



Dear Client Agency,

We are sure you recognize that we are all exceptionally constrained under the FY 11 Continuing Resolution (CR). We are going to continue to provide you the services you expect for the rent you pay us. At the same time, we want to make sure that the additional services we provide you under Reimbursable Work Authorizations (RWA) continue nonetheless without interruption to support your mission. We recognize that emergencies may arise and we will continue to work with you to make sure you have the necessary services to deliver your mission.

GSA does not have the funding flexibility or authority to provide unfunded additional services. Our experience tells us that when agencies are under a CR, they sometimes have difficulty paying for above-standard services in a timely fashion, especially overtime utilities, which are requested and paid via the RWA.

While we are funded under the current CR and so that you do not experience a disruption of services, we ask that you validate your requirements for overtime utilities, and submit your funding for those services in full by February 15, since GSA cannot provide services in advance until such funding is provided. If your agency is unable to reimburse GSA the full amount during this time, please contact your PBS National Account Manager immediately. We will work with you to adjust services to a level that matches your funding authority. A list of PBS's National Account Managers is enclosed.

For above-standard services required beyond the expiration date of the current CR (March 4, 2011), please plan in advance and work with your GSA representative to make sure RWAs are in place before those services are needed.

Should you have any further questions, please feel free to contact your PBS National Account Manager. I thank you for your cooperation during this time of budget constraints.

Sincerely,

A handwritten signature in black ink that reads "Robert A. Peck". The signature is fluid and cursive.

Robert A. Peck
Commissioner

Enclosure