



March 16, 2018

MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS
REGIONAL LEASE ACQUISITION OFFICERS

FROM: 
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ACTING ASSISTANT COMMISSIONER FOR OFFICE OF
LEASING – PR

SUBJECT: LEASING ALERT (LA-FY18-04) – Operational Guidance for
National Leasing Warrants

1. **Purpose.** This Leasing Alert issues operational guidance for Issuance of National Leasing Warrants, pursuant to Office of Governmentwide Policy Class Deviation 2018-02, National Leasing Warrants, issued March 14, 2018.

GSA submitted National Warrants as an Agency Reform Initiative to the Office of Management and Budget. Specifically, National Leasing Warrants refer to warrants within GSA that allow contracting officers to perform lease acquisition and related project or program management oversight duties across regions without regard to geographical or regional boundaries.

National Leasing Warrants are intended to equip the agency with an elite cadre of highly skilled lease acquisition professionals that can execute work across GSA. These Lease Contracting Officers (LCOs) will be called upon in coordination with their region's Leasing Director and on an as-needed, case-by-case basis, including, but not limited to: special or complex projects, workload resulting from other agencies' returning delegations, addressing regional resourcing or capacity issues, and cross-regional projects. **Except as specifically noted in the Operational Guidance below, LCOs with National Warrants will remain under the control of their parent region.**

2. **Effective Date.** This Leasing Alert is effective immediately and will remain in effect until incorporated into the GSAM, is further modified, or cancelled.
3. **Applicability.** This Leasing Alert and its attachments are mandatory and apply to all General Services Administration (GSA) real property National Leasing Warrants.
4. **Cancellation.** None
5. **Instructions and Procedures.** Instructions and procedures are attached.
6. **Point of Contact.** Denise Broskey, Director, PRBA, denise.broskey@gsa.gov or Don Crawford, Sr. Program Manager, PRBA, donald.crawford@gsa.gov

- **Attachment 1,** LA-FY18-04_ Operational Guidance for National Leasing Warrants (4 pages)
- **Attachment 2,** Office of Governmentwide Policy Class Deviation 2018-02, National Leasing Warrants
- **Attachment 3,** National Warrant Nominee Form

Operational Guidance for National Leasing Warrants

1. Who is eligible to hold a National Leasing Warrant within Leasing?

Nominees for a National Leasing Warrant must currently hold an active (in Federal Acquisition Institute Training Application System (FAITAS)) Senior Unlimited Leasing Warrant, with 5 consecutive years of GSA leasing experience at the Senior Unlimited level.

2. Are there additional training requirements for a National Leasing Warrant?

No. National Leasing Warrant holders must have met the qualifications for currently holding an active Senior Unlimited Leasing Warrant and must maintain their Warrant and Leasing Certification Program, Level III certification.

3. What are the continuing education requirements for a National Leasing Warrant?

National Leasing Warrant holders will be responsible to comply with all training necessary to maintain their Warrant and Leasing Certification Program (LCP) Level III. Continuous Learning requirements are identified on the GSA Acquisition Portal, following the links for [Career Management/Training and Continuous Learning](#).

4. How are National Leasing Warrants different?

- a. A National Leasing Warrant is a nationally issued Leasing Warrant which is functionally authorized for use anywhere across GSA.
- b. The National Leasing Warrant provides Leasing with the flexibility to matrix work across regions in support of GSA and its customers without regard to regional boundaries.

5. How are National Leasing Warrants issued?

- a. National Leasing Warrants will be issued centrally at the National Office level. Only the PBS Deputy Commissioner or the Assistant Commissioner

for the Office of Leasing will have the authority to issue National Leasing Warrants.

- b. Regional HCAs or their designee are responsible for National Leasing Warrant Candidate nominations and warrant maintenance training for LCOs with a National Warrant.
- c. National Leasing Warrant requests will be initiated by the Regional Lease Acquisition Officers via the GSA National Leasing Warrant – Senior Unlimited Leasing Nomination Form (Attachment 2) and submitted to Director, Lease Acquisition Program Execution and Leasing Warrant Program Manager. Following review, the Regional Bureau Warrant Managers (BWM) will be notified of National Office of Leasing (NOL) concurrence or non-concurrence and the Regional BWM will initiate the National Warrant workflow process in FAITAS.
- d. Additional FAITAS Warrant Module training will be provided to the BWM by the Acquisition Career Manager.
- e. HCAs retain operational and procurement authority for Regional Warrants, including issuance of Regional Warrants.

6. How many National Warrant Holders may a Region have?

- a. Initially, National Warrants will be limited to one National Leasing Warrant holder per Region, although Regions are permitted to request additional National Warrants to address programmatic issues.
- b. Additional National Leasing Warrant holder requests within a region will be considered by NOL on a case-by-case basis. Regions wishing to nominate additional National Leasing Warrant holders will need to provide NOL with the business case for the additional National Leasing Warrant.

7. Can an LCO hold both a Regional Leasing Warrant and a National Leasing Warrant?

No. The Regional Leasing Warrant will be terminated upon activation of a National Leasing Warrant. LCOs with a National Leasing Warrant remain assigned to their Region and will continue to have workload assigned and overseen by their home Region. Work assignments for LCOs with National Leasing Warrants may consist of regional, cross-regional, national projects or a

mix thereof. Cross-regional and national projects will require close coordination between the affected Regional Leasing Directors, as well as NOL.

8. Who does the LCO report to and how will LCOs be shared?

- a. LCOs with National Leasing Warrants will continue to report to their home organization (region or central office) except when officially detailed to another Region. The home organization will maintain administrative control over the LCO, including time cards, leave approval, performance appraisals, and continuous learning point attainment.
- b. If an LCO with a National Leasing Warrant is officially detailed or permanently assigned to another Region, then the gaining Region must validate, by HCA nomination via the GSA National Leasing Warrant – Senior Unlimited Leasing Nomination Form (Attachment 2) and submittal to Director, Lease Acquisition Program Execution and Leasing Warrant Program Manager, the organizational need for the National Leasing Warrant to be effective. In the absence of validation, the National Leasing Warrant is terminated. A Regional Leasing Warrant, if needed for the detailed position, would need to be issued by the gaining HCA.
- c. LCOs with a National Leasing Warrant will follow the operational and procurement guidelines of their assigned Region, regardless of the project location. This would include document signature protocols, and JOTFOC approvals.
- d. Participating LCOs with a National Leasing Warrant must have Leasing Director approval from their assigned region to work on national programs or cross-regional projects, as necessary.
- e. To avoid any over-commitment of LCOs, HCAs and Leasing Directors will need to follow this implementation guidance and coordinate closely with NOL to maintain transparency and facilitate workload management for specialized or particular projects across GSA.

9. How are Program Management Reviews (PMRs) handled?

The home Region for LCOs with National Leasing Warrants will be accountable for procurement actions conducted by the LCO irrespective of project location.

10. How are project costs handled?

- a. As indicated above, LCOs with National Leasing Warrants will continue to report to their home organization (except when officially detailed to another Region) and will be carried against their home organization's FTE.
- b. When cooperatively assigned to handle another Region's project(s), the benefiting Region will be responsible for project travel costs. Travel authorization, funding codes and schedules will be coordinated between the Regional Leasing Directors or their designated representative.

11. How can National Leasing Warrants be used?

LCOs holding National Leasing Warrants will continue to be assigned projects within their home region, at the discretion of their Regional Leasing Director and the Participating LCOs must have Leasing Director approval to work on national programs or cross-regional assignments as necessary. Potential uses include, but are not limited to, the following:

- Emergency and Disaster Leasing Response
- Experience Augmentation
- Address temporary workload Imbalances
- Returning delegated lease portfolios
- Management of specialized programmatic requirements
- Other contracting business need functions as approved by NOL

12. Are Site and Outleasing authorities included in a National Leasing Warrant?

No. Additional guidance will be issued at a future date regarding Site and Outleasing authority.

COVER PAGE FOR ATTACHMENTS 2 AND 3



MAR 14 2018

GSA Office of Governmentwide Policy

Class Deviation 2018-02

MEMORANDUM FOR GSA CONTRACTING ACTIVITIES

FROM: JEFFREY A. KOSES 
SENIOR PROCUREMENT EXECUTIVE
OFFICE OF ACQUISITION POLICY (MV)

SUBJECT: GSAM Class Deviation - GSA National Leasing Warrants

1. Purpose.

This memorandum approves a class deviation from the General Services Administration Acquisition Manual (GSAM) to implement National Leasing Warrants, issued by PBS, which provides authority to perform lease procurement actions and/or manage lease acquisitions agency-wide.

2. Background.

GSAM 501.603-3 provides authority to appoint contracting officers. Within this authority and to support agency reform initiatives¹, GSA is establishing a National Leasing Warrant. The National Leasing Warrant provides authority to Leasing Contracting Officers (LCOs) to execute work across GSA.

3. Requirements.

The requirements as identified in GSAM 501.603 *Selection, Appointment, and Termination of Appointment for Contracting Officers* are generally unchanged and remain in effect. Specifically:

- All warrants, both National and Regional, are subject to established certification, training, and educational requirements and procedures.
- All warrants, both National and Regional, are issued based on organizational need.

¹ See OMB Memo M-17-22, dated April 12, 2017

National Leasing Warrants are subject to additional restrictions and requirements. Specifically:

- National Leasing Warrants are limited to the GS-1170 job series.
- LCOs must be nominated for a National Leasing Warrant by their Regional Head of Contracting Activity (HCA).
- National Leasing Warrants will be issued by the PBS Deputy Commissioner or PBS Assistant Commissioner of Leasing in a centralized manner.
- When an LCO is issued a National Leasing Warrant, their Regional Leasing Warrant is immediately terminated.

Consistent with GSAM 501.603-1, Regional HCAs retain acquisition career management responsibilities for both Regional and National Warrants, based on the LCOs assigned FAITAS bureau.

Consistent with GSAM 501.603-4, if an LCO with a National Leasing Warrant transfers to another office within PBS, then PBS must validate the organizational need for the National Leasing Warrant, but there is no requirement to re-apply for a warrant in FAITAS. In the absence of validation, the National Leasing Warrant is terminated.

4. Authority.

This class deviation is issued under the authority of GSAM 501.404-71.

5. Deviation.

See Attachment A for the changes in the GSAM text as revised by this deviation.

6. Effective Date.

This deviation is effective immediately and remains in effect until rescinded or incorporated into the GSAM.

7. Additional Information.

- a. National Leasing Warrant page on the Acquisition Portal provides information on National Leasing Warrant issuance.
- b. Career Management Resources page on the Acquisition Portal provides a list of warrant managers for each Service and Region.

- c. [PBS Leasing Alert LA-FY18-04](#) provides program implementation and operational guidance on the use of National Leasing Warrants.

Attachment A - GSAM Deviation Text

ATTACHMENT A
GSAM DEVIATION TEXT

The baseline for the following line-in/line-out text is GSA Order ADM 2800.12B, Change 83, effective February 22, 2018. Changes to the text are shown by [additions] and deletions. Asterisks are used to show that the preceding or following text remains unchanged.

Part 501—General Services Administration Acquisition Regulation System
Subpart 501.6—Career Development, Contracting Authority, and Responsibilities

501.603 Selection, appointment, and termination of appointment for contracting officers.

501.603-1 General.

(c) Contracting Officer Warrant Program * * *

(3) Responsibilities.

(ii) HCAs:

[(J) Regional HCAs retain acquisition career management responsibilities for both regional and national warrants, based on the contracting officer's FAITAS bureau..]

501.603-2 Selection.

(b) Nominations for [a regional] appointment are submitted by the candidate's supervisor of record[. Nominations for a national appointment are submitted by the candidate's respective regional HCA. Nominations are submitted]; in package form [,] which must include the following:

(c) * * *

[(4) National Leasing Warrants are limited to candidates within the GS-1170 job series.]

501.603-3 Appointment.

(a) Certificate of Appointment.

[(4) National Leasing Warrants will be issued by the PBS Deputy Commissioner or PBS Assistant Commissioner or their delegate in a centralized manner.]

(b) Types of Appointments. Candidates are nominated for either an interim or permanent appointment. [In addition, candidates are nominated for either a regional or national appointment. National appointments replace the need for a regional appointment. A contracting officer may only hold one warrant.]

[(3) Regional appointments. Regional appointments are for work specific to one region or portfolio. Regional appointments may be issued on either a permanent or interim basis.]

(4) National appointments. National appointments are for work across GSA, or agency-wide. National appointments may be issued on either a permanent or interim basis. PBS has the only authority to issue national appointments, specifically for National Leasing Warrants.]

(c) Transferability of Warrants.

[(1) Regional warrants.] Warrants may not transfer across contracting activities. Contracting officers that transfer to a new contracting activity must re-apply for a warrant in FAITAS.

[(2) National warrants. Warrants are issued for agency-wide work so that there is no need for a transfer when the contracting officer is performing work for various entities within GSA. There is no requirement to re-apply for a national warrant in FAITAS. If a leasing contracting officer with a National Leasing Warrant transfers to another office within PBS, then see the requirements at 501.603-4(e).]

501.603-4 Termination.

[(e) If a leasing contracting officer with a National Leasing Warrant transfers to another office within PBS, then PBS must validate the organizational need for the National Leasing Warrant to be effective. In the absence of validation, the warrant is terminated.]



National Leasing Warrant Nominee Form

SECTION I: EMPLOYEE INFORMATION

Full Name:		Email:	
Bureau:	Region:	Organization:	
Title:	GS Series:	Grade:	
Warrant Level:		Warrant Number:	
Position Description: (Briefly summarize the roles and responsibilities of your position)			

Current certifications/credentials (check all that apply):

Certification/Credential	Level I	Level II	Level III
Federal Acquisition Certification in Contracting (FAC-C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Federal Acquisition Certification for Contracting Officers Representatives (FAC-COR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Federal Acquisition Certification for Program/Project Managers (FAC-P/PM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leasing Certification Program (LCP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Real Property Disposal Certification (RPD-C)	N/A	<input type="checkbox"/>	<input type="checkbox"/>



National Leasing Warrant Nominee Form

SECTION II: SIGNATURES

Program/Project Office Certification:

- I certify that to the best of my knowledge and belief, there is a current need for a national warrant to execute actions/projects for GSA agencywide.

Name (Print): _____ Title: _____

Organization: _____

Signature: _____ Date: _____

Employee Signature:

- I certify that to the best of my knowledge and belief, all of the information on/and attached to this request is true, correct, complete, and this application is submitted in good faith.

Name (Print): _____ Title: _____

Organization: _____

Signature: _____ Date: _____

Supervisor's Signature:

- I concur with the nomination of this Contracting Officer for a national warrant.

Name (Print): _____ Title: _____

Organization: _____

Signature: _____ Date: _____

HCA NOMINATION:

- Based on the information provided, I hereby nominate this Contracting Officer for a national warrant.

Name (Print): _____ Title: _____

Signature: _____ Date: _____

OAM Approval:

- Based on the information provided, this Contracting Officer is approved to apply for a national warrant.

Name (Print): _____ Title: _____

Organization: _____

Signature: _____ Date: _____