If you choose **Someone Else**, the **Requested For** section displays.

Details

OA Type Leased Owned

Request is for Me Someone Else

Requested For

Name Logan Noll

Work Phone

Email logan.noll@gsa.gov

Requested By

Name Logan Noll

Work Phone

Email logan.noll@gsa.gov

Figure 71. "Requested For" Section

Employees, Consultants and External Contacts Li...

Apply Filters Clear Filters

!	Name	First Name	Functional Role	eMail	Work Phone	Last Name	Primary Organization	Primary
<input checked="" type="radio"/>	Contains Allison Heck	Contains Allison	Contains	Contains allison.heck@gsa.gov	Contains	Contains Heck	Contains \Organizations\General Service...	Cont

OK ✓ Cancel ×

Figure 72. "Requested For" People Popup

- Use the magnifying glass on the far right of the screen (Figure 71) to see a popup of all users in your agency/bureau code (Figure 72). Select the radio button to the left of the desired name, then click **OK** ✓ near the top right to close the popup. The selected name now appears in the **Requested For** section.

Home / Submit Request

Print Open In New Window Add to Bookmarks My Bookmarks

Save Save & Close Submit Request Delete

General

Request ID C1000821 Service Request Status Draft

Details

OA Type * Leased Owned Request is for * Me Someone Else

Service Request

Name	Description
<input type="radio"/> Billing Question	Ask a question about my bill
<input type="radio"/> Reduce Space	Initiated by the customer to start reduction in space action

Items per page: 10 1 - 2 of 2 items 1 of 1 pages

Existing OA

OA ID OA Name

Primary Location

Address City

State/Province Region

Existing Documents

Find Remove

Figure 73. Request Form

5. In the **Service Request** section of the **Submit Request** form, select **Billing Question**.
6. In the **Existing OA** section, click **Find**.

Tenant OAs							7	OK ✓	Cancel ✕
ID	Name	Location ID	Address	City	StateProv	Tenant	Apply Filters	Clear Filters	Refresh
<input type="radio"/>	ADC00005	ADC00005	DC0011	2 MASSACHUSETTS AVE ...	WASHINGTON	DISTRICT OF COLUMBIA	Contains	Contains	Contains
<input type="radio"/>	AGA00403	AGA00403	GA1007	100 Alabama St SW	ATLANTA	GEORGIA	Contains	Contains	Contains
<input type="radio"/>	AGA03448	AGA03448	GA1007	100 Alabama St SW	ATLANTA	GEORGIA	Contains	Contains	Contains
<input type="radio"/>	AGA04276	AGA04276	GA2302	300 MULBERRY ST	MACON	GEORGIA	Contains	Contains	Contains
<input type="radio"/>	AGU00584	AGU00584	GU7008	W Soledad Ave 520 WEST ...	HAGATNA	GUAM	Contains	Contains	Contains
<input type="radio"/>	AIA02799	AIA02799	IA1543	800 2nd St SE City Lot 44	CEDAR RAPIDS	IOWA	Contains	Contains	Contains

Figure 74. Your Agency's OAs

- OASIS displays a list of your agency's OAs. Select the radio button to the left of the applicable OA, then click **OK ✓** near the top right to close the popup. OASIS updates the **Existing OA** and **Existing Documents** sections (Figure 75).

Home /

Name	Description
<input checked="" type="radio"/> Billing Question	Ask a question about my bill
<input type="radio"/> Reduce Space	Initiated by the customer to start reduction in space action

Items per page: 10 1 - 2 of 2 items 1 of 1 pages

Existing OA Find Remove

OA ID	ADC00005	OA Name	ADC00005
Primary Location	\Locations\POSTAL SQUARE		
Address	2 MASSACHUSETTS AVE NE	City	WASHINGTON
State/Province	DISTRICT OF COLUMBIA	Region	11

7

Existing Documents

Document Name	Document Number	Document Status	Revi...	Revision Date
Pre-Approval Snapshot - ADC00005 - 300 - 03-14-2023.pdf		Work In Progress	0.0	03/14/2023 01:22 PM

Items per page: 10 1 - 1 of 1 items 1 of 1 pages

Topic

<input type="checkbox"/> Name	
<input type="checkbox"/> I do not occupy this space	0
<input type="checkbox"/> Wrong AB code	1
<input type="checkbox"/> OA Effective Date	2
<input type="checkbox"/> OA Expiration Date	3
<input type="checkbox"/> Specific Rates	4
<input type="checkbox"/> Parking	5

8

Figure 75. Billing Question Request Form Updated with OA Information

8. In the **Topic** section, select one or more subjects of your question. Choose from: **I do not occupy this space**, **Wrong AB code**, **OA Effective date**, **OA Expiration Date**, **Specific Rates**, **Parking**, **Antennas**, or **Other**. If your question is about **Specific Rates**, go to the next step, otherwise skip to **Step 10**.

Topic

Name

- I do not occupy this space 0
- Wrong AB code 1
- OA Effective Date 2
- OA Expiration Date 3
- Specific Rates 4
- Parking 5
- Antennas 6
- Other 7

Items per page: 100 1 - 8 of 8 items 1 of 1 pages

Specific Rate Types

FIT
 Primary Rates
 Unique
 Billing Adjustments
 Reimbursable Services

* Payment Group 9

Name

- 010 Shell Rental Rate General
- 013 Shell Rental Rate GNS TFC
- 020 Tenant Improvement Used
- 030 Operating Costs

Figure 76. Billing Question Request Form - Rate Types Expanded

9. If your question is about **Specific Rates**, OASIS displays the **Specific Rate Types** section which allows you to select rates from five different categories as follows:

FIT Rates		
FFE - Furniture, Fixture and Equipment	ITC - IT - Commodities	ITW - IT - Wiring
Primary Rates		
010 Shell Rental Rate General	013 Shell Rental Rate GNS TFC	020 Tenant Improvement Used
030 Operating Costs	031 Other Contract Services	036 Operating Cost GNS TFC
040 Real Estate Taxes	101 Security Services Building Specific Amortized Capital - Lessor	120 Structure Parking
Unique		
011 Shell Rental Rate Warehouse	012 Shell Rental Rate Unique	032 Cleaning
033 Maintenance and Repair	034 Utilities	035 Operating Cost Warehouse
060 GSA Installed Building Improvements	102 Security Services Building Specific Amortized Capital - GSA	141 Boat Dock
142 Bridge	143 Land	144 Other
145 Railroad Crossing	146 Wareyard	
Billing Adjustments		
BA001 Broker Commission Credit	BA002 Rent Free Period	BA003 Agency Funded Shell
BA004 Lessor Claim	BA005 Rent Exemption	BA006 Forced Move
BA007 Total Workplace	BA008 Other	BA010 Shell Rental Rate
BA020 Tenant Improvement Used	BA030 Operating Costs	BA031 Other Contract Services
BA032 Cleaning	BA033 Maintenance and Repair	BA034 Utilities
BA060 GSA Installed Building Improvements	BA061 Unamortized GSA Installed Building Improvements	BA100 Security Services Building Specific Amortized Capital
BA120 Structured Parking	BA130 Surface Parking	BA140 Rent Charges for Other Space
BA141 Boat Dock	BA142 Bridge	BA143 Land
BA144 Other	BA145 Railroad Crossing	BA146 Wareyard
BA150 PBS Fee	BA250 Antenna Charges	BAFFE - Furniture, Fixture and Equipment
BAITC - IT – Commodities	BAITW - IT – Wiring	
Reimbursable Services		
RWA01-Enhanced Custodial Services	RWA02-Mechanical O&M HVAC	RWA03-Mechanical O&M Other
RWA04-Overtime Utilities – Gas	RWA05-Overtime Utilities - Electricity	RWA06-Overtime Utilities - Chilled Water
RWA07-Overtime Utilities – Coal	RWA08-Overtime Utilities – Oil	RWA09-Overtime Utilities – Steam
RWA10-Reimbursable RWA Fee		

The screenshot displays a web form with three main sections:

- Describe Your Request (10):** A large empty text area for entering a billing question.
- Contact Information (11):** Fields for Name (Logan Noll), Phone (123-456-7890), Email (logan.noll@gsa.gov), and GSA Contact (John Doe).
- Related Documents (12):** A table listing documents with an 'Upload' button at the top right.

Document Name	Document Number	Document Status	Revision	Revision Date	File Name
Sample Document Upload.pdf		Work In Progress	0.0	08/04/2022 16:59:37	Sample Document Upload.pdf

Figure 77. Billing Request Form - Describe Your Request and Related Documents Sections

- 10.** In the **Describe Your Request** section, enter your specific billing question for GSA to review.
- 11.** In the **Contact Information** section, enter the **Name**, **Email** address, and **Phone** number for your agency’s point of contact for the question. If your agency has been working with a specific **GSA Contact**, enter that person’s name, otherwise leave it blank.
- 12.** To add documents to your question, in the **Related Documents** section click **Upload** at the far right, then locate and upload your file(s).

The screenshot shows a web interface for submitting a request. At the top left, there is a breadcrumb 'Home /' and a title 'Submit Request'. On the top right, there are utility links: 'Print', 'Open In New Window', 'Add to Bookmarks', and 'My Bookmarks'. A red box highlights a toolbar containing four buttons: 'Save', 'Save & Close', 'Submit Request', and 'Delete'. A large red number '13' is positioned to the left of the 'Save' button. Below the toolbar, the form is divided into sections. The 'General' section shows 'Request ID' as 'C1000821', 'Service Request' as an empty field, and 'Status' as 'Draft'. The 'Details' section includes 'OA Type' with radio buttons for 'Leased' and 'Owned', and 'Request is for' with radio buttons for 'Me' (selected) and 'Someone Else'.

Figure 78. Billing Question Request Form - Action Buttons

13. Click **Submit Request** at the top of the screen to send the question to GSA. To cancel the question, click **Delete** (note: a question cannot be canceled after it has been submitted). To save the question and continue working or to save it to complete later, click **Save** or **Save & Close**. You receive a notification when GSA has responded to your question.

8: Manage Your Agency's Ordering Officials

The Ordering Official role allows your agency's users to approve OAs. The OASIS **Ordering Official Editor** allows you to view your agency's Ordering Officials, add the Ordering Official role to one of your agency's OASIS users, or remove the Ordering Official role from someone who already has it.

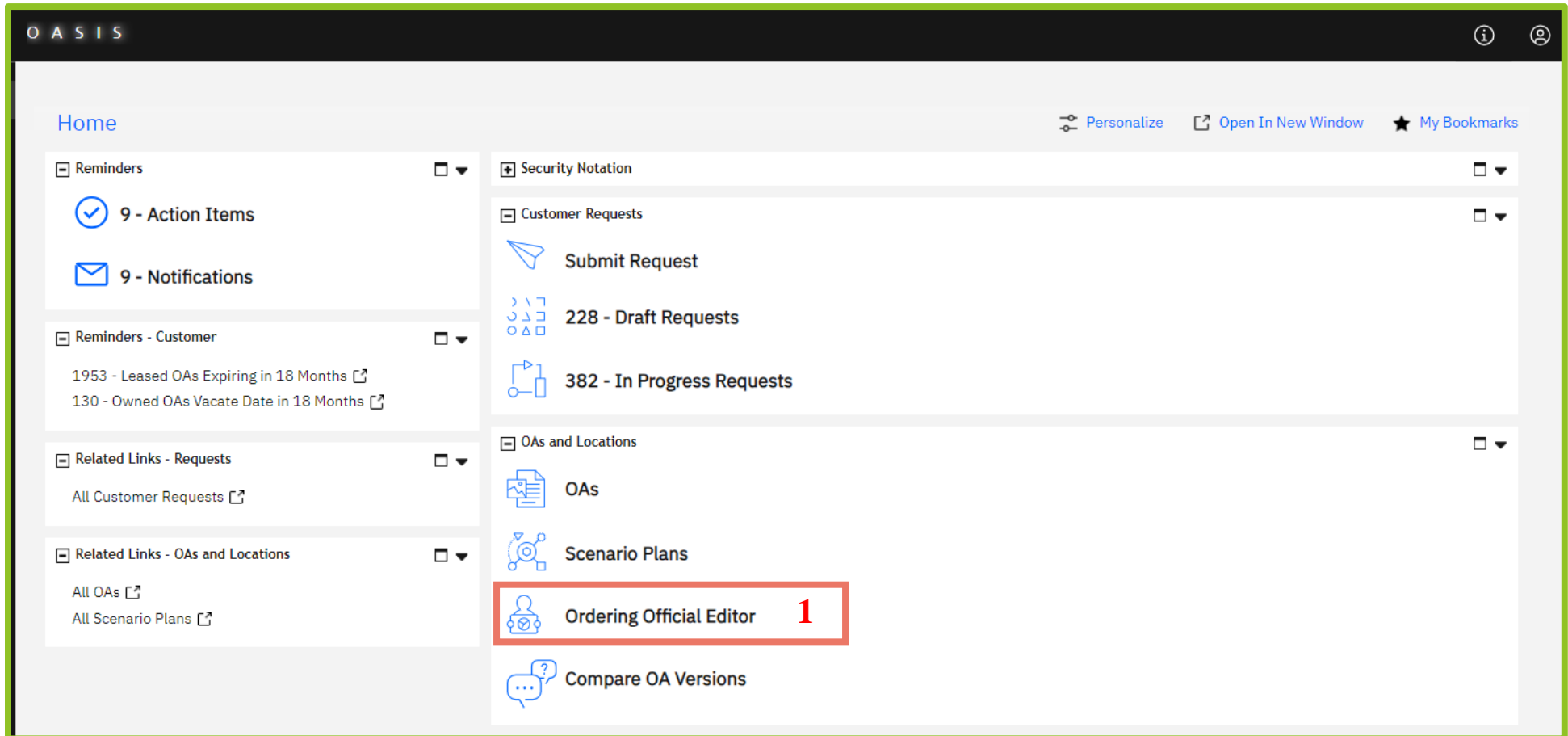


Figure 79. Home Page

1. From the **Home** page, click **Ordering Official Editor**. OASIS displays the **Ordering Official Editor** form.

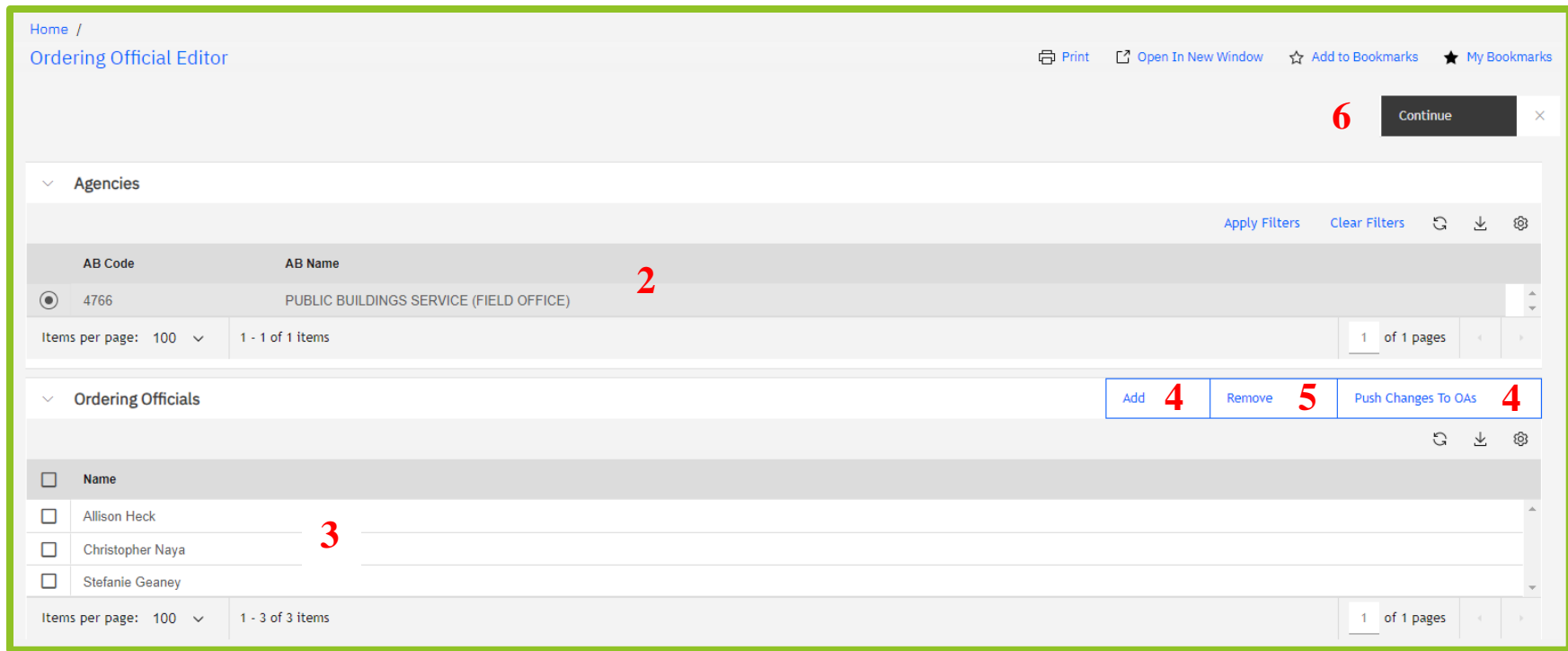


Figure 80. Ordering Official Editor

2. In the **Agencies** section, select the Ordering Official's Agency. (If there is only one agency, you must still make the selection.)
3. OASIS presents a list of existing Ordering Officials for that agency at the bottom of the screen.
4. To add a new Ordering Official, click **Add** at the top right of the Ordering Official section. OASIS displays a popup with available users. Select the users you wish to add as Ordering Officials by clicking on the checkbox next to their name and clicking **OK** ✓. OASIS adds the selected users as Ordering Officials for all future OAs. To add the user as an Ordering Official on existing OAs, click **Push Changes to OAs**. The Ordering Official can now process any existing active OA. *Note: if the OA has been Accepted and is Pending Approval, however, the Ordering Official can't process that OA unless it is Reassigned to them. Pending approval action items remain with the prior list of Ordering Officials to complete.*
5. To remove an existing Ordering Official, click the checkbox next to their name and click **Remove** at the top right of the section. OASIS refreshes the form and shows the updated list of Ordering Officials for the selected agency. The change in Ordering Official is effective immediately. The person selected will be part of the queue for future OA approvals. If you want to give the Ordering Official rights to an OA you have already received, click **Push Changes to OAs**.
6. When all changes have been made, click the **Continue** button at the top to return to the **Home** page.