

**DOCUMENT NAME: Volpe National  
Transportation System  
Center (VNTSC)  
CAS DOCUMENT TYPE: 33**

1. **Description:** There is a General Working Agreement (GWA) between the Coast Guard and Volpe National Transportation System Center (VNTSC) under which VNTSC conducts special studies for the Coast Guard. The scope of each study is defined in a specific Project Plan Agreement (PPA).
2. **Primary Forms:** VNTSCF.5000.1 General Working Agreement  
VNTSCF.5000.3 Project Plan Agreement
3. **Related Forms:** None.
4. **Document Number:** Nonstandard Number - unit assigned.

SAMPLE: 3315905FCG123

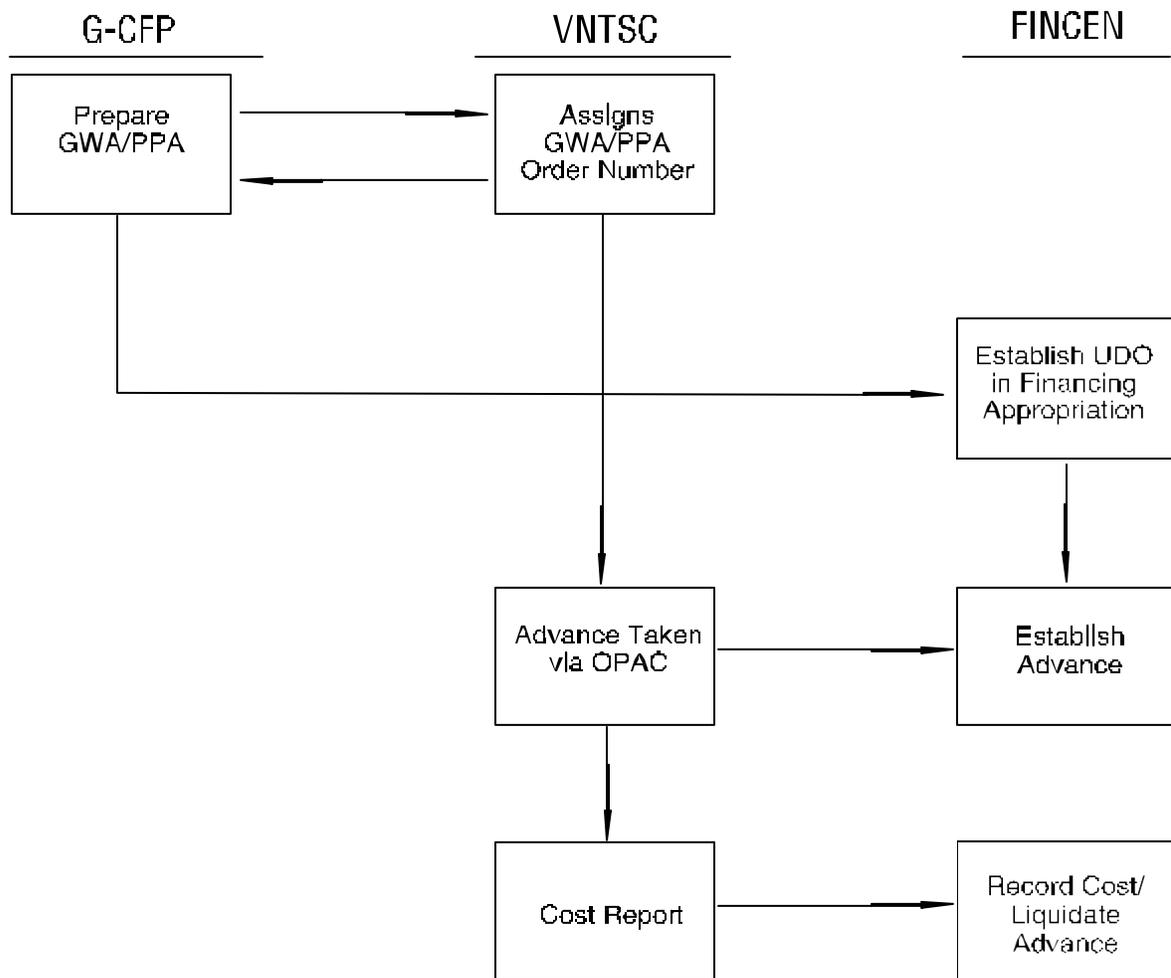
<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>PPA Number</u>	<u>Suffix</u>
33	15	90	5	F	CG123	

5. **Accounting Line:**
6. **FINCEN Critical Processing Requirements:**

a. The VNTSCF.5000.1 (GWA) must include:

- (1) GWA number - block 1.
- (2) Revision number - block 2.
- (3) Fiscal Year - block 3.
- (4) Effective date - block 4.
- (5) Appropriation and Treasury Symbol - block 8.
- (6) Dollar amount - block 9.
- (7) Approving signature - block 11.
- (8) Summary of proposed changes as attachment 1.
- (9) Program summary as attachment 2.

- 6. b. The VNTSCF.5000.3 (PPA) must include:
  - (1) GWA number - block 1.
  - (2) PPA number - block 2.
  - (3) Accounting information - block 6.
  - (4) CAS document number and dollar amount - block 10.
- 7. **Other Information:** The PPA number is assigned by VNTSC.
- 8. **FPD Information:**
  - a. Standard generic input is made through the Record Spending Module.
  - b. Obligation will transmit electronically via FPD.
- 9. **Document Flow:**



**Figure 12D-66 VNTSC GWA**

9. a. Figure 12D-66 describes the procedures for processing Volpe National Transportation System (VNTSC) General Working Agreement (GWA).
- b. The Funds Manager prepares the GWA/PPA Order in conjunction with VNTSC who assigns the PPA Number.
- c. The Funds Manager (G-CFP) will send the completed GWA/PPA to the FINCEN. The PPA identifies the work to be performed and the source of funds. It is a legal obligation, not a commitment.
- d. FINCEN will establish an undelivered order in the financing appropriation if the obligation has not been transmitted via FPD.
- e. VNTSC initiates a funds transfer/advance via On-line Payment and Collections (OPAC) system by GWA/PPA number and financing appropriation.
- f. FINCEN will establish an advance account in the financing appropriation.
- g. VNTSC submits cost reports monthly. The entry to record costs is an expenditure with a full or partial undelivered order liquidation. The amounts recorded are the actual expenditures reported by VNTSC.
- h. If units are not currently receiving monthly cost reports, please contact VNTSC. Although FINCEN expends costs for GWA/PPA's, VNTSC prepares the monthly cost reports. The monthly cost reports are important so that any potential deficits by GWA/PPA can be identified promptly by fund managers to obtain additional funding or to decrease the GWA/PPA.

Note: It is important to have early follow up with VNTSC to ensure timely receipt of the cost report. This is critical at the end of the fiscal year. Monthly reconciliation should be made to determine that the advance account and undelivered orders balances, by GWA/PPA, are in agreement.

- i. When sending completed GWA/PPA to FINCEN, please use the following address:

Commanding Officer (OGQ)  
 USCG Finance Center  
 1430A Kristina Way  
 Chesapeake, VA 23326

**10. Sample Forms:** See Figure 12D-67, 12D-68, 12D-69.

**11. PES Report Sample:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3315905FCG1231000	051	94010FHA0	12345	2536	0.00	25000.00	0.00	00.00
3315905FCG1231000	136	94025F888	12345	2536	0.00	25000.00-	0.00	25000.00

**12. References:**

- a. DOT Order 2300.7, Financing Activities at Volpe National Transportation System Center.
- b. COMDTINST 4330.1, Coast Guard use of the Volpe Transportation Systems Center (VNTSC).

DEPARTMENT OF TRANSPORTATION RESEARCH & SPECIAL PROGRAMS ADMINISTRATION VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER			GENERAL WORKING AGREEMENT		
1. GWA NUMBER 94-CG	2. REVISION 0	3. FISCAL YEAR 1994	4. EFFECTIVE DATE September 30, 1994		
5. FUNDING ORGANIZATION Director, U. S. Coast Guard, 2100 2nd Street, SW, Washington, DC					
6. SF-1081 FORWARDING ADDRESS Commanding Officer USCG Finance Center 1430A Kristina Way Chesapeake, VA 23326-0606				7. FREQUENCY OF ADVANCE	
8. PAYING APPROPRIATION AND SYMBOL		9. AMOUNT		10. EXPIRATION OF OBLIGATION AUTH.	
A. Operations 6940201		\$ 1,000,000.00			
B.		\$			
C.		\$			
D.		\$			
XXXXXXXXXXXXXXXXXXXXX TOTAL		1,000,000.00		XXXXXXXXXXXXXXXXXX	
11. BY TITLE DATE					
APPROVED	_____	Associate Administrator for Research Technology and Analysis		_____	
APPROVED	_____	_____		_____	
APPROVED	_____	_____		_____	

12. GENERAL. This agreement establishes the conditions for the transfer of funds, from the funding organization named in Block 5 above to the Volpe National Transportation Systems Center, for work to be performed by the Volpe Center for the funding organization, under authority contained in 49USC328.

13. SCOPE OF WORK. The work to be performed is set forth in broad terms in Attachment 1 hereto. The work will be defined in further detail and described by specific Project Plan Agreements (PPAs) which will contain detailed technical descriptions of the work to be performed, the intended end product (s), schedules, and detailed resources requirements.

14. FUNDING. During the fiscal year listed in Block 3 above the funding organization agrees to transfer to the Volpe Center an amount not to exceed the amount (s) listed in Block 9 above to finance the work described in paragraph 13. It is further agreed that should the funding organization be operating under a Continuing Resolution as of the beginning of the fiscal year, the obligations to be incurred under this agreement shall not exceed those authorized by the Continuing Resolution until such time as the necessary appropriation act is enacted.

(OVER)

VNTSC F. 5000.1 (5/90) PREVIOUS EDITIONS ARE OBSOLETE

Figure 12D-67, VNTSC F.5000.1 General Working Agreement

15. TRANSFERS. The funds listed in Block 9 will be advanced to the Volpe Center in accordance with the schedule of Block 7, from the account (s) listed in Block 8 to the account "69X4522, Working Capital Fund, Volpe Center". The initial advance will be made as soon after October 1 as possible, with any subsequent advances being made at least 15 days before the beginning of the appropriate quarter. In accordance with Working Capital Fund regulations, funds cited will remain available to the Volpe Center for obligation without fiscal year limitation, unless an earlier expiration date is entered in Block 10. The Volpe Center will initiate transfers of funds by means of SF 1081 forwarded to the funding organization in sufficient time so that transfer can be accomplished on schedule. the Volpe Center will forward the SF 1081 to the addressee shown in Block 6. It should be returned to Chief, Accounting Branch, DTS-823 DOT/RSPA/ Volpe Center Kendall Square, Cambridge, MA 02142.

16. LIMITATIONS. It is agree that no change in the scope of work or the dollar amounts identified in Block 9 shall be assumed, without a prior revision of this agreement reflecting such change. It is further agreed that the dollar amounts of Block 9 represent estimated cost, and that in the event of cost estimate changes the Volpe Center may adjust the dollar requirements of an individual PPA as follows (provided that the associated dollar amount of Block 9 is not exceeded, and provided further that the following limits apply to cumulative adjustments to a PPA):

- a. For a PPA whose total dollar requirement is \$200,000 or less adjust the total dollars not to exceed \$20,000.
- b. For a PPA whose total dollar requirement is over \$200,000 adjust the total dollars not to exceed 20% of the total or \$100,000, whichever is smaller.
- c. For a PPA whose total dollar requirement is \$50,000 or less adjust the internal PPA resource requirements, within the same total, not to exceed \$10,000.
- d. For a PPA whose total dollar requirement is over \$50,000 adjust the internal PPA resource requirements, within the same total, not to exceed 20% of the total or \$100,000 whichever is smaller.

17. ACCEPTANCE OF EFFECTIVE DATE. Acceptance of this agreement by each party will be indicated by the signature in Block 11 of authorized officials of each organization. When so signed, this agreement becomes effective as of the date set forth in Block 4.

18. PROPERTY. Property acquired in the course of performing work authorized and funded by this GWA will become part of the new assets of the Working Capital Fund unless otherwise specified on individual PPAs.

19. PRINTING. All printing funded by this GWA will be accomplished in conformance with Title 44, United States Code, regulations of the Joint Committee on Printing, applicable provisions of appropriation acts, and applicable regulations issued by Government Printing Office (GPO) and Department of Transportation (DOT).

**Figure 12D-68, VNTSC F.5000.1 General Working Agreement (cont'd)**

Department of Transportation Research & Special Programs Administration Volpe National Transportation Systems Center			<b>MULTI-YEAR PROJECT PLAN AGREEMENT</b>				
1. GWA NO. 94-CG	2. PPA NO. CG-123	REV.NO. 0	AFFECTS PGS. 1	3. DATE September 30, 1994			
4. TITLE: Coast Guard Project Support							
5. SPONSOR'S PROGRAM MANAGER:			7. PPA MANAGER:				
6. 2/F/401/136/30/RL/51800			8. RELATED PPA'S:				
9. BRIEF TECHNICAL SUMMARY:							
10.a RESOURCE USE PLAN:							
	FY	FY	FY	FY	TOTAL		
Direct Labor Years (0.0):	.	.	.	.	.		
Commitments:							
Direct Labor	.	.	.	.	.		
Contracts	.	.	.	.	.		
Equipment	.	.	.	.	.		
In-House & Other	.	.	.	.	.		
Overhead	.	.	.	.	.		
G&A	.	.	.	.	.		
3394904FC6123	.	.	.	.	.		
TOTAL	.	.	.	.	.		
10.b FUNDING BY YEAR RECEIVED:			Notes: 1. Except for previously approved prior year balance, all figures are for planning purposes only until funded on a General Working Agreement (GWA). 2. Scope of effort is subject to availability of funds. 3. Cust.Proj.No.				
Prior Year Balance	FY	FY				FY	FY
	FY	FY				FY	FY
	FY	FY				FY	FY
TOTAL	FY	FY				FY	FY
11. APPROVALS: VOLPE CENTER			SPONSOR				
BY:							
TITLE:							
DATE:							

Figure 12D-69, VOLPE F 5000.3 Multi-Year Project Plan Agreement