

## Use Case 020.RPM.L1.01 Provisioning of Real Property from GSA Public Building Service Inventory

**End-to-End Business Process:** 020.Acquire-to-Dispose

### Business Scenario(s) Covered

- L1.02 Buildings
- L1.06 Real Property Leased from Federal Agency
- L1.14 Federal Agency Tenant
- L1.16 Tenant Service Provisioning

### Business Actor(s):

Customer Agency Mission Program Office, Customer Agency Real Property Office, Finance Office, GSA Public Buildings Service (PBS), Procurement Office

### Synopsis

A request for a real property space solution to fulfill an agency's mission need is developed, provided along with a description of the business needs, and approved. A business needs statement is developed and provided. The business needs statement is evaluated against real property asset inventory information, and a determination is made that, with some alterations, an existing GSA PBS (Public Building Service) controlled space in a government-owned building can meet the mission need. The viability of the decision to use existing GSA PBS controlled space to meet the mission need is documented in a feasibility study. Refined cost estimates and financial analyses for the rental, GSA PBS procured tenant services, and alterations are developed and routed for review. A business case for the rental, GSA PBS procured tenant services, and alterations is developed and routed for review. Project management documents are developed, routed for review, and approved. The cost of the rental, cost of GSA PBS procured tenant services, and cost estimates for alterations are reviewed and determined to be within planned budget. An occupancy agreement detailing the financial terms and conditions for the use of the GSA PBS controlled space, including costs associated with rental, GSA PBS procured tenant services, alterations, and GSA PBS fees, is developed and executed between GSA PBS and the customer agency. Inspections and tests of the building and its components are completed satisfactorily, and the alterations to the building are accepted. After the alterations are completed, the actual cost of the alterations is reconciled with the cost estimate and the occupancy agreement is updated. Information about the building's rental is updated in the real property asset inventory and provided to the OMB-designated repository. Move-in services are arranged. Bills are generated in accordance with the occupancy agreement, and funds are collected from the customer agency.

### Assumptions and Dependencies

#### General FIBF

- 1.1 There is no presumption as to which events are executed by which business actor.
- 1.2 There is no presumption as to which events are automated, semi-automated, or manual.
- 1.3 There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities and between provider solutions/systems.
- 1.4 All predecessor events required to trigger the Initiating Event have been completed.

#### Business Use Case Specific

- 2.1 Federal Accounting Standards Advisory Board (FASAB) Statement of Federal Financial Accounting Standards (SFFAS) 54 will be implemented in Oct 2023.
- 2.2 Any of the business actors performing an RPM event have access to the RPM solution/service.
- 2.3 Any of the business actors performing an ACQ event have access to the ACQ solution/service.
- 2.4 Any of the business actors performing an FFM event have access to the FFM solution/service.
- 2.5 Commitments and obligations will include appropriate attributes in the line of accounting (e.g., government trading partner) to enable accurate elimination at government-wide, consolidated financial reporting level.
- 2.6 Government-wide and organization-specific real property regulations, policies, guidance, and standards have been established.
- 2.7 Benchmark cost information for alternative acquisition methods exists.
- 2.8 The real property program strategy and plans have been established.
- 2.9 The customer agency does not possess the authority to acquire (lease or buy) real property on its own behalf.
- 2.10 The customer agency has budgeted for and received funds for their real property space need.
- 2.11 The agency has appropriate approvals from OMB (within 10% of prospectus threshold), and/or Congress (at or above threshold), for the project budget.
- 2.12 The alterations to the space are minor (e.g., electrical or plumbing changes, carpeting, or wall movement) and the associated costs are below the prospectus threshold.
- 2.13 The estimated cost of alterations is within the GSA PBS amortization ceiling and the customer agency's leadership made the decision not to use a reimbursable work authorization (RWA) to fund the alterations.

#### Federal Records Management

- 3.1 In accordance with National Archives General Records Schedules (GRS) and other Federal records management standards, the types of digital objects received or created during RPM events (Business Use Case Inputs or Outputs) that are considered RPM Federal records (ERM.010.010, ERM.010.020) are specified with a superscript (FR).
- 3.2 For each type of RPM Federal record, a retention period is established (ERM.010.030) and, if special circumstances occur such as an order, law, or business justification, a temporary Federal records retention period is changed (ERM.030.040) or a permanent Federal record retention period is extended (ERM.040.040).
- 3.3 During the retention period of an RPM Federal record: appropriate access levels are maintained (ERM.020.010); associated metadata (e.g., record identifier, creator, creation date, security classification, access rights) and an audit trail of changes to Federal record content, metadata, and access level are maintained (ERM.020.020); if a litigation hold is placed, the Federal record is locked down until the litigation hold is lifted to ensure no changes can be made (ERM.020.030); if needed to satisfy a Freedom of Information Act, Congressional, or e-discovery request, the Federal record is made available (ERM.020.040); and if needed because of technology obsolescence, the Federal record is migrated to another repository to serve out its retention period (ERM.020.050).
- 3.4 Once an RPM Federal record has met its records retention period, it is disposed (ERM.030.010, ERM.030.020, ERM.030.030) or transferred to NARA (ERM.040.010, ERM.040.020, ERM.040.030).

<b>Initiating Event</b>	An agency has identified a need for real property space.
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**Typical Flow of Events**

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
1	<p>a. Develop and document request for real property space solution to fulfill a mission need, including real property business needs information and move-in services (RPM.020.010 Real Property Asset Needs Determination)</p> <p>a. Request funds availability check for funds commitment for real property space solution, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> <li>• Strategic objectives and program plan</li> <li>• Real property business needs information</li> <li>• Identified need for real property space</li> <li>• Amount budgeted for real property space</li> </ul>	<ul style="list-style-type: none"> <li>• Request for funds availability check for funds commitment for real property space solution, including line of accounting information using standard accounting code structure</li> <li>• Draft request for real property space solution to fulfill a mission need, including real property business needs information and move-in services <sup>(FR)</sup></li> </ul>
2		<p>a. Receive and process request for funds availability check for funds commitment for real property space solution</p> <p>b. Provide response to funds availability check for funds commitment for real property space solution (FFM.010.020 Funds Allocation and Control)</p>	<ul style="list-style-type: none"> <li>• Request for funds availability check for funds commitment for real property space solution, including line of accounting information using standard accounting code structure</li> </ul>	<ul style="list-style-type: none"> <li>• Response to funds availability check for funds commitment for real property space solution</li> </ul>

<b>3</b>	<p>a. Receive response to funds availability check for funds commitment for real property space solution (RPM.040.060 Real Property Disbursements and Receipts)</p> <p>b. Submit request for real property space solution, including real property business needs information (RPM.020.010 Real Property Asset Needs Determination)</p>		<ul style="list-style-type: none"> <li>• Response to funds availability check for funds commitment for real property space solution <sup>(FR)</sup></li> <li>• Draft request for real property space solution to fulfill a mission need, including real property business needs information and move-in services <sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Request for real property space solution to fulfill a mission need, including real property business needs information and move-in services <sup>(FR)</sup></li> </ul>
<b>4</b>	<p>Receive, review, and approve request for real property space solution to fulfill a mission need, including real property business needs information and move-in services (RPM.020.010 Real Property Asset Needs Determination)</p>		<ul style="list-style-type: none"> <li>• Request for real property space solution to fulfill a mission need, including real property business needs information and move-in services <sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Approved request for real property space solution to fulfill a mission need, including real property business needs information and move-in services <sup>(FR)</sup></li> </ul>
<b>5</b>	<p>Request funds commitment for real property space solution, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> <li>• Approved request for real property space solution to fulfill a mission need, including real property business needs information and move-in services <sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Request for funds commitment for real property space solution, including line of accounting information using standard accounting code structure</li> </ul>
<b>6</b>		<p>Receive and process request for funds commitment for real property space solution and commit funds (FFM.030.020 Funds obligation Management)</p>	<ul style="list-style-type: none"> <li>• Request for funds commitment for real property space solution, including line of accounting information using standard accounting code structure</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate funds commitment entries created with reference to source information</li> </ul>

<b>7</b>	<p>Develop and document business needs statement for the request for real property space solution and move-in services</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> <li>• Request for real property space solution to fulfill a mission need, including real property business needs information and move-in services <sup>(FR)</sup></li> <li>• Real property project information similar to request</li> </ul>	<ul style="list-style-type: none"> <li>• Business needs statement for the request for real property space solution and move-in services <sup>(FR)</sup></li> </ul>
<b>8</b>	<p>a. Retrieve and evaluate GSA Public Building Service (PBS) real property inventory information against business needs statement for the request for real property space solution and record results</p> <p>b. Identify potential sites from GSA PBS real property inventory for meeting the real property project business needs</p> <p>c. Develop, document, and provide request for customer review and feedback on potential sites from GSA PBS real property inventory for meeting the real property project business needs</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> <li>• Business needs statement for the request for real property space solution and move-in services <sup>(FR)</sup></li> <li>• GSA PBS real property inventory information</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation results for GSA PBS real property inventory information <sup>(FR)</sup></li> <li>• Potential sites from GSA PBS real property inventory for meeting the real property project business needs <sup>(FR)</sup></li> <li>• Request for customer review and feedback on potential sites from GSA PBS real property inventory for meeting the real property project business needs <sup>(FR)</sup></li> </ul>

9	<p>a. Receive and review request for customer feedback on potential sites from GSA Public Building Service (PBS) real property inventory for meeting the real property project business needs from GSA PBS</p> <p>d. Develop, document, and provide customer feedback on potential sites from GSA PBS real property inventory for meeting the real property project business needs</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> <li>Request for customer review and feedback on potential sites from GSA PBS real property inventory for meeting the real property project business needs <sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Customer feedback on potential sites from GSA PBS real property inventory for meeting the real property project business needs <sup>(FR)</sup></li> </ul>
10	<p>a. Receive and review customer feedback on potential sites from GSA Public Building Service (PBS) real property inventory for meeting the real property project business needs (RPM.020.020 Real Property Project Feasibility Analysis)</p> <p>e. Identify and document site from GSA PBS real property inventory for meeting the real property project business needs (RPM.020.020 Real Property Project Feasibility Analysis)</p> <p>f. Develop, document, and provide draft occupancy agreement describing project agreement between GSA PBS and the customer agency (RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> <li>Customer feedback on potential sites from GSA PBS real property inventory for meeting the real property project business needs <sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Site from current GSA PBS real property inventory for meeting real property project business needs <sup>(FR)</sup></li> <li>Draft occupancy agreement describing project agreement between GSA PBS and the customer agency <sup>(FR)</sup></li> </ul>

11	<p>a. Receive and review draft occupancy agreement describing project agreement between GSA Public Building Service (PBS) and the customer agency</p> <p>g. Develop, document, and provide customer approval of draft occupancy agreement describing project agreement between GSA PBS and the customer agency</p> <p>(RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> <li>• Draft occupancy agreement describing project agreement between GSA PBS and the customer agency <sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Customer approval of draft occupancy agreement describing project agreement between GSA PBS and the customer agency <sup>(FR)</sup></li> </ul>
12	<p>a. Determine and document alterations needed to the site from current real property inventory to meet the real property project business needs</p> <p>b. Develop and document high-level cost estimates and financial analyses for site from current GSA Public Building Service (PBS) real property inventory for meeting the real property project business needs</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> <li>• Customer approval of draft occupancy agreement describing project agreement between GSA PBS and the customer agency <sup>(FR)</sup></li> <li>• Site from current GSA PBS real property inventory for meeting real property project business needs <sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Alterations needed to the site from current GSA PBS real property inventory for meeting real property project business needs <sup>(FR)</sup></li> <li>• High-level cost estimates and financial analyses for site from current GSA PBS real property inventory for meeting the real property project business needs <sup>(FR)</sup></li> </ul>

13	<p>a. Capture impact information associated with site from current GSA Public Building Service (PBS) real property inventory for meeting the real property project business needs</p> <p>b. Evaluate impacts of site from current GSA PBS real property inventory for meeting the real property project business needs, develop impact mitigation strategies, and record results</p> <p>c. Develop, document, and provide viability information concerning site from current GSA PBS real property inventory for meeting the real property project business needs (RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> <li>Impact information for site from current GSA PBS real property inventory for meeting the real property project business needs</li> </ul>	<ul style="list-style-type: none"> <li>Impacts of site from current GSA PBS real property inventory for meeting the real property project business needs <sup>(FR)</sup></li> <li>Impact mitigation strategies for site from current GSA PBS real property inventory for meeting the real property project business needs <sup>(FR)</sup></li> <li>Viability information concerning site from current GSA PBS real property inventory for meeting the real property project business needs <sup>(FR)</sup></li> </ul>
14	<p>a. Capture feasibility assessment and supporting information for site for meeting the real property project business needs for selection</p> <p>d. Evaluate feasibility assessment and supporting information for site from GSA Public Building Service (PBS) inventory for meeting the real property project business needs, determine viability, and record results (RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> <li>Feasibility assessment and supporting information for site from current GSA PBS real property inventory meeting the real property project business needs <sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Viability of site from current GSA PBS real property inventory for meeting the real property project business needs <sup>(FR)</sup></li> <li>Feasibility assessment and supporting information for site from current GSA PBS real property inventory for meeting the real property project business needs for selection evaluation results <sup>(FR)</sup></li> </ul>

15	<p>a. Receive and review feasibility assessment and supporting information for site from current GSA Public Building Service (PBS) real property inventory for meeting the real property project business needs from GSA PBS</p> <p>a. Develop, document, and provide customer feedback on feasibility assessment and supporting information for site from current GSA PBS real property inventory for meeting the real property project business needs</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> <li>Feasibility assessment and supporting information for site from current GSA PBS real property inventory for meeting the real property project business needs <sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Customer feedback on feasibility assessment and supporting information for site from current GSA PBS real property inventory for meeting the real property project business needs <sup>(FR)</sup></li> </ul>
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16	<p>a. Receive and review customer feedback on feasibility assessment and supporting information for site for meeting the real property project business needs for selection (RPM.020.020 Real Property Project Feasibility Analysis)</p> <p>b. Develop and document refined cost estimates and financial analyses for the real property project site and alterations, in addition to GSA Public Building Service (PBS) procured tenant services (RPM.020.030 Real Property Project Planning)</p> <p>c. Provide refined cost estimates and financial analyses for the real property project site and alterations, in addition to GSA PBS procured tenant services, for customer review and feedback (RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> <li>• Customer feedback on feasibility assessment and supporting information for site for meeting the real property project business needs</li> <li>• Site from current GSA PBS real property inventory for meeting real property project business needs<sup>(FR)</sup></li> <li>• Market and benchmark cost information relevant to site and alterations</li> <li>• High-level cost estimates and financial analyses for site from current GSA PBS real property inventory for meeting the real property project business needs</li> <li>• Key milestones and stakeholder information</li> <li>• Alterations needed to the site from current GSA PBS real property inventory for meeting real property project business needs</li> </ul>	<ul style="list-style-type: none"> <li>• Site for meeting the real property project business needs<sup>(FR)</sup></li> <li>• Refined cost estimates and financial analyses for the real property project site and alterations, in addition to GSA PBS procured tenant services<sup>(FR)</sup></li> </ul>
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17	<p>a. Receive and review refined cost estimates and financial analyses for the real property project site and alterations, in addition to GSA Public Building Service (PBS) procured tenant services, from GSA PBS</p> <p>h. Develop, document, and provide customer feedback on refined cost estimates and financial analyses for the real property project site and alterations, in addition to GSA PBS procured tenant services</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> <li>Refined cost estimates and financial analyses for the real property project site and alterations, in addition to GSA PBS procured tenant services<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Customer feedback on refined cost estimates and financial analyses for the real property project site and alterations, in addition to GSA PBS procured tenant services<sup>(FR)</sup></li> </ul>
18	<p>a. Receive and review customer feedback on refined cost estimates and financial analyses for the real property project site</p> <p>b. Update and provide refined cost estimates and financial analyses for the real property project site and alterations, in addition to GSA Public Building Service (PBS) procured tenant services</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> <li>Customer feedback on refined cost estimates and financial analyses for the real property project site and alterations, in addition to GSA PBS procured tenant services<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Updated refined cost estimates and financial analyses for the real property project site and alterations, in addition to GSA PBS procured tenant services<sup>(FR)</sup></li> </ul>

19	<p>a. Develop and document business case for the real property project site, alterations to the site, and GSA Public Building Service (PBS) procured tenant services</p> <p>i. Provide business case for the real property project site, alterations to the site, and GSA PBS procured tenant services for customer review and feedback</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> <li>• Business needs statement for the request for real property space solution</li> <li>• Updated refined cost estimates and financial analyses for the real property project site and alterations, in addition to GSA PBS procured tenant services<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Business case for the real property project site, alterations to the site, and GSA PBS procured tenant services<sup>(FR)</sup></li> </ul>
20	<p>a. Receive and review business case for the real property project site, alterations to the site, and GSA Public Building Service (PBS) procured tenant services from GSA PBS</p> <p>j. Develop, document, and provide customer feedback on business case for the real property project site, alterations to the site, and GSA PBS procured tenant services</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> <li>• Business case for the real property project site, alterations to the site, and GSA PBS procured tenant services<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Customer feedback on business case for the real property project site, alterations to the site, and GSA PBS procured tenant services<sup>(FR)</sup></li> </ul>

21	<p>a. Receive and review customer feedback on business case for the real property project site, alterations to the site, and GSA Public Building Service (PBS) procured tenant services</p> <p>b. Update business case for the real property project site, alterations to the site, and GSA PBS procured tenant services, route for approval, and document results</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> <li>• Customer feedback on business case for the real property project site, alterations to the site, and GSA PBS procured tenant services<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Approved business case for the real property project site, alterations to the site, and GSA PBS procured tenant services<sup>(FR)</sup></li> </ul>
22	<p>a. Develop and document draft project management documents (e.g., project schedule, roles and responsibilities) for the rental of the GSA Public Building Service (PBS) property, alterations to the site, and GSA PBS procured tenant services</p> <p>b. Provide draft project management documents (e.g., project schedule, roles and responsibilities) for the rental of the GSA PBS property, alterations to the site, and GSA PBS procured tenant services for customer review and feedback</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> <li>• Approved business case for the real property project site, alterations to the site, and GSA PBS procured tenant services<sup>(FR)</sup></li> <li>• Business needs statement for the request for real property space solution and move-in services<sup>(FR)</sup></li> <li>• Real property project stakeholder roles and communications needs</li> </ul>	<ul style="list-style-type: none"> <li>• Draft project management documents for the rental of the GSA PBS property, alterations to the site, and GSA PBS procured tenant services<sup>(FR)</sup></li> </ul>

23	<p>a. Receive and review draft project management documents for the rental of the GSA Public Building Service (PBS) property, alterations to the site, and GSA PBS procured tenant services from GSA PBS</p> <p>b. Develop, document, and provide customer feedback on draft project management documents for the rental of the GSA PBS property, alterations to the site, and GSA PBS procured tenant services</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> <li>• Draft project management documents for the rental of the GSA PBS property, alterations to the site, and GSA PBS procured tenant services<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Customer feedback on draft project management documents for the rental of the GSA PBS property, alterations to the site, and GSA PBS procured tenant services<sup>(FR)</sup></li> </ul>
24	<p>a. Receive and review customer feedback on draft project management documents for the rental of the GSA Public Building Service (PBS) property, alterations to the site, and GSA PBS procured tenant services</p> <p>b. Update draft project management documents for the rental of the GSA PBS property, alterations to the site, and GSA PBS procured tenant services</p> <p>c. Provide updated project management documents for the rental of the GSA PBS property, alterations to the site, and GSA PBS procured tenant services for review and approval</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> <li>• Customer feedback on draft project management documents for the rental of the GSA PBS property, alterations to the site, and GSA PBS procured tenant services<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Updated project management documents for the rental of the GSA PBS property, including any alterations<sup>(FR)</sup></li> </ul>

<b>25</b>	<p>a. Receive and review updated project management documents for the rental of the GSA Public Building Service (PBS) property, including any alterations, from GSA PBS</p> <p>b. Develop, document, and provide customer approval of project management documents for the rental of the GSA PBS property, including any alterations</p>		<ul style="list-style-type: none"> <li>Updated project management documents for the rental of the GSA PBS property, including any alterations<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Customer approval of project management documents for the rental of the GSA PBS property, including any alterations<sup>(FR)</sup></li> </ul>
<b>26</b>	<p>Develop, document, and provide program of requirements for the rental of the GSA Public Building Service (PBS) property, including alterations, for customer review and feedback (RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> <li>Customer approval of project management documents for the rental of the GSA PBS property, including any alterations<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Program of requirements for the rental of the GSA PBS property, including alterations<sup>(FR)</sup></li> </ul>
<b>27</b>	<p>a. Receive and review program of requirements for rental of the GSA Public Building Service (PBS) property, including alterations</p> <p>b. Develop, document, and provide customer feedback on program of requirements for the rental of the GSA PBS property, including alterations (RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> <li>Program of requirements for the rental of the GSA PBS property, including alterations<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Customer feedback on program of requirements for the rental of the GSA PBS property, including alterations<sup>(FR)</sup></li> </ul>

<p><b>28</b></p>	<p>a. Receive and review customer feedback on the program of requirements for the rental of the GSA Public Building Service (PBS) property, including alterations</p> <p>b. Update, document, and provide the program of requirements for the rental of the GSA PBS property, including alterations</p> <p>c. Determine and document rental costs for the use of the GSA Public Building Service (PBS) property and GSA PBS procured tenant services, and cost estimates for the alterations of the GSA PBS property</p> <p>d. Provide rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for the alterations of the GSA PBS property for customer review and feedback</p> <p>(RPM.020.030 Real Property Project Planning)</p>		<ul style="list-style-type: none"> <li>• Customer feedback on program of requirements for the rental of the GSA PBS property, including alterations<sup>(FR)</sup></li> <li>• Refined cost estimates and financial analyses for site from current GSA PBS real property inventory for meeting the real property project business needs<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Updated program of requirements for the rental of the GSA PBS property with alterations</li> <li>• Rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for the alterations of the GSA PBS property<sup>(FR)</sup></li> </ul>
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29	<p>a. Receive and review rental costs for the use of the GSA Public Building Service (PBS) property and GSA PBS procured tenant services, and cost estimates for the alterations of the GSA PBS property (RPM.020.030 Real Property Project Planning)</p> <p>k. Request funds availability check for update to funds commitment for rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for alterations, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> <li>Rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for the alterations of the GSA PBS property<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Request for funds availability check for update to funds commitment for rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for alterations, including line of accounting information using standard accounting code structure</li> </ul>
30		<p>a. Receive and process request for funds availability check for update to funds commitment for rental costs for the use of the GSA Public Building Service (PBS) property and GSA PBS procured tenant services, and cost estimates for alterations</p> <p>l. Provide response to funds availability check for update to funds commitment for rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for alterations (FFM.010.020 Funds Allocation and Control)</p>	<ul style="list-style-type: none"> <li>Request for funds availability check for update to funds commitment for rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for alterations, including line of accounting information using standard accounting code structure</li> </ul>	<ul style="list-style-type: none"> <li>Response to funds availability check for update to funds commitment for rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for alterations</li> </ul>

31	<p>a. Receive response to funds availability check for funds commitment for rental costs for the use of the GSA Public Building Service (PBS) property and GSA PBS procured tenant services, and cost estimates for alterations (RPM.040.060 Real Property Disbursements and Receipts)</p> <p>m. Approve rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for the alterations of the GSA PBS property (RPM.020.040 Real Property Project Budget Planning and Request Development)</p> <p>n. Provide approval of rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for the alterations of the GSA PBS property (RPM.020.040 Real Property Project Budget Planning and Request Development)</p> <p>o. Request update to funds commitment for rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for alterations, including line of accounting information using standard accounting code structure (RPM.020.040 Real Property Project Budget Planning and Request Development)</p>		<ul style="list-style-type: none"> <li>• Response to funds availability check for funds commitment for rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for alterations <sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Approval of rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for the alterations of the GSA PBS property <sup>(FR)</sup></li> <li>• Request for update to funds commitment for rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for alterations, including line of accounting information using standard accounting code structure<sup>(FR)</sup></li> </ul>
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32		<p>Receive and process request for update to funds commitment and update funds commitment</p> <p>(FFM.030.020 Funds Obligation Management)</p>	<ul style="list-style-type: none"> <li>Request for update to funds commitment for rental costs for the use of the GSA PBS property and GSA PBS procured tenant services, and cost estimates for alterations, including line of accounting information using standard accounting code structure<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Appropriate update to funds commitment entries created with reference to source information</li> </ul>
33	<p>a. Determine and document financial terms and conditions for the use of the GSA Public Building Service (PBS) controlled space, including costs associated with the alterations and GSA PBS fees</p> <p>b. Update occupancy agreement to include financial terms and conditions for the use of the GSA PBS controlled space</p> <p>p. Provide draft occupancy agreement, including financial terms and conditions, for customer review and feedback</p> <p>(RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> <li>Approval of updates to cost of the rental and services, in addition to cost estimates for the alterations to the GSA PBS property<sup>(FR)</sup></li> <li>Updated project management documents for the rental of the GSA PBS property, including any alterations<sup>(FR)</sup></li> <li>Refined cost estimates and financial analyses for the preferred real property project site and alterations, in addition to GSA PBS procured tenant services<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Financial terms and conditions for the use of the GSA PBS controlled space, including costs associated with the alterations and GSA PBS fees<sup>(FR)</sup></li> <li>Occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space<sup>(FR)</sup></li> </ul>

34	<p>a. Receive and review occupancy agreement, including financial terms and conditions, for the use of the GSA Public Building Service (PBS) controlled space from GSA PBS</p> <p>a. Develop, document, and provide customer feedback on occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space</p> <p>(RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> <li>Occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Customer feedback on occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space<sup>(FR)</sup></li> </ul>
35	<p>a. Receive and review customer feedback on the occupancy agreement, including financial terms and conditions, for the use of the GSA Public Building Service (PBS) controlled space</p> <p>c. Update the occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space, and route for customer review and approval</p> <p>(RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> <li>Customer feedback on occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Updated occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space<sup>(FR)</sup></li> </ul>

36	<p>a. Receive and review updated occupancy agreement, including financial terms and conditions, for the use of the GSA Public Building Service (PBS) controlled space from GSA PBS (RPM.030.010 Real Property Asset Acquisition)</p> <p>b. Request funds availability check for funds obligation for updated occupancy agreement, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> <li>Updated occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Request for funds availability check funds obligation for updated occupancy agreement, including line of accounting information using standard accounting code structure</li> </ul>
37		<p>a. Receive and process request for funds availability check for funds obligation for updated occupancy agreement</p> <p>q. Provide response to funds availability check for funds obligation for occupancy agreement (FFM.010.020 Funds Allocation and Control)</p>	<ul style="list-style-type: none"> <li>Request for funds availability check for funds obligation occupancy agreement, including line of accounting information using standard accounting code structure</li> </ul>	<ul style="list-style-type: none"> <li>Response to funds availability check for funds obligation occupancy agreement</li> </ul>

38	<p>a. Receive response to funds availability check for funds obligation for updated occupancy agreement (RPM.040.060 Real Property Disbursements and Receipts)</p> <p>c. Develop, document, and provide customer approval of updated occupancy agreement, including financial terms and conditions, for the use of the GSA Public Building Service (PBS) controlled space (RPM.030.010 Real Property Asset Acquisition)</p> <p>d. Request funds obligation for updated occupancy agreement, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> <li>• Response to funds availability check for funds obligation for updated occupancy agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Customer approval of updated occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space<sup>(FR)</sup></li> <li>• Request for funds obligation for occupancy agreement, including line of accounting information using standard accounting code structure</li> </ul>
39		<p>Receive and process request for funds obligation for updated occupancy agreement and obligate funds (FFM.030.020 Funds obligation Management)</p>	<ul style="list-style-type: none"> <li>• Request for funds obligation for updated occupancy agreement, including line of accounting information using standard accounting code structure</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate funds obligation entries for updated occupancy agreement created with reference to source information</li> </ul>

40	<p>a. Execute occupancy agreement for the use of the GSA Public Building Service (PBS) controlled space (RPM.030.030 Real Property Asset Acceptance and Commissioning)</p> <p>b. Determine, document, and provide updates to the real property asset record and supporting information to the real property asset inventory and the OMB-designated repository (RPM.040.010 Real Property Asset Information Management)</p>		<ul style="list-style-type: none"> <li>• Customer approval of updated occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Executed occupancy agreement<sup>(FR)</sup></li> <li>• Updates to the real property asset record<sup>(FR)</sup></li> </ul>
41	<p>a. Determine and document resources needed to support alterations to the building (RPM.020.030 Real Property Project Planning)</p> <p>b. Develop, document, and provide input for procurement request, including supporting documentation (e.g., program of requirements, project management plan), for resources needed to support alterations to the building (RPM.020.050 Real Property Acquisition Preparation)</p>		<ul style="list-style-type: none"> <li>• Executed occupancy agreement<sup>(FR)</sup></li> <li>• Alterations needed to the site from current GSA PBS real property inventory to meet real property project business needs<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Resources needed to support alterations to the building</li> <li>• Input for procurement request, including supporting documentation, for resources needed to support alterations to the building<sup>(FR)</sup></li> </ul>

42		<p>a. Develop and submit procurement request with supporting documentation for the purchase of resources needed to support alterations to the building, receive and route for review and approval, and document results (ACQ.030.040 Procurement Request &amp; Funding)</p> <p>d. Issue Request for Quote (RFQ) for resources needed to support alterations to the building (ACQ.030.050 Solicitation)</p> <p>e. Receive and evaluate quote for resources to support alterations to the building (ACQ.040.010 Proposal Evaluation)</p> <p>f. Issue task order for resources to support alterations to the building and execute task order (ACQ.040.040 Contract Award)</p>	<ul style="list-style-type: none"> <li>• Input for procurement request, including supporting documentation, for resources needed to support alterations to the building<sup>(FR)</sup></li> <li>• Quote for resources to support alterations to the building</li> </ul>	<ul style="list-style-type: none"> <li>• Approved procurement request with supporting documentation<sup>(FR)</sup></li> <li>• RFQ for resources needed to support alterations to the building</li> <li>• Executed task order for resources needed to support alterations to the building<sup>(FR)</sup></li> </ul>
43	<p>a. Receive and review alteration design, including specifications</p> <p>b. Develop and document customer feedback on alteration design, including specifications (RPM.030.020 Real Property Asset Design and Execution)</p>		<ul style="list-style-type: none"> <li>• Executed task order<sup>(FR)</sup></li> <li>• Alterations needed to the site from current GSA PBS real property inventory to meet real property project business needs<sup>(FR)</sup></li> <li>• Alteration design, including specifications<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Customer feedback on alteration design, including specifications<sup>(FR)</sup></li> </ul>

<b>44</b>	Route updated alteration design, including specifications and other supporting documentation, for review and approval (RPM.030.020 Real Property Asset Design and Execution)		<ul style="list-style-type: none"> <li>Updated alteration design, including specifications and other supporting information<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Approved alteration design, including specifications and other supporting information<sup>(FR)</sup></li> </ul>
<b>45</b>	a. Receive and review contractor provided construction documentation for alterations to the building (e.g., final design, construction plan and materials) b. Develop, document, and provide customer feedback on contractor provided construction documentation for alterations to the building		<ul style="list-style-type: none"> <li>Contractor provided construction documentation for alterations to the building (e.g., final design, construction plan and materials)<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Customer feedback on contractor provided construction documentation for alterations to the building<sup>(FR)</sup></li> </ul>
<b>46</b>	a. Approve updated contractor provided construction documentation for alterations to the building b. Develop, document, and provide notification of approval of contractor provided construction documentation for alterations to the building		<ul style="list-style-type: none"> <li>Updated contractor provided construction documentation for alterations to the building<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Notification of approval of contractor provided construction documentation for alterations to the building<sup>(FR)</sup></li> </ul>
<b>47</b>	a. Receive and evaluate contractor project and other plans and record results b. Determine, document, and provide appropriate activities and schedule for measuring execution progress for alterations to the building (e.g., kick-off meetings, partnering sessions, groundbreaking ceremonies, inspections, and testing)		<ul style="list-style-type: none"> <li>Contractor project and other plans (e.g., project management plan, safety management plan)<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Contractor project and other plans evaluation results<sup>(FR)</sup></li> <li>Appropriate activities and schedule for measuring execution progress for alterations to the building (e.g., kick-off meetings, partnering sessions, groundbreaking ceremonies, inspections, and testing)<sup>(FR)</sup></li> </ul>

48	Evaluate execution progress information for alterations to the building, determine that there are no issues or concerns, and record results		<ul style="list-style-type: none"> <li>Execution progress information for alterations to the building<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Execution progress information for alterations to the building evaluation results<sup>(FR)</sup></li> <li>Determination that there are no execution progress issues or concerns<sup>(FR)</sup></li> </ul>
49	<p>a. Receive and review fulfillment information for alterations to the building (RPM.030.020 Real Property Asset Design and Execution)</p> <p>b. Collaborate with customer agency to conduct physical inspection of the alterations to the building, verify completion of alterations, and document results (RPM.030.030 Real Property Asset Acceptance and Commissioning)</p> <p>c. Determine, document, and provide acceptance information for alterations to the building (RPM.030.030 Real Property Asset Acceptance and Commissioning)</p> <p>d. Provide inspection information for alterations to the building to the customer agency (RPM.030.030 Real Property Asset Acceptance and Commissioning)</p>		<ul style="list-style-type: none"> <li>Fulfillment information for alterations to the building<sup>(FR)</sup></li> <li>Notification of completion of alterations to the building<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Inspection information for alterations to the building<sup>(FR)</sup></li> <li>Verification information concerning completion of alterations to building<sup>(FR)</sup></li> <li>Acceptance information for alterations to the building<sup>(FR)</sup></li> <li>Notification of completion of the physical inspection of the alterations to the building, including results information<sup>(FR)</sup></li> </ul>

50		<p>a. Develop and document receipt and acceptance of alterations to the building</p> <p>r. Receive and review invoice for payment for alterations, route for approval, and verify availability of and request disbursement of funds</p> <p>(ACQ.040.020 Documentation of Delivery/Acceptance)</p>	<ul style="list-style-type: none"> <li>• Acceptance information for alterations to the building<sup>(FR)</sup></li> <li>• Invoice for payment for alterations<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Acceptance of alterations to the building<sup>(FR)</sup></li> <li>• Request for disbursement of funds for invoice for payment for alterations<sup>(FR)</sup></li> </ul>
51	<p>a. Receive and review actual cost of alterations to the building (RPM.030.020 Real Property Asset Design and Execution)</p> <p>s. Reconcile the actual cost of alterations to the building with estimated cost of alterations in the financial terms and conditions of the occupancy agreement and document results (RPM.030.020 Real Property Asset Design and Execution)</p> <p>t. Update and provide occupancy agreement, including updated financial terms and conditions, for the use of the GSA Public Building Service (PBS) controlled space for customer review and approval (RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> <li>• Actual cost of alterations to the building<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Reconciled cost of alterations to the building<sup>(FR)</sup></li> <li>• Final updated occupancy agreement, including updated financial terms and conditions, for the use of the GSA PBS controlled space<sup>(FR)</sup></li> </ul>

52	<p>a. Receive and review final updated occupancy agreement, including updated financial terms and conditions, for the use of the GSA Public Building Service (PBS) controlled space from GSA PBS (RPM.030.020 Real Property Asset Design and Execution)</p> <p>e. Request funds availability check for adjustment to funds obligation for final updated occupancy agreement, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> <li>Final updated occupancy agreement, including updated financial terms and conditions, for the use of the GSA PBS controlled space<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Request for funds availability check for adjustment to funds obligation for final updated occupancy agreement, including line of accounting information using standard accounting code structure</li> </ul>
53		<p>a. Receive and process request for funds availability check for final updated occupancy agreement</p> <p>u. Provide response to funds availability check for adjustment to funds obligation for final updated occupancy agreement (FFM.010.020 Funds Allocation and Control)</p>	<ul style="list-style-type: none"> <li>Request for funds availability check for adjustment to funds obligation for final updated occupancy agreement, including line of accounting information using standard accounting code structure</li> </ul>	<ul style="list-style-type: none"> <li>Response to funds availability check for adjustment to funds obligation for final updated occupancy agreement</li> </ul>

54	<p>a. Receive response to funds availability check for adjustment to funds obligation for final updated occupancy agreement (RPM.040.060 Real Property Disbursements and Receipts)</p> <p>b. Develop, document, and provide customer approval of final updated occupancy agreement, including financial terms and conditions, including updated financial terms and conditions, for the use of the GSA Public Building Service (PBS) controlled space (RPM.030.010 Real Property Asset Acquisition)</p> <p>v. Request adjustment to funds obligation for final updated occupancy agreement, including line of accounting information using standard accounting code structure (RPM.030.010 Real Property Asset Acquisition)</p>		<ul style="list-style-type: none"> <li>• Response to funds availability check for adjustment to funds obligation for final updated occupancy agreement, including updated financial terms and conditions<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Customer approval of final updated occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space<sup>(FR)</sup></li> <li>• Request to adjust funds obligation for final updated occupancy agreement, including line of accounting information using standard accounting code structure<sup>(FR)</sup></li> </ul>
55		<p>Receive and process request to adjust funds obligation for final updated occupancy agreement (FFM.030.020 Funds obligation Management)</p>	<ul style="list-style-type: none"> <li>• Request to adjust funds obligation for final updated occupancy agreement, including line of accounting information using standard accounting code structure<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate funds obligation entry adjustments for final updated occupancy agreement, created with reference to source information</li> </ul>

56	<p>a. Determine and document updates to the building's real property asset record</p> <p>b. Update the building's real property asset record and document results</p> <p>c. Provide updates to the real property asset record and supporting information to the real property asset inventory and the OMB-designated repository</p> <p>(RPM.040.010 Real Property Asset Information Management)</p>		<ul style="list-style-type: none"> <li>• Customer approval of final updated occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Updates to the building's real property asset record<sup>(FR)</sup></li> </ul>
57	<p>a. Determine and document resources needed and schedule for move-in services (RPM.050.040 Real Property Facility Move-In, Packing, and Relocation)</p> <p>g. Determine, assign, and document relocation specialist for management of move-in services (RPM.050.040 Real Property Facility Move-In, Packing, and Relocation)</p> <p>h. Develop and provide input for procurement request for purchase of move-in services resources, including support documentation (e.g., relocation needs, move-in schedule) (RPM.020.050 Real Property Acquisition Preparation)</p>		<ul style="list-style-type: none"> <li>• Updated occupancy agreement, including financial terms and conditions, for the use of the GSA PBS controlled space<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Resources needed and schedule for move-in services</li> <li>• Relocation specialist for management of agency move</li> <li>• Input for procurement request for purchase of move-in services resources, including support documentation<sup>(FR)</sup></li> </ul>

58		<ul style="list-style-type: none"> <li>a. Develop and submit procurement request with supporting documentation for the purchase of move-in services, receive and route for review and approval, and document results (ACQ.030.040 Procurement Request &amp; Funding)</li> <li>i. Issue Request for Quote (RFQ) for move-in services (ACQ.030.050 Solicitation)</li> <li>j. Receive and evaluate quote for move-in services (ACQ.040.010 Proposal Evaluation)</li> <li>k. Issue task order for move-in services and execute task order (ACQ.040.040 Contract Award)</li> </ul>	<ul style="list-style-type: none"> <li>• Input for procurement request for purchase of move-in services resources, including support documentation<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Approved procurement request with supporting documentation for purchase of move-in services<sup>(FR)</sup></li> <li>• Executed task order for move-in services<sup>(FR)</sup></li> </ul>
59	<p>Receive executed task order for move-in services and develop, document, and provide relocation information for completion of move-in</p> <p>(RPM.050.040 Real Property Facility Move-In, Packing, and Relocation)</p>		<ul style="list-style-type: none"> <li>• Executed task order for move-in services<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Relocation information for completion of move-in<sup>(FR)</sup></li> </ul>
60	<ul style="list-style-type: none"> <li>a. Receive and review move-in services fulfillment information</li> <li>l. Determine, document, and provide confirmation of completion of move-in (RPM.050.040 Real Property Facility Move-In, Packing, and Relocation)</li> </ul>		<ul style="list-style-type: none"> <li>• Move-in services fulfillment information<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Completion information concerning move-in<sup>(FR)</sup></li> </ul>

61		<p>a. Develop and document receipt and acceptance of move-in services</p> <p>m. Receive and review invoice for move-in services, route for approval, and verify availability of and request disbursement of funds</p> <p>(ACQ.050.030 Performance Management)</p>	<ul style="list-style-type: none"> <li>• Completion information concerning move-in<sup>(FR)</sup></li> <li>• Invoice for move-in services<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Request for disbursement of funds for move-in services invoice<sup>(FR)</sup></li> </ul>
62	<p>a. Develop, document, and provide GSA Public Building Service (PBS) bill / customer agency invoice information for move-in services</p> <p>w. Request transfer of funds from customer agency for move-in services, including line of accounting information using standard accounting code structure</p> <p>(RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> <li>• Customer agency invoice information for move-in services<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• GSA PBS bill / customer agency invoice information for move-in services<sup>(FR)</sup></li> <li>• Request for transfer of funds from customer agency for move-in services, including line of accounting information using standard accounting code structure<sup>(FR)</sup></li> </ul>
63		<p>Receive and process request for transfer of funds from customer agency for move-in services and transfer funds</p> <p>(FFM.030.030 Payment Processing - Intragovernmental Payments)</p>	<ul style="list-style-type: none"> <li>• Request for transfer of funds from customer agency for move-in services, including line of accounting information using standard accounting code structure<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate funds transfer out entries created with reference to source information</li> <li>• Move-in services funds transfer and supporting information<sup>(FR)</sup></li> </ul>
64	<p>a. Receive and review move-in services funds transfer and supporting information</p> <p>x. Request recognition of transfer of funds</p> <p>(RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> <li>• Move-in services funds transfer and supporting information<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Request for recognition of transfer of funds for move-in services<sup>(FR)</sup></li> </ul>

<b>65</b>		Receive and process request to recognize transfer of funds for move-in services (FFM.030.030 Payment Processing - Intragovernmental Payments)	<ul style="list-style-type: none"> <li>Request for recognition of transfer of funds for move-in services<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Appropriate funds transfer in entries for move-in services created with reference to source information</li> </ul>
<b>66</b>	a. Receive and review GSA Public Building Service (PBS) bill / customer agency invoice information for move-in services  c. Determine and document that there are no issues or concerns with the GSA PBS bill / customer agency invoice information for move-in services  (RPM.040.060 Real Property Disbursements and Receipts)		<ul style="list-style-type: none"> <li>GSA PBS bill / customer agency invoice information for move-in services<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Determination of no issues or concerns with the GSA PBS bill / customer agency invoice information for move-in services<sup>(FR)</sup></li> </ul>
<b>67</b>	a. Develop, document, and provide GSA Public Building Service (PBS) bill / customer agency invoice information for the first month of the building's rental according to occupancy agreement  y. Request transfer of funds from customer agency for the first month of the building's rental, including line of accounting information using standard accounting code structure  (RPM.040.060 Real Property Disbursements and Receipts)		<ul style="list-style-type: none"> <li>Updated occupancy agreement, including financial terms and conditions, for the use of the GSA PBS leased space<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>GSA PBS bill / customer agency invoice information for the first month of the building's rental<sup>(FR)</sup></li> <li>Request for transfer of funds from customer agency for the first month of the building's rental, including line of accounting information using standard accounting code structure<sup>(FR)</sup></li> </ul>

<b>68</b>		Receive and process request for transfer of funds from customer agency and transfer funds (FFM.030.030 Payment Processing - Intragovernmental Payments)	<ul style="list-style-type: none"> <li>Request for transfer of funds from customer agency for the first month of the building's rental, including line of accounting information using standard accounting code structure<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Appropriate funds transfer out entries created with reference to source information</li> <li>Funds transfer and supporting information for the first month of the building's rental</li> </ul>
<b>69</b>	a. Receive and review funds transfer and supporting information for the first month of the building's rental  z. Request recognition of transfer of funds for the first month of the building's rental (RPM.040.060 Real Property Disbursements and Receipts)		<ul style="list-style-type: none"> <li>Funds transfer and supporting information for the first month of the building's rental<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Request for recognition of transfer of funds for the first month of the building's rental<sup>(FR)</sup></li> </ul>
<b>70</b>		Receive and process request to recognize transfer of funds for the first month of the building's rental (FFM.030.030 Payment Processing - Intragovernmental Payments)	<ul style="list-style-type: none"> <li>Request for recognition of transfer of funds for the first month of the building's rental<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Appropriate funds transfer in entries created with reference to source information</li> </ul>
<b>71</b>	a. Receive and review GSA Public Building Service (PBS) bill / customer agency invoice information for the first month of the building's rental  d. Determine and document that there are no issues or concerns with the GSA PBS bill / customer agency invoice information for the first month of the building's rental (RPM.040.060 Real Property Disbursements and Receipts)		<ul style="list-style-type: none"> <li>GSA PBS bill / customer agency invoice information for the first month of the building's rental<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Determination of no issues or concerns with the GSA PBS bill / customer agency invoice information for the first month of the building's rental<sup>(FR)</sup></li> </ul>