



AUG 30 2018

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

FROM: ALLISON H. AZEVEDO
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING
– PR

SUBJECT: LEASING ALERT (LA-FY18-06) – Updated Operational
Guidance for National Leasing Warrants

- 1. Purpose.** This Leasing Alert issues revised operational guidance for Issuance of National Leasing Warrants, pursuant to Office of Governmentwide Policy Class Deviation 2018-03, GSAR Class Deviation – PBS National Acquisition Warrants and National Leasing Warrants. This Leasing Alert, which replaces Leasing Alert LA-FY18-04, Operational Guidance for National Leasing Warrants, issued on March 16, 2018, reflects the cancellation of an earlier Class Deviation (CD-2018-02). The new Class Deviation now includes national warrants for PBS Acquisition, in addition to Leasing. It also includes a Cross-Regional or National Project Assignment Process as an attachment. The Leasing Alert provides guidance for the National Leasing Warrants.

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, increased 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.** Leasing Alert FY18-04 Operational Guidance for National Leasing Warrants, issued March 16, 2018.
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-FY18-06 Revised Operational Guidance for National Leasing Warrants (4 pages)
 - **Attachment 2,** Office of Governmentwide Policy Class Deviation 2018-03, PBS National Acquisition Warrants and National Leasing Warrants
 - **Attachment 3,** National Warrant Nominee Form
 - **Attachment 4,** Cross-Regional or National Project Assignment Process

Attachment 1

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/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 appropriate business-line

Assistant Commissioner (i.e., PBS Office of Acquisition or Office of Leasing) will have the authority to issue National 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.
- f. The process for assigning cross-regional or national projects to a National Leasing Warrant holder is outlined on the cross-regional or national project assignment process (Attachment 3).

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 THROUGH 4



JUL 17 2018

GSA Office of Governmentwide Policy

Class Deviation CD-2018-03

MEMORANDUM FOR GSA CONTRACTING ACTIVITIES

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

SUBJECT: GSAR Class Deviation – PBS National Acquisition Warrants and National Leasing Warrants

1. Purpose.

This memorandum approves a class deviation from the General Services Administration Acquisition Manual (GSAM) to implement the PBS National Acquisition Warrant and PBS National Leasing Warrant. The National Acquisition Warrant will allow contracting officers (COs) the flexibility and authority to provide contractual support across PBS. The National Leasing Warrant will allow Leasing Contracting Officers (LCOs) the authority to perform lease procurement actions and/or manage lease acquisitions across PBS.

2. Background.

GSAM 501.603-3 provides authority to appoint contracting officers. Within this authority and to support agency reform initiatives¹, GSA PBS is establishing a National Acquisition Warrant and a National Leasing Warrant to provide acquisition professionals the authority to execute work PBS-wide, across regions, within the limits of their delegation of authority.

3. Authority.

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

4. Deviation.

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

5. Effective Date.

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

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

6. Cancellation.

This class deviation hereby replaces Class Deviation CD-2018-02. All warrants issued pursuant to CD-2018-02 remain valid and in effect.

7. 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.

Specific requirements and restrictions are as follows:

PBS National Acquisition Warrant and PBS National Leasing Warrant

- 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.

PBS National Acquisition Warrant

- National Acquisition Warrants are limited to the GS-1102 job series.
- COs must be nominated for a National Warrant by their Regional Head of Contracting Activity (HCA).
- National Acquisition Warrants will be issued by the PBS Deputy Commissioner or the PBS Assistant Commissioner of Acquisition Management in a centralized manner.
- When a CO is issued a National Acquisition Warrant, their Regional Acquisition Warrant is immediately terminated.

PBS National Leasing Warrant

- 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 the 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 FAITAS bureau to which COs and LCOs are assigned.

Consistent with GSAM 501.603-4, if a CO or LCO with a PBS national warrant transfers to another office within PBS, the gaining office must validate the organizational need for the national warrant. There is no requirement to re-apply for the respective warrant in FAITAS. In the absence of validation, the national warrant is terminated. If a CO or LCO with a national warrant transfers to an office outside of PBS, the warrant is terminated.

8. References.

- a. PBS National Acquisition Warrant page on the Acquisition Portal provides information on PBS National Acquisition Warrant issuance.
- b. PBS National Leasing Warrant page on the Acquisition Portal provides information on National Leasing Warrant issuance.
- c. Career Management Resources page on the Acquisition Portal provides a list of warrant managers for each Service and Region.
- d. PBS Procurement Information Bulletin PIB 18-03 provides program implementation and operational guidance on the use of National Acquisition Warrants in PBS.
- e. PBS Leasing Alert LA-FY18-04 provides program implementation and operational guidance on the use of National Leasing Warrants in PBS.

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 86, effective June 1, 2018.

LEGEND: Additions: [bold and bracketed]; Deletions: Strikethrough

Use of five asterisks (* * * * *) indicates that an entire paragraph and its sub paragraphs is unchanged. Three asterisks (* * *) are used to show higher level paragraphs remain unchanged when text is changed in a sub paragraph.

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) Job classification requirements.

(i) PBS National Acquisition Warrants are limited to candidates within the GS-1102 job series.

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

501.603-3 Appointment.

(a) Certificate of Appointment.

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

(5) PBS National Acquisition Warrants will be issued by the PBS Deputy Commissioner, the PBS Assistant Commissioner of Acquisition Management or their delegate in a centralized manner.]

(b) Types of Appointments. Candidates for regional warrants are nominated for either an interim or permanent appointment. [Candidates for a national warrants are nominated only for a permanent 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 geographically.]

(c) Transferability of Warrants.

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

[(2) National warrants. PBS National Acquisition Warrants are issued for PBS-wide work so that there is no need for a transfer when the contracting officer is performing work for

various entities within PBS. There is no requirement to re-apply for a national warrant in FAITAS. If a contracting officer with a PBS National Leasing Warrant or a PBS National Acquisition Warrant transfers to another office within GSA , then see the requirements at 501.603-4(e).

501.603-4 Termination.

[(e) If a contracting officer with a PBS National Acquisition Warrant or a PBS National Leasing Warrant;

(i) transfers to another office within PBS, then the gaining office must validate the organizational need for the national warrant to be effective. In the absence of validation, the warrant is terminated.

(ii) transfers to an office outside of PBS, the warrant is terminated.]

- Career Management
- Overview
- Certification Programs
- Training and Continuous Learning
- FAITAS
- GSA Warrant Program
 - Bureau Warrant Manager
 - Contracting Officer Warrant Program
 - PBS National Acquisition Warrants**
 - National Leasing Warrants
- BCM Resource Center
- Additional Resources

PBS National Acquisition Warrants

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Background

In accordance with GSAM 501.603-3, which provides authority to appoint contracting officers, and to support the agency reform initiatives as required in OMB Memo M-17-22, dated April 12, 2017, GSA has established a Public Building Service (PBS) National Acquisition Warrant, issued centrally, that provides authority to manage acquisitions across PBS.

The GSA PBS National Acquisition Warrant is governed by the following policy: **Class Deviation 2018-03, PBS National Acquisition Warrants and National Leasing Warrants**

PBS National Acquisition Warrant Eligibility

Nominations for PBS National Acquisition Warrants are limited to experienced contracting officers in the GS-1102 Job Series.

Regardless of warrant authority, a contracting officer will be limited to one warrant type, either Regional or National.

PBS National Acquisition Warrant Appointment

1. Warrant Threshold: PBS National Acquisition Warrant nominations are limited to candidates who currently hold regional warrants at the following thresholds:

- Level I Basic - \$25,000
- Level II Simplified - \$250,000
- Level III Intermediate - \$1,000,000 to \$10,000,000
- Level IV Senior - \$25,000,000 to Unlimited

2. PBS National Acquisition Warrant Requirements

Warrant Level	Threshold	Certification	Experience*
National Basic Level I	\$25,000	FAC-C Level I	Must currently have a <i>(regional)</i> Basic warrant for at least one full year
National Simplified Level II	Up to \$250,000	FAC-C Level I	Must currently have a <i>(regional)</i> Simplified warrant for at least two years OR A <i>(national)</i> Basic warrant for at least two consecutive years
National Intermediate Level III	\$1,000,000 up to \$10,000,000	FAC-C Level II	Must currently have a <i>(regional)</i> Intermediate warrant commensurate with the national level being sought, for at least three consecutive years OR A <i>(national)</i> Simplified warrant for at least three consecutive years
National Intermediate A/E & Construction	\$1,000,000 up to \$10,000,000	FAC-C Level II plus	Must currently have a <i>(regional)</i> Intermediate warrant commensurate with the national level being sought, for at least three consecutive years OR

Level III		CON 243 and CON 244	(national) Simplified warrant for at least three consecutive years, and demonstrated A/E & Construction procurement experience
National Senior Level IV	\$25,000,000 up to Unlimited	FAC-C Level III	Must currently have a (regional) Senior warrant commensurate with the national level being sought, for at least five consecutive years OR A (national) Intermediate warrant for at least four consecutive years
National Senior A/E & Construction Level IV	\$25,000,000 up to Unlimited	FAC-C Level III plus CON 243 and CON 244	Must currently have a (regional) Senior warrant with construction procurement experience commensurate with the national level being sought, for at least five consecutive years OR A (national) Intermediate A/E & Construction warrant for at least the last four consecutive years

* All increases in warrant authority shall be based on organizational need in accordance with agency policy.

3. Training: Candidates for PBS National Acquisition Warrants must demonstrate completion of all certification and COWP training requirements.

4. HCA Nominations: A contracting officer must be nominated for a PBS National Acquisition Warrant by their respective regional Head of Contracting Activity (HCA). Typically, the project management office/project lead makes a determination of the need for a PBS National Acquisition Warrant. Working with the regional acquisition management office and other program offices as necessary, the HCA identifies contracting officers within the organization who have the skill sets, authority, and capacity to provide the acquisition support. The regional acquisition management division completes and submits the PBS National Acquisition Warrant Nominee Form to the Acquisition Career Manager (ACM)/Agency Warrant Manager (AWM) by email to warrants@gsa.gov.

5. Waivers/Exceptions: All contracting officers applying for PBS national acquisition warrant authority must meet/satisfy all current training, education, experience, and certification requirements. No waivers or exceptions to these requirements will be considered.

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PBS National Acquisition Warrant Issuance Process

The General Services Administration will appoint contracting officers to hold PBS National Acquisition Warrants based on organizational need. PBS National Acquisition Warrants will be issued centrally by the GSA PBS Deputy Commissioners.

How Are PBS National Acquisition Warrants Issued?

Step 1: Identify Need

All contracting officers applying for PBS National Acquisition Warrant authority must meet/satisfy all current training, education, experience, and certification requirements.

Step 2: Candidate Nomination

- After identification of PBS National Acquisition Warrant candidates by the regional acquisition office and/or other program office as appropriate, the regional HCA will nominate the candidate via the PBS National Acquisition Warrant Nomination Form.
- The PBS National Acquisition Warrant Nomination Form must be completed by the HCA, program office, supervisor, and warrant candidate and submitted to the regional acquisition management division and the PBS National Office of Acquisition Management for review/approval to apply for the PBS National Acquisition Warrant.

Step 3: Issue Invitation

Bureau Warrant Manager:

- Once a candidate has been approved to apply for a national warrant, the BWM will forward a copy of the approved National Acquisition Warrant Nomination Form to the ACM/AWM for assignment of a National warrant number.
- The BWM will issue a warrant invitation to the candidate using the number assigned and the National Acquisition Warrant templates.

PBS National Acquisition Warrant Candidate:

Upon receipt of the PBS National Acquisition Warrant invitation the candidate shall complete the following:

- Log Into FAITAS
- Upload a copy of unofficial college transcripts under Education Requirements
- Upload a current resume or a copy of current regional warrant certificate under Experience Requirements
- Upload a copy of the PBS National Acquisition Warrant Nomination Form under General Requirements
- Complete certification section of the invitation and submit application for review/approval

Note: PBS National Acquisition Warrant candidates should not change their FAITAS Bureau (office).

Step 4: Review Application

Reviewers shall follow the review steps in the FAITAS Warrant Module review process for national warrants:

- Supervisor
- Bureau Warrant Manager (Initial Review)
- Regional Reviewers
- Central Office (OAM, NOL, OPP as applicable) Reviewers
- Bureau Warrant Manager (Final Review)
- HCA (PBS Deputy Commissioner)

Step 5: Approve Warrant

The HCA (PBS Deputy Commissioner) will review, approve, and activate the PBS National Acquisition Warrant. Upon activation, the warrant is ready to use.

Additional Information:

- Upon activation of the PBS National Acquisition Warrant, the contracting officer's Regional Warrant must be terminated.
- Continuous learning requirements remain unchanged from regional warrant requirements; that is, all COs are required to attain 80 hours of eligible continuous learning every two years from the date of certification (FAC-C).

PBS Operational Guidance

PBS guidance on National Acquisition Warrants (PIB 18-03) (After approval, link to this document @ OGP Policy Library/PBS Policy).

Additional Information and Other Guidance

Please [click here](#) to find your designated PBS Bureau Warrant Manager (BWM).

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FAITAS Warrant Module 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"/>



FAITAS Warrant Module National Leasing Warrant Nominee Form

SECTION II: SIGNATURES

Program/Project Office Certification/LAO:

I certify that to the best of my knowledge and belief, there is a current need for a national leasing 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 Leasing Warrant.

Name (Print): _____ Title: _____

Organization: _____

Signature: _____ Date: _____

Regional HCA Nomination:

Based on the information provided, I hereby nominate this Contracting Officer for a National Leasing Warrant.

Name (Print): _____ Title: _____

Signature: _____ Date: _____

NOL Approval:

Based on the information provided, this Contracting Officer is approved to apply for a National Leasing Warrant.

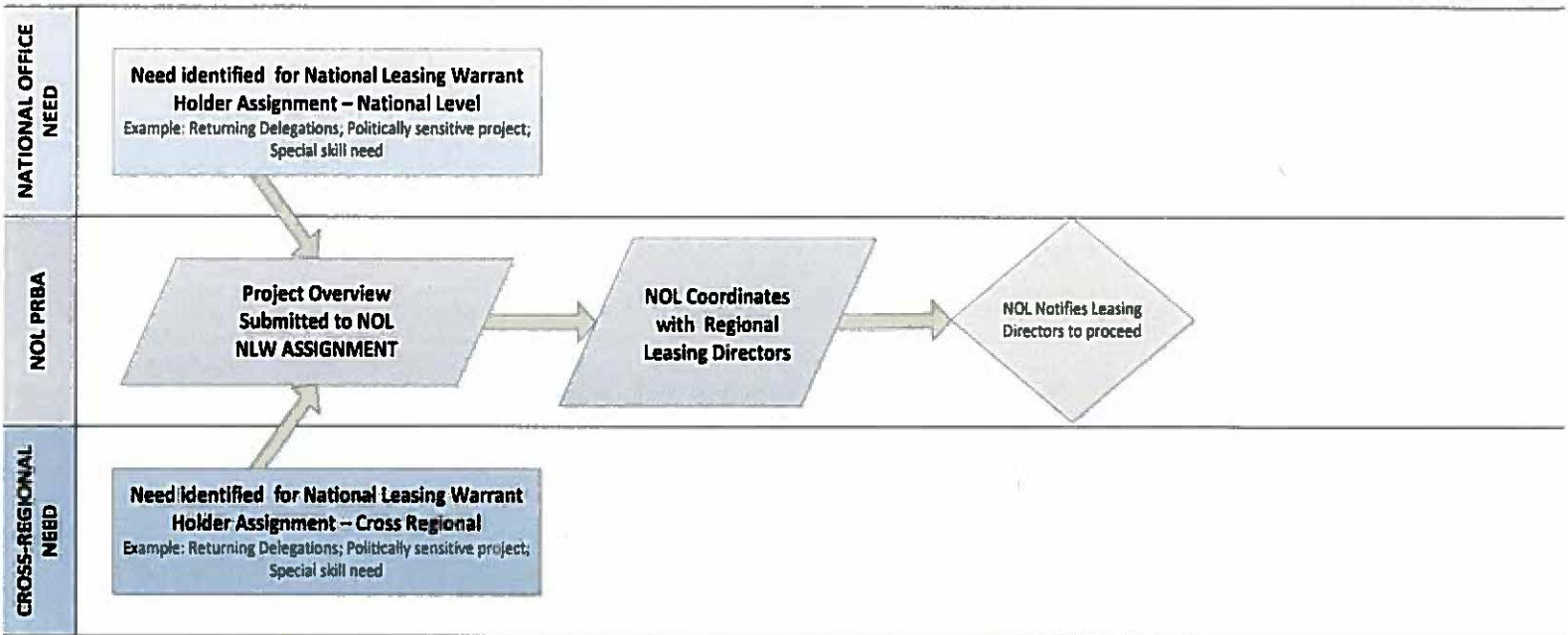
Name (Print): _____ Title: _____

Organization: _____

Signature: _____ Date: _____

CROSS-REGIONAL OR NATIONAL PROJECT ASSIGNMENT PROCESS – National Leasing Warrant Holders

Phase



Pursuant to LA-FY18-06, Operational Guidance for National Leasing Warrants, assignment(s) of projects to National Leasing Warrant holders must be coordinated with the National Office of Leasing.

To enable ease of coordination, NOL has instituted a simple method for notification of NLW assignment needs. When a need for NLW LCO assignment is identified, the identifying entity should submit an assignment request to

NLW Assignment

Once received NOL will coordinate the assignment with the affected Regions and notify Regional Leasing Directors to proceed.