

**OFFICE OF CONSTRUCTION AND FACILITIES MANAGEMENT**  
**OFFICE OF REAL PROPERTY**  
**VA LEASING CERTIFICATION PROGRAM (VALCP)**  
**WARRANT REQUEST PROCEDURES**

1. Meetings of the Lease Contracting Officer Warrant Board (LCOWB) are to be held at least on a quarterly basis during the months of October, January, April and July\* (\*schedule may change)
2. Candidate request packages must be received no later than 6 weeks prior to the board meeting date. If a candidate's request package is not certified complete by VA Leasing Certification Program (VALCP) by at least 4 weeks before the LCOWB meeting, that warrant request will automatically be pushed to the next regularly scheduled board meeting.
3. Candidates must submit warrant request packages on the VALCP SharePoint under Warrant Package Submission button: [Warrant Packet Submission \(sharepoint.com\)](#)
  - a. Step by step instructions are placed on the submission page.
4. The following items will be required on the submission:
  - a. Warrant Request - Candidate email address and LCO Level Requested.
  - b. Attachments to the Warrant request packages must include:
    - i. A completed Warrant Request Memo signed by the candidate and their nominating supervisor.
  - c. A completed GSA Form 3409.
    - i. The candidate should be sure to specifically address all the required Contracting Officer Qualifications (COQs) for the warrant level they are requesting. Please refer to the VALCP Policy for a list of the required COQs for each warrant level.
    - ii. The form should be accurately completed. Errors or omissions may result in the warrant package being returned by VALCP.
    - iii. The form should be completed by the applicant no earlier than 30 days prior to submission to VALCP.
    - iv. The form must be signed by the applicant.
    - v. If additional writing space is needed, applicants can provide additional detail in a Word document included as an attachment to the Form 3409.
  - d. A completed GSA Form 3410.
    - i. Per VALCP policy, candidates must be nominated for a warrant by their supervisor. The nominating supervisor must complete Sections 1-7 of the form and sign. The nominating supervisor must demonstrate a compelling need for the new warrant.
  - e. A copy of the candidate's current LCP Certificate at the requisite level for the warrant being requested.
  - f. A minimum of two (2) sample lease documents developed by the candidate that is representative of the quality of their work.
    - i. Sample lease documents submitted must be complete (i.e., all attachments must be included).
    - ii. Examples of lease documents for new leases (above SLAT) include:
      1. Advertisement
      2. Market Survey Report

3. PNM/ADM
  4. The Global Request for Lease Proposal (RLP) (GSA Form RLP 100)
  5. The Global Lease contract (GSA Form L100) (fully executed copy)
  6. GSA Form 1364 Proposal to Lease Space
- iii. Lease documents for new Simplified Leases may include:
1. Advertisement
  2. Market Survey Report
  3. PNM/ADM
  4. The SLAT RLP (GSA Form R100A)
  5. The SLAT Lease contract (GSA Form L100A) (fully executed copy)
- iv. For Resident Engineer warrant candidates, the documentation of the following are acceptable:
1. At least two (2) years of contracting experience with progressively broader assignments within last five (5) years
  2. Market Survey participation
  3. Documentation supporting previous participation in lease Technical Evaluation Boards (TEBs), e.g. Document reflecting TEB membership
  4. Participation in site inspection, space acceptance
  5. Involvement in eCMS lease contract file management
  6. Involvement in Request for Lease Proposal (RLP) Advertisement
5. The overall quality of the warrant request package submitted will be considered by the LCOWB in reviewing the warrant request. Candidates should be sure to submit a complete, accurate, and professional warrant request package.
6. The LCOWB will consider the quality, completeness, and accuracy of the sample lease documentation in their review of the warrant request. If additional samples are needed, the VALCP Team will reach out and request additional documentation for the Warrant Board.

**NOTE:** The ideal sample documents are final lease documents that have been signed by the candidate. Draft documents are typically not suitable submissions. If lease documents are not executed by the candidate as the LCO of record, the candidate **MUST** include an explanation submitted as an attachment to their Form 3409, describing the work they performed on the subject lease, and have the LCO of record countersign.