

## Process Overtime Utility RWAs during a Continuing Resolution

In this Quick Reference Guide we will preview how to process overtime utility (OU) RWAs during a Continuing Resolution (CR) and after a full budget has passed. This guide is designed for both internal GSA (RETA) users and external customer (eRETA) users.

### **Background**

When operating under a Continuing Resolution (CR), customer agencies may not be able to fund Overtime Utility (OU) RWAs for the normal 12 month period. This user guide will provide instructions and screenshots to show GSA internal (RETA) users and customer agency (eRETA) users how to process OU RWAs and amendments while operating under a CR, as well as how to process OU RWAs and amendments after a full budget has passed. External customers can access additional information at [www.gsa.gov/ereta](http://www.gsa.gov/ereta), and continue to email questions to [eRETA@gsa.gov](mailto:eRETA@gsa.gov). Internal GSA employees should continue to access RETA information via the PBS Portal and email issues to [RETAAdmin@gsa.gov](mailto:RETAAdmin@gsa.gov).

### **This Quick Reference Guide (QRG) contains the following topics:**

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### **Need Access to RETA/eRETA?**

GSA employees can visit the [PBS Portal page](#) and launch UIMS to apply for access. Please consult with your regional RWA Manager regarding access roles.

Customer Agency employees can visit our website at [www.gsa.gov/ereta](http://www.gsa.gov/ereta) and follow the simple application process. You can apply for data entry access or read only access in eRETA. If you have access, you can launch eRETA in the [PBS external portal](#).

- **Read only access** allows you to view Work Request (WR) and RWA information.
- **Data entry access** allows you to view WR and RWA information, PLUS the ability to enter and send WR and RWA data to GSA. You will need data entry access in order to follow the steps outlined on this user guide.

## Process Overtime Utility RWAs during a Continuing Resolution

### 1) Process Overtime Utility RWAs and Amendments while operating under a CR

If you have an existing RWA, follow steps 1A-1B. If you do not have an existing RWA, follow steps 1C-1D.

#### 1A: Determine Amount to be funded under CR and amend RWA in eRETA (Customer Action):

If you have an existing RWA, first determine what percentage of the RWA can be funded under the CR. Then submit an RWA Amendment\* to adjust the amount to match what will be funded under the CR. Search for your RWA, click the Edit (pencil) icon at the top right of the RWA Summary screen and process an X-input code.\*\* Edit the *Agency Certified Amount* field on the Billing Information tab, as well as the *Authorized Line Amount* on the Accounting Details tab to the new (lower) amount being funded under the CR. Save and proceed to the Customer Approval tab to enter your signatory information, then save and proceed to the Amendment Summary tab, enter a comment outlining the details behind your amendment due to the CR, and send to GSA for acceptance.

RETA & TRACKING APPLICATION SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES GSA

WR/RWA Number: N1911664 Status: Mod-Initiated Input Code: X Read-Only View

**BILLING INFORMATION**

Agency Bureau Code: 02804 Agency Certified Amount: \$20,000.00  
 Agency Name: SOCIAL SECURITY ADMINISTRATION Funding Authority: Non-Economy Act

\* Billing Type: O: IPAC Agency Billing Contact: nashawn.price@ssa.gov  
 \* Billing Term: M: Monthly Billing Contact Name: Price, Nashawn  
 \* ALC: 28040001 Billing Contact Phone: (312) 575 - 4746 Ext:   
 \* Account Code/BOAC: 283001 Funding Agency Code (FPDS):   
 Funding Office Code (FPDS):   
 Hold Billings: No Customer Order Number: W1911664 FMT-20-16

Billing Office Name: SOCIAL SECURITY ADMINISTRATION  
 Agency Finance Billing Address: DIVISION OF FINANCE  
 Street Address: P.O. BOX 47  
 City: BALTIMORE  
 State: Maryland  
 Zip Code: 21235 -

Fiscal Station Number:   
 Requisition ID:   
 Agency/Customer BPN/DUNS:

Save Save & Proceed >>> Reset Form

Tab Instructions

RWA History Financial Review Documentation Comments ETN QUIN0280419276036

Process an X-input code and adjust the Agency Certified Amount on the Billing Information tab.

## Process Overtime Utility RWAs during a Continuing Resolution

### 1A: Determine Amount to be funded under CR and amend RWA in eRETA (Customer Action) (cont.):

Agency Accounting Details

WR/RWA Number: N1911664 Status: Mod-Initiated Input Code: X Read-Only View

Required Fields

**Edit Agency Accounting Detail Line**

Agency Certified Amt \$20,000.00  
 Agency Fund Year 2020  
 Fund Type A: Annual  
 Expiration Date of Obligational Authority 09/30/2020  
 Authorized Line Amt \$ 20,000.00  
 Treasury Symbol 028202020 8704000  
 Agency Accounting Data 28208704 4007705 2337  
 (Limited to 255 Characters)

Update Cancel Reset

Multiple Accounting Lines Help

Line to Bill	Created Date	Modified Date	Treasury Symbol	Fund Year	Fund Type	Exp Date of Oblig Auth	Authorized Line Amt	Agency Accounting Data	Modify	Delete
1	10/02/2019	01/17/2020	02820202 020 8704000	2020	Annual	09/30/2020	\$20,000.00	28208704 4007705 2337		

Agency Cert Amt: \$20,000.00 Authorized Line Amt: \$20,000.00 1 Records found. Displaying page 1 of 1

Save Save & Proceed >>> Reset

RWA History Financial Review Documentation Comments ETN.OUIN0280419276036

Adjust the Authorized Line Amount on the Accounting Details tab before moving on to the following tabs and sending to GSA for acceptance.

Customer Approval

WR/RWA Number: N1911664 Status: Mod-Initiated Input Code: X Read-Only View

Please complete this screen if entering a new RWA or processing an amendment that requires a new signature.

Required Fields

Click here for signature option instructions

Electronic Signature Request

Signature of Fund Certifying Official Not Yet Signed

Fund Certifying Official larry.g.smith@ssa.gov Print Form 2957

Name of Signer SMITH,LARRY G

Certifying Official's Phone (312) 575 - 4146 Ext

Date

I certify that the RWA has been signed by a Fund Certifying Official and either delivered to PBS or uploaded here on this page.

Upload New

Document Type	Document Name	Upload Date	Delete
No records found			

Save Save & Proceed >>> Reset Form

RWA History Financial Review Documentation Comments ETN.OUIN0280419276036

Enter your signatory information on the Customer Approval tab and Save and Proceed to the Amendment Summary tab.

## Process Overtime Utility RWAs during a Continuing Resolution

### 1A: Determine Amount to be funded under CR and amend RWA in eRETA (Customer Action) (cont.):

3 - Accounting Lines - Before							
Line No.	Line to Bill	Treasury Symbol	Fund Year *	Fund Type *	Exp Date of Oblig Auth *	Authorized Line Amt	Agency Accounting Data
1	Yes	02820202020 8704000	2020	Annual	09/30/2020	\$28,036.11	28208704 4007705 2337

  

3 - Accounting Lines - After							
Line No.	Line to Bill	Treasury Symbol	Fund Year *	Fund Type *	Exp Date of Oblig Auth *	Authorized Line Amt	Agency Accounting Data
◆ 1	Yes	02820202020 8704000	2020	Annual	09/30/2020	\$20,000.00	28208704 4007705 2337

\* Indicates the field will automatically require new signatures if changed on this amendment  
 ◆ Indicates the field was changed and/or accounting line was changed  
 ◆ Indicates a new accounting line was added  
 ☒ Indicates accounting line was deleted

Enter comments to provide additional information to GSA:

This overtime utility RWA's period of performance is 10/01/2019-09/30/2020 so this amendment will decrease the amount to fund only through CR period (10/01/2019-12/15/2019). We will amend to increase funds back to original RWA amount once full budget is passed.

Enter comment outlining details behind amendment due to CR on the Amendment Summary tab, and Send to GSA for acceptance.

**1B: Adjust Estimate Amount in RETA (GSA Action):** Confirm with the customer how much of their RWA they can fund under the CR. Adjust the estimate amount by navigating to the Estimates Search screen and searching for the OUE. Click on the "Miscellaneous Factors" tab and enter the amount the customer *cannot* fund in the *Continuing Resolution* field. Make sure to add a negative "-" symbol before entering the amount. This will reduce the net total of the estimate to the amount that the customer can fund under the CR. Save and proceed to the Submit and Approval tab and submit for approval. Once approved, confirm with the customer that the change to the estimate has been made.

Basic Information	
*Total Bldg. Rentable Sq Ft.	294843
Hr. Rate for Mechanics	\$34.91
*KWH Usage Rate (EUAS)	\$0.0883
*Overtime Sq Ft.	2543
Number of Agencies	1
KWH Demand Rate	\$0.00

  

Miscellaneous Factors	
Miscellaneous Cost	\$0.00
Misc. Cost Description	
Overhead Fee	Recurring RWA - Flat Fee \$100.00
Continuing Resolution	-\$1,994.68
Services Provided	(Limited to 1000 characters) USDC, Judge Sannes, additional hours
Special Notes	( Limited to 1000 characters) Located on the 11th floor, South Tower

  

Stand-Alone Estimate	
FUNCTION CODE COST BREAKDOWN	
Continuing Resolution	(\$1,994.68)
Miscellaneous	\$0.00
POA11 Janitorial	\$0.00
POA31 Gas	\$0.00
POA32 Water	\$0.00
POA33 Electric	\$2,537.20
POA34 Steam	\$0.00
POA36 Oil	\$0.00
POA37 Chilled Water	\$0.00
POA42 Mechanical	\$22.37
PO981 Overhead (recurring)	\$100.00
PO982 Overhead (non-recurring)	\$0.00
<b>TOTAL</b>	<b>\$664.89</b>

Enter the amount the customer cannot fund in the Continuing Resolution field. Make sure the amount is led by a negative "-" sign.

## Process Overtime Utility RWAs during a Continuing Resolution

### 1C: Determine Amount to be funded under CR and create Work Request in eRETA (Customer Action):

If you do not have an existing RWA, first determine what percentage of the RWA to be accepted will be funded under the CR. Then create a Work Request (WR)\* by navigating to the Data Entry dropdown and clicking "Create Work Request"\*\*. If you know the OUE number, enter it in the top right. If you need to search for your OUE, use the magnifying glass to the right of the field. After entering the OUE number, eRETA will auto-populate some of the OUE information onto the WR and you will have to enter any other required data on the Customer Information tab before moving on to the Billing Information tab. After navigating to the Billing Information tab you'll enter the amount to be funded under the CR in the *Agency Certified Amount* field. Save and proceed to the "Accounting Details" tab, enter the amount to be funded under the CR in the *Authorized Line Amount* field, and click "Save and Proceed". Before entering signatory information on the Customer Approval tab, click the "Comments" yellow hyperlink at the bottom left of the screen, enter a comment outlining the details behind your amendment due to the CR, and click "Save". To navigate back to the WR/RWA click on the WR/RWA yellow hyperlink in the lower left corner (it will look something like "WR: 1234567"). Go back into Edit mode, navigate to the "Customer Approval" tab, enter your signatory information, and Send to GSA for potential acceptance.

The screenshot shows the RETA system interface with the following details:

- Navigation:** SEARCH, DATA ENTRY, FINANCIAL REVIEW, DOCUMENTATION, ESTIMATES. A dropdown menu is open with options: - Create Work Request (highlighted), - Modify Work Request/RWA.
- Customer Information:**
  - WR/RWA Number: W1896433
  - Status: Pre-planning
  - Customer Request Date: [blank]
  - Customer Signature: [blank]
  - Requested By: GSA Data Entry
  - Estimate Tracking No: OUCA0100518072001 (highlighted)
  - GSA Region: 09
- Agency Information:**
  - Agency Bureau: 01005-Judiciary-District Courts Of The United States
  - Primary Building State: California
  - City: San Francisco
  - Building: CA0154ZZ
  - Address: 450 GOLDEN GATE AVE
  - Building Name: PHILLIP BURTON,FB CT
  - Zip Code: 94102
- Financials:**
  - Estimated FY Needed: 2020
  - Estimated Amount: \$2,500-\$150,000
- Personnel:**
  - Agency POC: [blank]@cand.uscourts.gov
  - GSA PM/POC: [blank]@gsa.gov
- Requirements:**
  - Description of Requirements: Overtime Utilities FY20 Phillip Burton Federal Building, San Francisco, CA 94102.
- Buttons:** Delete, Save, Submit Request (highlighted), Reset Form.

Create a Work Request, link the estimate number, and send to GSA.

### Process Overtime Utility RWAs during a Continuing Resolution

1C: Determine Amount to be funded under CR and create Work Request in eRETA (Customer Action) (cont.):

RETA RWA ENTRY & TRACKING APPLICATION SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES GSA

Billing Information  
 WR/RWA Number: W1896433 Status: Unassigned Input Code: A Read-Only View  
 \* Required Fields

Agency Bureau Code: 01005 Agency Certified Amount: \$12,500.00  
 Agency Name: JUDICIARY, DISTRICT COURTS OF THE UNITED STATES  
 \* Billing Type: N: Non-IPAC \* Billing Term: M: Monthly  
 ALC: Funding Authority: Non-Economy Act  
 \* Account Code/BOAC: 010009 Agency Billing Contact: Add new...  
 Billing Office Name: US DISTRICT COURT Billing Contact Name:  
 Agency Finance Billing Address: 351 SOUTH WEST TEMPLE #1,100 Billing Contact Phone: ( ) - Ext:  
 Street Address: Funding Agency Code (FPDS):  
 City: SALT LAKE CITY Funding Office Code (FPDS):  
 State: Utah Hold Billings: No  
 Zip Code: 84101 - Customer Order Number: W1896433  
 Fiscal Station Number:  
 Requisition ID:  
 Agency/Customer BPN/DUNS:

Save Save & Proceed >>> Reset Form

Documentation Comments ETN:OUCA0100518072001

Enter the amount to be funded during the CR in the Agency Certified Amount field.

RETA RWA ENTRY & TRACKING APPLICATION SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES GSA

Agency Accounting Details  
 WR/RWA Number: W1896433 Status: Unassigned Input Code: A Read-Only View  
 \* Required Fields

Agency Accounting Detail Lines Help Agency Accounting Detail Line has been added successfully.

Line to Bill	Created Date	Modified Date	Treasury Symbol	Fund Year	Fund Type	Exp Date of Oblig Auth	Authorized Line Amt	Agency Accounting Data	Modify/Delete
1	04/15/2019	04/15/2019	01020192 019 0930000	2019	Annual	09/30/2019	\$12,500.00	1234-TESTOUWRDURINGCR-5678	Modify Delete

Agency Cert Amt: \$12,500.00 Authorized Line Amt: \$12,500.00

1 Records found. Displaying page 1 of 1

Save Save & Proceed >>> Reset

Documentation Comments ETN:OUCA0100518072001

Enter the amount to be funded during the CR in the Authorized Line Amount field before sending to GSA for acceptance via the Customer Approval tab.

## Process Overtime Utility RWAs during a Continuing Resolution

### 1C: Determine Amount to be funded under CR and create Work Request in eRETA (Customer Action) (cont.):

**RETA** RWA ENTRY & TRACKING APPLICATION

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

**DOCUMENTS** **Comments**

**RWA Comments**

\* Comment Type: Customer Entered

\* Comment: Full overtime utility RWA period of performance is 10/01/2019-09/30/2019. Due to the CR we are funding only through CR period (10/01/2019-12/15/2019). We will amend the RWA to increase funds to full amount once a full budget is passed|

Share with eRETA

**Save** **Reset**

WR: 1891483 ETN:SCNM0705519263005

**Comments Log**

Enter comment outlining details behind amendment due to CR on the Amendment Summary tab, and Send to GSA for acceptance.

**RETA** RWA ENTRY & TRACKING APPLICATION

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

**CUSTOMER APPROVAL**

WR/RWA Number: W1891483 Status: Planning/Estimate Input Code: A Read-Only View

Please complete this screen if entering a new RWA or processing an amendment that requires a new signature. **Required Fields**

[Click here for signature option instructions](#)

Electronic Signature Request

Signature of Fund Certifying Official: Not Yet Signed

\* Fund Certifying Official: john.doe@dhs.gov

Name of Signer: Doe, John

Certifying Official's Phone: (817) 555-1234 Ext:

Date:

I certify that the RWA has been signed by a Fund Certifying Official and either delivered to PBS or uploaded here on this page.

**Upload New**

Document Type	Document Name	Upload Date	Delete
No records found			

**Save** **Send to GSA** **Reset Form**

Documentation **Comments** ETN:SCNM0705519263005

Enter your signatory information and Send to GSA for potential acceptance.

\*More information and training on creating and sending Work Requests to GSA can be found at [www.gsa.gov/ereta](http://www.gsa.gov/ereta).

\*\* If you do not see the Data Entry dropdown and you need the ability to enter RWA data in eRETA, contact [ereta@gsa.gov](mailto:ereta@gsa.gov) with a request for data entry access.

## Process Overtime Utility RWAs during a Continuing Resolution

**1D: Adjust Estimate Amount in RETA (GSA Action):** Confirm with the customer how much of their RWA they can fund under the CR. Adjust the estimate amount by navigating to the Estimates Search screen and searching for the OUE. Click on the “Miscellaneous Factors” tab and enter the amount the customer *cannot* fund in the *Continuing Resolution* field. Make sure to add a negative “-” symbol before entering the amount. This will reduce the net total of the estimate to the amount that the customer can fund under the CR. Save and proceed to the Submit and Approval tab and submit for approval. Once approved, confirm with the customer that the change to the estimate has been made.

**OVERTIME UTILITY ESTIMATE**

**Miscellaneous Factors**

*Total Bldg. Rentable Sq Ft:	294843	*Overtime Sq Ft:	2543
Hr. Rate for Mechanics:	\$34.91	Number of Agencies:	1
*KWH Usage Rate (EUAS):	\$0.0883	KWH Demand Rate:	\$0.00

Miscellaneous Cost: \$0.00  
Misc. Cost Description:

Overhead Fee: Recurring RWA - Flat Fee \$100.00

**Continuing Resolution: -\$1,994.68**

Services Provided: (limited to 1000 characters)  
USDC, Judge Sannes, additional hours

Special Notes: (Limited to 1000 characters)  
Located on the 11th floor, South Tower

**Stand-Alone Estimate**

FUNCTION CODE COST BREAKDOWN	
Continuing Resolution	(\$1,994.68)
Miscellaneous	\$0.00
PGA11 Janitorial	\$0.00
PGA31 Gas	\$0.00
PGA32 Water	\$0.00
PGA33 Electric	\$2,537.20
PGA34 Steam	\$0.00
PGA36 Oil	\$0.00
PGA37 Chilled Water	\$0.00
PGA42/PGA47 Mechanical	\$22.37
PG981 Overhead (recurring)	\$100.00
PG982 Overhead (non-recurring)	\$0.00
<b>TOTAL</b>	<b>\$664.89</b>

Buttons: Save & Proceed >>> Reset Form

Navigation: RWA: 1605129 | RWA History | Financial Review | Documentation/Audit | Comments

Enter the amount the customer cannot fund in the Continuing Resolution field. Make sure the amount is led by a negative “-” sign.



## Process Overtime Utility RWAs during a Continuing Resolution

### 2) Adjust Overtime Utility RWAs to full amount once a full budget is passed

**2A: Amend RWA in eRETA to full amount (Customer Action):** Log in to eRETA and search for the associated RWA to initiate an amendment.\* Click the Edit (pencil) icon and initiate an X-input code.\*\* On the Billing Information tab, adjust the *Agency Certified Amount* to the full amount. Save and proceed to the Accounting Details tab and adjust the *Authorized Line Amount* to the full amount. Save and proceed to the Customer Approval tab, enter your signatory information, then save and proceed to the Amendment Summary tab and send to GSA for potential acceptance.

**Billing Information**

WR/RWA Number: R1842319 Status: Mod-Initiated Input Code: X Read-Only View

Agency Bureau Code: 01005 Agency Name: JUDICIARY, DISTRICT COURTS OF THE UNITED STATES

Agency Certified Amount: \$2,685.07 Funding Authority: Non-Economy Act

Billing Type: N: Non-IPAC Billing Term: M: Monthly

Account Code/BOAC: 102004

Billing Office Name: U.S. DISTRICT COURT FOR PUERTO RICO

Agency Finance Billing Address: FEDERAL BUILDING ROOM 150

Street Address: 150 CARLOS CHARDON AVE City: HATO REY State: Puerto Rico Zip Code: 00918

Agency Billing Contact: lizette\_marquez@prd.usdoj.gov Billing Contact Name: Marquez, Lizette Billing Contact Phone: (787) 772-3109 Ext: Agency Billing Contact Email: lizette\_marquez@prd.usdoj.gov

Funding Agency Code (FPDS): 1027 Funding Office Code (FPDS): 101374 Hold Billings: No Customer Order Number: RWAPRXDCLERK19-0002

Fiscal Station Number: Requisition ID: Agency/Customer BPN/DUNS:

Buttons: Save, **Save & Proceed >>>**, Reset Form

Adjust the Agency Certified Amount back to the full amount now that a budget has been passed.

**Agency Accounting Details**

WR/RWA Number: R1842319 Status: Mod-Initiated Input Code: X Read-Only View

Agency Accounting Detail Lines Help

Agency Accounting Detail Line has been modified successfully.

Line to Bill	Created Date	Modified Date	Treasury Symbol	Fund Year	Fund Type	Exp Date of Oblig Auth	Authorized Line Amt	Agency Accounting Data	Modify Delete
1	10/10/2018	04/15/2019	01020192 019 0920000	2019	Annual	09/30/2019	\$2,685.07	017-092(000.2341 - DO 1 PRXC	Modify Delete

Agency Cert Amt: \$2,685.07 Authorized Line Amt: \$2,685.07

1 Records found. Displaying page 1 of 1

Buttons: Save, **Save & Proceed >>>**, Reset

Adjust the Authorized Line Amount back on the Accounting Details tab before sending to GSA for acceptance via the Amendment Summary tab.

## Process Overtime Utility RWAs during a Continuing Resolution

**2B: Adjust estimate in RETA (GSA Action):** Adjust the estimate amount by navigating to the Estimates Search screen and searching for the OUE. Click on the Miscellaneous Factors tab and change the amount in the *Continuing Resolution* field back to \$0. This will bring the net amount of the estimate back to 100%. Save and proceed to the Submit and Approval tab and submit for approval. Once approved, notify the customer that the change to the estimate has been made.

Stand-Alone Estimate	
FUNCTION CODE	COST BREAKDOWN
	Continuing Resolution \$0.00
	Miscellaneous \$0.00
PGA11	Janitorial \$0.00
PGA31	Gas \$0.00
PGA32	Water \$0.00
PGA33	Electric \$2,585.07
PGA34	Steam \$0.00
PGA35	Oil \$0.00
PGA37	Chilled Water \$0.00
PGA42/PGA47	Mechanical \$0.00
PG981	Overhead (recurring) \$100.00
PG982	Overhead (non-recurring) \$0.00
<b>TOTAL</b>	<b>\$2,685.07</b>

Adjust CR amount on estimate to \$0 after a budget is passed and submit for approval.

\*More information and training on submitting RWA Amendments to GSA can be found at [www.gsa.gov/ereta](http://www.gsa.gov/ereta).

\*\* If you do not see the Edit (pencil) icon and you need the ability to enter RWA data in eRETA, contact [ereta@gsa.gov](mailto:ereta@gsa.gov) with a request for data entry access.

For Additional Questions the following resources are available:

- For external customers (eRETA users):
  - Navigate to [www.gsa.gov/ereta](http://www.gsa.gov/ereta) for eRETA user guides (including this one) and FAQs
  - Email the [pbsnationalhelpdesk@gsa.gov](mailto:pbsnationalhelpdesk@gsa.gov) with questions or issues about logging into the external Portal (effectively any part of the log-in process before getting into eRETA itself)
  - Email us at [ereta@gsa.gov](mailto:ereta@gsa.gov) with questions about using or navigating eRETA (once inside the application itself)
- For internal GSA employees (RETA users):
  - Email us at [RETAAdmin@gsa.gov](mailto:RETAAdmin@gsa.gov) with questions about using or navigating RETA (once inside the application itself)