

GSA ORDER

Subject: General Services Administration Acquisition Manual; GSAM Case 2018-G503,
PBS National Acquisition Warrants and National Leasing Warrants

1. **Purpose.** This order transmits a revision to the General Services Administration Acquisition Manual (GSAM) to implement the PBS National Acquisition Warrant and PBS National Leasing Warrant.

The National Acquisition Warrant allows PBS Contracting Officers (COs) the flexibility and authority to provide contractual support across GSA. The National Leasing Warrant will allow PBS Leasing Contracting Officers (LCOs) the authority to perform lease procurement actions and/or manage lease acquisitions across GSA.

2. **Background.** GSAM 501.603-3 provides authority to appoint contracting officers. Within this authority and to support agency reform initiatives¹, GSA established a PBS National Acquisition Warrant and 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. **Effective date.** Date of Signature
4. **Explanation of changes.** This amendment includes non-regulatory changes. For full text changes of the amendment see Appendix A, GSAM Text Line-In/Line-Out.

GSAM 501.6 Policy is revised to incorporate GSA Class Deviation CD-2018-03.

The requirements as identified in GSAM 501.603 *Selection, Appointment, and Termination of Appointment for Contracting Officers* are largely unchanged and remain in effect. The following are the major subpart changes:

A. **501.603-1 General.**

Allocates acquisition career management responsibility for both regional and national warrants to the Regional Head of Contracting Activity (HCA) based on the Contracting Officer's assigned or primary region. This change broadens HCA acquisition career management responsibility to include the newly established PBS National Acquisition Warrant and National Leasing Warrant.

B. **501.603-2 Selection.**

Notates who is responsible for nominating candidates for both Regional and National Warrants. Also establishes PBS National Acquisition Warrants are limited to candidates in the 1102 job series and PBS National Leasing Warrants are limited to candidates in the

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

1170 job series. The job series restriction is to limit nominations and selections to only those workforce members that perform appropriate procurement activities.

C. **501.603-3 Appointment.**

Identifies PBS Deputy Commissioner and PBS Assistant Commissioners as established authority to issue National Leasing warrants and distinguishes the difference between regional and national appointment types. Also, provides direction on transferability of regional versus national warrants.

D. **501.603-4 Termination.**

Adds direction on the circumstances under which a PBS National Leasing or Acquisition Warrant can be terminated. All warrants must have established termination guidance.

5. **Cancellations and Rescissions:** GSA Class Deviation CD-2018-03 is hereby cancelled.



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ATTACHMENT A
GSAM Text, Line-In/Line-Out

GSAM Baseline: Change 86 effective 06/01/2018

- **Additions to baseline made by rule are indicated by [bold text in brackets]**
- **Deletions to baseline made by rule are indicated by ~~strikethroughs~~**
- **Five asterisks (*****) indicate that there are no revisions between the preceding and following sections**
- **Three asterisks (***) indicate that there are no revisions between the material shown within a subsection**

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.

(3) Suggested language for the Certificate of Appointment may be found on the Acquisition Workforce Community of Practice accessible through GSA's Acquisition Portal [at [https://insite.gsa.gov/topics/acquisition-purchases-and-payments/acquisition-portal/acquisition-career-management/gsa-warrant-program/contracting-officer-warrant-program?term=suggested language for certificate of appointment](https://insite.gsa.gov/topics/acquisition-purchases-and-payments/acquisition-portal/acquisition-career-management/gsa-warrant-program/contracting-officer-warrant-program?term=suggested%20language%20for%20certificate%20of%20appointment)].

[(4) 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.

(5)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.]

(b) Types of Appointments. Candidates are nominated for either an interim or permanent appointment. **[Candidates for a national warrant 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 PBS, follow the requirements at 501.603-4(e).]

501.603-4 Termination.

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

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

(2) Transfers to an office outside of PBS, the warrant is terminated.]

