

National Archives and Records Administration

Supplement to NARA 405
March 1, 2016

Administrative Procedures Related to Reimbursable Work Authorizations and Security Work Authorizations

1. Introduction

Reimbursable Work Authorizations (RWA) and Security Work Authorizations (SWA) are reimbursement agreements made between NARA and GSA or DHS, respectively. This supplement serves as a guide when filling out RWA or SWA agreement forms.

2. Filling out an RWA form

When requesting services from the General Services Administration (GSA), an RWA form (GSA Form 2957) must be completed. This is a guide to help in filling out the form.

a. Complete the following blocks:

- (1) Date of Request;
- (2) RWA Number - *GSA use only* – do not complete;
- (3) Type of Requirements – *GSA use only* – do not complete;
- (4) Agency and Bureau Name – National Archives and Records Administration;
- (5) Work Location – where the work is being performed;
- (6) Agency Contact Information:
 - (a) Name
 - (b) Telephone Number
 - (c) E-mail
 - (d) Fax Number
 - (e) Address
- (7) Description of Requirements – provide detailed information of the work being requested. Include NARA’s Business Event Type Code (BETC) in this section (BETC – DISB).
- (8) Amendment (*if applicable*) – fill out the amount the RWA will increase or decrease, the original certified amount, and the new certified amount;

- (9) Billing Information:
 - (a) Type – O (IPAC) – NARA requests that GSA bill via Intra-governmental Payment and Collection
 - (b) Terms – M (Monthly) – NARA requests that GSA bill monthly
- (10) Agency Location Code (ALC) – 88000001 (leave b and c blank);
- (11) Requested work dates – provide the dates the work will be performed;
- (12) Agency Certified Amount – provide the total estimated cost of the requested project;
- (13) Agency Accounting Information
 - (a) Accounting Data – provide the full accounting string (fund, USSGL, BFY, BOC, internal org, CAM1, CAM2)
 - (i.) If the accounting is split-funded, make a note of it on the e-mail when requesting signature or obligation and provide percentages.
 - (b) Agency Fund Year
 - (c) Fund Type – select either annual appropriation (e.g. NAR0300DA1616XX) or no-year appropriation (e.g. NAR4578RBXXXXXX)
 - (d) Expiration Date of Obligational Authority – only fill in if annual appropriation is used. Annual appropriations expire on 9/30 of every fiscal year.
 - (e) Agency/Customer Business Partner Network/Data Universal Numbering System Number (BPN/DUNS):
 - (i.) Operating Funds (Annual Appropriations) – 104671235
 - (ii.) Revolving Funds (No-year Appropriations) – 139433390
 - (iii.) Trust Funds (No-year Appropriations) – 146628057
 - (f) Agency/Customer Order Number – this is the obligation/document number; assign a number only when your office is submitting it directly to GSA; otherwise, Accounting (BCA) will assign the number. Use assigned document number NARXXRWA-office symbol and number (e.g. NAR16RWA-BCB001).
 - (g) Treasury Account Symbol (TAS):

- (i.) Operating Funds (Annual Appropriations) –
08820XX20XX0300000 (X – fill in the corresponding fiscal
year (e.g. 20XX – FY 2016 = 20162016))
 - (ii.) Revolving Funds (No-year Appropriations) – 088 X4578000
 - (iii.) Trust Funds (No-year Appropriations) – 088 X8436000
- (14) Agency Billing Information
- (a) Agency Billing Contact E-mail Address –
Intragov@fiscal.treasury.gov;
 - (b) Agency Finance Billing Office – Bureau of the Fiscal Service (BFS);
 - (c) Street Address – P.O. Box 1328, Avery Street 3-F;
 - (d) City – Parkersburg;
 - (e) State – WV;
 - (f) Zip Code – 26106-1328;
- (15) Funding Codes
- (a) Funding Agency Code (FPDS) – 8800 (NARA)
 - (b) Funding Office Code (FPDS)
 - (i.) Agency Services – AS (NAR65)
 - (ii.) Business Support – BS (NAR95 or NAR0509)
 - (iii.) Information Services – IS (NAR85)
 - (iv.) Presidential Libraries – LP (NAR35)
 - (v.) Research Services – RS (NAR75)
- (16) GSA Internal Customer or Interfund Customer Only – leave boxes 16-20
blank (for GSA only). Please refer to 405.1(b) of the policy for boxes
21A-21E. The appropriate NARA official would sign in box 21A.

3. RWA Accounting Codes

GSA cannot process RWAs that have more than one accounting code or Treasury Account Symbol (TAS). RWAs should only cite one accounting code even if it is split funded. The accounting code that uses the higher percentage (e.g. 62% OE, 38% RF – OE fund should be cited) on the form.

When the RWA has been signed by GSA and is ready for obligation, BCA will properly allocate the funds. If the RWA should be split-funded, please ensure that the allocation information is provided in the initial e-mail requesting signature.

SWA form

4. Filling out an SWA form

When requesting services from the Department of Homeland Security, National Protection and Programs Directorate, Federal Protective Service (FPS), an SWA form (FPS Form 57T) must be completed.

- a. Complete the following blocks:
 - (1) Date of Request;
 - (2) RWA Number - *FPS use only* – do not complete;
 - (3) Type of Requirements – *FPS use only* – do not complete;
 - (4) Agency Information:
 - a. Name of Agency – National Archives and Records Administration
 - b. Agency/Customer BPN/DUNS Number:
 - i. Operating Funds (Annual Appropriations) – 104671235
 - ii. Revolving Funds (No-year Appropriations) – 139433390
 - iii. Trust Funds (No-year Appropriations) – 146628057
 - c. Agency/Customer Order Number – this is the obligation/document number; assign a number only when your office is submitting it directly to FPS; otherwise, Accounting (BCA) will assign the number. Use assigned document number NARXXSWA-office symbol and number (e.g. NAR16SWA-BCB001).
 - (5) Work Site – where the work is being performed;
 - (6) Agency Contact Information:
 - a. Name
 - b. Telephone Number
 - c. Fax Number
 - d. E-mail Address
 - e. Address
 - (7) Description of Requested Work – provide detailed information of the work being requested;

- (8) Modification (*if applicable*) – check this box if the SWA is an amendment;
- (9) Requested Work Dates – provide the dates the work will be performed;
- (10) Agency Finance Billing Address:

Bureau of the Fiscal Service
P.O. Box 1328, Avery Street 3-F
Parkersburg, WV 26106-1328
- (11) Billing Information:
 - a. Type – O (IPAC) – NARA requests that FPS bill via Intra-governmental Payment and Collection
 - b. Terms – M (Monthly) – NARA requests that FPS bill monthly
- (12) Agency Certified Amount – provide the total estimated cost of the requested services;
- (13) Customer IPAC/Collection Information:
 - a. Agency Location Code (ALC): 88000001
 - b. Agency Bureau Code:
 - i. National Archives and Records Admin – 8800
 - ii. Presidential Libraries – 8801
 - iii. Washington National Records Center – 8802
 - iv. Regional/Records Centers – 8803
 - c. FSN – leave blank
 - d. Requisition ID – leave blank
 - e. Component Treasury Account Symbol (TAS):
 - i. Operating Funds (Annual Appropriations) – 08820XX20XX0300000 (X – fill in the corresponding fiscal year (e.g. 20XX – FY 2016 = 20162016))
 - ii. Revolving Funds (No-year Appropriations) – 088 X4578000
 - iii. Trust Funds (No-year Appropriations) – 088 X8436000
 - f. Fiscal Year
 - g. BETC (Business Event Type Code) – DISB

- h. Agency Accounting/Obligation Data – provide the full accounting string (fund, USSGL, BFY, BOC, internal org, CAM1, CAM2)
 - i. If the accounting is split-funded, make a note of it on the e-mail when requesting signature or obligation and provide percentages.

(14) Funding Information:

- a. Funding Type – select the appropriation either annual appropriation (e.g.NAR0300DA1616XX) or no-year appropriation (e.g. NAR4578RBXXXXXX)
- b. Expiration Date of Obligational Authority- only fill in if annual appropriation is used. Annual appropriations expire on 9/30 of every fiscal year.

(15) Credit Card Information – do not fill out; all SWAs should be paid via IPAC.

(16) Certifying Official’s Signature – please refer to 405.1(b) of the policy.