

**Department of
Veterans Affairs**

Memorandum

Date: April 25, 2018

From: Associate Executive Director, Office of Real Property (003C1E)
Senior Accountable Official for VA's Facility Leasing Program

Subj: Real Property Policy Memorandum 2018-10 – Clarification on Leasing Policy Authority

To: All VA Leasing Officials

1. The purpose of this memorandum is to clarify that, pursuant to the attached Memorandum dated March 3, 2017, and the attached Acquisition Policy Flash! 17-15, the Associate Executive Director, Office of Real Property (ORP), is the position responsible for promulgation of facility leasing policy for the U.S. Department of Veterans Affairs (VA). In the event that any policies or other guidance for leased facilities or facility lease acquisitions are issued by any other VA organization and conflict with policy or guidance issued by ORP, ORP's policy/guidance shall control.

2. If you have any questions, please contact Caitlin Cunningham, Acting Deputy Director, Office of Real Property, at (202) 632-4796 or by email at Caitlin.Cunningham@va.gov.

Darren J. Blue

Darren Blue
1113385

Digitally signed by Darren Blue
1113385
Date: 2018.04.25 11:00:01 -04'00'

Attachments

Memorandum Dated March 3, 2017
Acquisition Policy Flash! 17-15

From: VA Procurement Policy

Sent: Thursday, December 22, 2016 2:28 PM

To: VA Procurement Policy; VA Proc. Policy Distribution

Subject: Acquisition Policy Flash 17-15, Authority and Functional Ownership of VA Real Property Leasing Program; Including Policy on Leasing Training, Certification, and Warranting

SENT ON BEHALF OF Phil W. Parker, Acting ADAS for Procurement Policy, Systems and Oversight

Acquisition Policy Flash! 17-15

Subject: Authority and Functional Ownership of VA Real Property Leasing Program; Including Policy on Leasing Training, Certification, and Warranting

Purpose: The purpose of this Acquisition Policy Flash is to confirm that the functional owner for leasing is the Office of Construction and Facilities Management (CFM) and the responsibility for the VA lease warranting program, including training and certification, resides with the VA Office of Real Property.

Dated: December 22, 2016

Effective Date: Immediately.

Background: On November 2, 2009, the Executive Director, Office of Acquisition, Logistics, and Construction (001ALC), issued a memorandum, Subject: Training required for Real Property Lease Contracts, which is still in effect. The memorandum provided guidance on training requirements for the execution of Real Property Lease Contracts (see attached).

CFM's authority for signing leases is derived from the General Services Administration (GSA). Contracting Officer appointments made by the Deputy Senior Procurement Executive (DSPE) do not grant authority to sign leases.

Applicability: This guidance applies to all VA contracting personnel.

Action Required: Leasing professionals, whether 1102 or 1170 series, are required to follow the GSA Lease Certification Program (LCP) guidelines as set forth in the attached GSA memorandum. Once the LCP training requirements are satisfied and the leasing professional is certified through the Office of Financial Management, Real Property Services (RPS), the authority to award and administer lease contracts is designated from CFM. Until VA's Lease Warranting Program is formalized, this designation will be provided via an email confirmation from the Office of Real Property within CFM. Those with valid lease certifications shall continue to be authorized to conduct leasing activities regardless of job series or Administration within the Department.

Additional Information: Questions regarding the lease warranting program should be directed to Jessica Kaplan, Deputy Director, Office of Real Property, via email at Jessica.kaplan2@va.gov.

**Department of
Veterans Affairs**

Memorandum

Date: MAR - 2 2017

From: Executive Director, Office of Construction & Facilities Management (003C)

Subj: Request for Delegation of Authority for Lease Credentialing Program
(VAIQ 7768122)

To: Principal Executive Director, Office of Acquisition, Logistics, and Construction (003)

1. As the Department of Veteran's Affairs' (VA) leasing program continues to streamline and formalize its operations, policies, and procedures, and align with the General Services Administration (GSA) as necessary to obtain delegations of authority, the Office of Construction & Facilities Management (CFM) intends to implement a formal credentialing program for leasing officials to be managed by CFM/Office of Real Property (ORP). This program will be referred to as the VA Lease Credentialing Program (LCP) and will consist of two parts: certification and warranting.

2. This program intends to put VA in full compliance with the terms of the leasing delegations of authority granted by GSA and subject to the GSA Manual (GSAM) and the Federal Management Regulation Bulletin C-2, which requires that lease delegations may only be exercised by warranted lease contracting officers.

3. I respectfully request that you delegate authority to the Associate Executive Director, ORP, to stand up, implement, and execute the LCP for leasing officials Department-wide, which includes the issuance of lease certifications and lease warrants to qualified staff. This request is made pursuant to the following:

- a. Delegation of Authority from SECVA to the Principal Executive Director (formerly the Executive Director), Office of Acquisition, Logistics, and Construction, establishing that position as the VA Chief Acquisition Officer with authority to manage the direction of acquisition policy, establish clear lines of authority, and establish appropriate training and career development for acquisition professionals (Attachment 1);
- b. Title 38 U.S.C. § 312a (Attachment 2), which vests responsibility for management of VA's leasing program in the Executive Director of CFM;
- c. Memorandum on Leasing Program Responsibility Realignment dated December 5, 2016 (Attachment 3), through which CFM was established as the office responsible for policy and guidance related to lease acquisition and certification; and
- d. Acquisition Policy Flash 17-15 dated December 22, 2016 (Attachment 4), which acknowledges CFM as the office authority and responsibility for the LCP.

4. Additionally, I request you designate the Associate Executive Director, ORP, as the senior accountable official and Appointing Official (AO) for VA's LCP for lease acquisition and certification, training and warranting of leasing officials. By virtue of this designation and in accordance with FAR 1.601(a) the AO is also designated as a contracting official. In this capacity, the AO will be responsible for ensuring that each VA Administration/Staff Office complies with all regulations and delegated authorities.

Page 2.

Subj: Request for Delegation of Authority for Lease Credentialing Program
(VAIQ 7768122)

5. The requested delegation and designation are designed to provide my office the tools to streamline VA's leasing program to ensure that leasing officials have the training, education, and experience necessary for them to successfully complete varying levels of lease procurements. Delegation will also help to eliminate current redundant or administratively burdensome review and approval requirements, support the contracting needs of the programs managed by my office, and ensure that authority is vested in the office where subject-matter expertise resides.

6. The following laws and regulation grant you the authority to undertake the actions described in this memorandum:

- Title 38 U.S.C. § 312a (Responsibilities of Executive Director, CFM)
- Title 38 U.S.C. § 512(a) (Delegation of Authority)
- Federal Acquisition Regulation (FAR) Subpart 1.6

7. VA Directive 0000, paragraph 2(e), requires that all delegations of authority memoranda must include a sunset date establishing a two-year time limit unless a waiver is approved by the Secretary. Accordingly, the enclosed Delegation of Authority contains a two-year sunset date. If changes are needed in the future, my office will take further action at that time.

8. Your signature below will evidence your approval (i) to CFM to stand up, implement, and execute the LCP, (ii) of the designation of the Associate Executive Director, ORP, as AO, and (iii) that, as AO, the Associate Executive Director, ORP, may manage any and all associated contracting actions in support of the facilities, infrastructure, and real estate functions managed by ORP. Additionally, your signature on the attached Delegation of Authority will implement the necessary authorities.



Stella S. Fiotes, AIA

Attachments (4)

APPROVE/DISAPPROVE:



Gregory L. Giddens

Date: 3 Mar 17

**MEMORANDUM FOR THE ASSOCIATE EXECUTIVE DIRECTOR
OFFICE OF REAL PROPERTY
OFFICE OF CONSTRUCTION & FACILITIES MANAGEMENT**

MAR 03 2017

SUBJECT: Delegation of Authority for Lease Credentialing Program

1. **DELEGATION.** This memorandum delegates to the Associate Executive Director, Office of Real Property, Office of Construction & Facilities Management, heretofore designated the Appointing Official, the authority to stand up, implement, and execute a Lease Credentialing Program for VA leasing officials nationwide, as well as the senior accountable official with full authority to execute tasks related to real property leasing in accordance with the authority described in section 2 of this memorandum:

2. **AUTHORITY.**

- Title 38 U.S.C. § 312a (Responsibilities of Executive Director, CFM)
- Title 38 U.S.C. § 512(a) (Delegation of Authority)
- Federal Acquisition Regulation (FAR) Subpart 1.6
- Federal Management Regulation Bulletin C-2

In accordance with:

- Implementation of the GSA Leasing Certification Program Memorandum dated September 25, 2015
- General Services Administration Manual (GSAM) 501.601(b) and 501.603-1
- Any and all conditions or limitations imposed by GSA in programmatic or project-level delegations of authority

3. **RESTRICTIONS.** None

4. **REDELEGATION.** This delegation may not be further delegated

5. **EFFECTIVE DATE.** This delegation of authority is effective upon signature and shall automatically terminate two years from the date of execution.


Gregory L. Giddens



THE SECRETARY OF VETERANS AFFAIRS
WASHINGTON

February 12, 2009

**MEMORANDUM FOR THE UNDER SECRETARIES, ASSISTANT SECRETARIES,
AND OTHER KEY OFFICIALS**

SUBJECT: Delegation of Authority Defined by the Services Acquisition Reform Act of 2003 to the Executive Director, Office of Acquisition, Logistics and Construction

1. DELEGATION

a. This memorandum designates the Executive Director, Office of Acquisition, Logistics and Construction (001ALC) as the Acting Chief Acquisition Officer for the Department of Veterans Affairs (VA) and delegates the following responsibilities identified by the Services Acquisition Reform Act of 2003 to the incumbent.

b. This delegation includes, but is not limited to, the authority to:

- (1) Advise and assist the Secretary on the appropriate business strategy to achieve VA's mission.
- (2) Advise and assist the Secretary and other VA officials in ensuring that acquisition activities contribute to achieving VA's mission.
- (3) Monitor and evaluate the performance of VA's acquisition programs based on applicable performance measurements.
- (4) Establish policies, procedures, and practices that increase the use of full and open competition in the acquisition of goods and services by the executive agency.
- (5) Increase appropriate use of performance-based contracting and performance specifications in the VA's acquisition activities.
- (6) Make VA's acquisition decisions consistent with all applicable laws, regulations, and policies.
- (7) Establish clear lines of authority, accountability, and responsibility for VA's acquisition decisions.
- (8) Manage the direction of VA acquisition policy, including implementation of VA's acquisition regulations, policies, and standards.

Delegation of Authority Defined by the Services Acquisition Reform Act of 2003 to the Executive Director, Office of Acquisition, Logistics and Construction

(9) Develop and maintain a VA acquisition career management program to ensure that VA has an adequate professional acquisition workforce.

(10) Review, as part of VA's strategic planning and performance evaluation process, current requirements for VA personnel regarding knowledge and skill in acquisition resource management and determine whether such requirements adequately facilitate the achievement of the performance goals established for VA's acquisition management.

(11) Develop, if necessary, strategies and specific plans for hiring, training and professional development for VA's acquisition personnel.

(12) Report to the Secretary on the improved progress made by VA acquisition management capability.

2. AUTHORITY. Section 1421 of the Services Acquisition Reform Act (SARA), Public Law 108-136, 41 United States Code 414, et seq. and Executive Decision Memorandum issued by the Secretary of the VA on October 10, 2008, establishing the Office of Acquisition, Logistics and Construction.

3. RESTRICTIONS. This delegation cancels and supersedes the previous delegation signed July 22, 2005, designating the Assistant Secretary for Management as the Department of Veterans Affairs Chief Acquisition Officer.

4. REDELEGATION. The Executive Director, Office of Acquisition, Logistics and Construction, may further delegate the authority of the Chief Acquisition Officer, subject to the provisions of Section 1421 of Public Law 108-136.

5. EFFECTIVE DATE. This designation and delegation of authority is effective upon signature and remains in effect until the appointment of an Assistant Secretary who will assume the duties of the Chief Acquisition Officer.


Eric K. Shinseki

and financial functions as the Chief Financial Officer of the Department. The Chief Financial Officer shall advise the Secretary on financial management of the Department and shall exercise the authority and carry out the functions specified in section 902 of title 31.

(Added Pub. L. 102-83, §2(a), Aug. 6, 1991, 105 Stat. 382.)

PRIOR PROVISIONS

Provisions similar to those in this section were contained in section 4(c) of Pub. L. 100-527, known as the Department of Veterans Affairs Act, prior to repeal by Pub. L. 102-83, §3(3).

§ 310. Chief Information Officer

(a) The Chief Information Officer for the Department is designated pursuant to section 3506(a)(2) of title 44.

(b) The Chief Information Officer performs the duties provided for chief information officers of executive agencies under chapter 35 of title 44 and subtitle III of title 40.

(Added Pub. L. 102-83, §2(a), Aug. 6, 1991, 105 Stat. 382; amended Pub. L. 104-106, div. E, title LVI, §5604, Feb. 10, 1996, 110 Stat. 700; Pub. L. 105-85, div. A, title X, §1073(h)(3), Nov. 18, 1997, 111 Stat. 1907; Pub. L. 107-217, §3(j)(2), Aug. 21, 2002, 116 Stat. 1300.)

PRIOR PROVISIONS

Prior section 310 was renumbered section 1110 of this title.

Provisions similar to those in this section were contained in section 4(d) of Pub. L. 100-527, known as the Department of Veterans Affairs Act, prior to repeal by Pub. L. 102-83, §3(3).

AMENDMENTS

2002—Subsec. (b). Pub. L. 107-217 substituted "subtitle III of title 40" for "division E of the Clinger-Cohen Act of 1996 (40 U.S.C. 1401 et seq.)."

1997—Subsec. (b). Pub. L. 105-85 substituted "division E of the Clinger-Cohen Act of 1996 (40 U.S.C. 1401 et seq.)" for "the Information Technology Management Reform Act of 1996".

1996—Pub. L. 104-106 substituted "Chief Information Officer" for "Chief Information Resources Officer" in section catchline and amended text generally. Prior to amendment, text consisted of subsections. (a) to (d), relating to designation, powers, and duties of the Chief Information Resources Officer.

EFFECTIVE DATE OF 1996 AMENDMENT

Amendment by Pub. L. 104-106 effective 180 days after Feb. 10, 1996, see section 5701 of Pub. L. 104-106, Feb. 10, 1996, 110 Stat. 702.

§ 311. General Counsel

There is in the Department the Office of the General Counsel. There is at the head of the office a General Counsel, who is appointed by the President, by and with the advice and consent of the Senate. The General Counsel is the chief legal officer of the Department and provides legal assistance to the Secretary concerning the programs and policies of the Department.

(Added Pub. L. 102-83, §2(a), Aug. 6, 1991, 105 Stat. 383.)

PRIOR PROVISIONS

Prior section 311 was renumbered section 1111 of this title.

Provisions similar to those in this section were contained in section 8(a) of Pub. L. 100-527, known as the Department of Veterans Affairs Act, prior to repeal by Pub. L. 102-83, §3(3).

§ 312. Inspector General

(a) There is in the Department an Inspector General, who is appointed by the President, by and with the advice and consent of the Senate, as provided in the Inspector General Act of 1978 (5 U.S.C. App.). The Inspector General performs the functions, has the responsibilities, and exercises the powers specified in that Act.

(b)(1) The Secretary shall provide for not less than 40 full-time positions in the Office of Inspector General in addition to the number of such positions in that office on March 15, 1989.

(2) The President shall include in the budget transmitted to the Congress for each fiscal year pursuant to section 1105 of title 31 an estimate of the amount for the Office of Inspector General that is sufficient to provide for a number of full-time positions in that office that is not less than the number of full-time positions in that office on March 15, 1989, plus 40.

(Added Pub. L. 102-83, §2(a), Aug. 6, 1991, 105 Stat. 383; amended Pub. L. 103-446, title XII, §1201(e)(3), (g)(1), Nov. 2, 1994, 108 Stat. 4685, 4687.)

REFERENCES IN TEXT

The Inspector General Act of 1978, referred to in subsec. (a), is Pub. L. 95-452, Oct. 12, 1978, 92 Stat. 1101, as amended, which is set out in the Appendix to Title 5, Government Organization and Employees.

PRIOR PROVISIONS

Prior section 312 was renumbered section 1112 of this title.

Provisions similar to those in this section were contained in section 9(b) of Pub. L. 100-527, known as the Department of Veterans Affairs Act, prior to repeal by Pub. L. 102-83, §3(3).

AMENDMENTS

1994—Subsec. (a). Pub. L. 103-446, §1201(e)(3), substituted "(5 U.S.C. App.)" for "(5 U.S.C. App. 3)".

Subsec. (b)(3). Pub. L. 103-446, §1201(g)(1), struck out par. (3) which read as follows: "The Secretary shall provide the number of additional full-time positions in the Office of Inspector General required by paragraph (1) not later than September 30, 1991."

§ 312A. Director of Construction and Facilities Management

(a) IN GENERAL.—(1) There is in the Department a Director of Construction and Facilities Management, who shall be appointed by the Secretary.

(2) The position of Director of Construction and Facilities Management is a career reserved position, as such term is defined in section 3132(a)(8) of title 5.

(3) The Director shall provide direct support to the Secretary in matters covered by the responsibilities of the Director under subsection (c).

(4) The Director shall report to the Deputy Secretary in the discharge of the responsibilities of the Director under subsection (c).

(b) QUALIFICATIONS.—Each individual appointed as Director of Construction and Facilities Management shall be an individual who—

(1) holds an undergraduate or master's degree in architectural design or engineering; and

(2) has substantive professional experience in the area of construction project management.

(c) RESPONSIBILITIES.—(1) The Director of Construction and Facilities Management shall—

(A) be responsible for overseeing and managing the planning, design, construction, and operation of facilities and infrastructure of the Department, including major and minor construction projects; and

(B) perform such other functions as the Secretary shall prescribe.

(2) In carrying out the oversight and management of construction and operation of facilities and infrastructure under this section, the Director shall be responsible for the following:

(A) Development and updating of short-range and long-range strategic capital investment strategies and plans of the Department.

(B) Planning, design, and construction of facilities for the Department, including determining architectural and engineering requirements and ensuring compliance of the Department with applicable laws relating to the construction program of the Department.

(C) Management of the short-term and long-term leasing of real property by the Department.

(D) Repair and maintenance of facilities of the Department, including custodial services, building management and administration, and maintenance of roads, grounds, and infrastructure.

(E) Management of procurement and acquisition processes relating to the construction and operation of facilities of the Department, including the award of contracts related to design, construction, furnishing, and supplies and equipment.

(Added Pub. L. 109-461, title VIII, § 811(a), Dec. 22, 2006, 120 Stat. 3446.)

§ 313. Availability of appropriations

(a) Funds appropriated to the Department may remain available until expended.

(b) Funds appropriated to the Department may not be used for a settlement of more than \$1,000,000 on a construction contract unless—

(1) the settlement is audited by an entity outside the Department for reasonableness and appropriateness of expenditures; and

(2) the settlement is provided for specifically in an appropriation law.

(Added Pub. L. 102-83, § 2(a), Aug. 6, 1991, 105 Stat. 383.)

PRIOR PROVISIONS

Prior section 313 was renumbered section 1113 of this title.

Provisions similar to those in this section were contained in section 203 of this title prior to repeal by Pub. L. 102-83, § 2(a).

§ 314. Central Office

The Central Office of the Department shall be in the District of Columbia.

(Added Pub. L. 102-83, § 2(a), Aug. 6, 1991, 105 Stat. 383.)

PRIOR PROVISIONS

Prior section 314 was renumbered section 1114 of this title.

Provisions similar to those in this section were contained in section 230(a) of this title prior to repeal by Pub. L. 102-83, § 2(a).

§ 315. Regional offices

(a) The Secretary may establish such regional offices and such other field offices within the United States, its Territories, Commonwealths, and possessions, as the Secretary considers necessary.

(b) The Secretary may maintain a regional office in the Republic of the Philippines until December 31, 2009.

(Added Pub. L. 102-83, § 2(a), Aug. 6, 1991, 105 Stat. 384; amended Pub. L. 102-291, § 1(a), May 20, 1992, 106 Stat. 178; Pub. L. 103-210, § 2(c), Dec. 20, 1993, 107 Stat. 2497; Pub. L. 103-446, title V, § 502, Nov. 2, 1994, 108 Stat. 4663; Pub. L. 106-117, title VIII, § 802, Nov. 30, 1999, 113 Stat. 1586; Pub. L. 108-183, title II, § 213, Dec. 16, 2003, 117 Stat. 2658.)

PRIOR PROVISIONS

Prior section 315 was renumbered section 1115 of this title.

Provisions similar to those in this section were contained in section 230(a), (b) of this title prior to repeal by Pub. L. 102-83, § 2(a).

AMENDMENTS

2003—Subsec. (b). Pub. L. 108-183 substituted “December 31, 2009” for “December 31, 2003”.

1999—Subsec. (b). Pub. L. 106-117 substituted “December 31, 2003” for “December 31, 1999”.

1994—Subsec. (b). Pub. L. 103-446 substituted “December 31, 1999” for “December 31, 1994”.

1993—Subsec. (b). Pub. L. 103-210 substituted “December 31, 1994” for “March 31, 1994”.

1992—Subsec. (b). Pub. L. 102-291 substituted “March 31, 1994” for “September 30, 1991”.

EFFECTIVE DATE OF 1992 AMENDMENT

Section 1(b) of Pub. L. 102-291 provided that: “The amendment made by subsection (a) [amending this section] shall take effect as of September 30, 1991.”

RATIFICATION OF MAINTENANCE OF OFFICE DURING LAPSED PERIOD

Section 1(c) of Pub. L. 102-291 provided that: “Any action of the Secretary of Veterans Affairs in maintaining a Department of Veterans Affairs Regional Office in the Republic of the Philippines under section 315(b) of title 38, United States Code, during the period beginning on October 1, 1991, and ending on the date of the enactment of this Act [May 20, 1992] is hereby ratified with respect to that period.”

§ 316. Colocation of regional offices and medical centers

(a) To provide for a more economical, efficient, and effective operation of such regional offices, the Secretary shall provide for the colocation of at least three regional offices with medical centers of the Department—

(1) on real property under the jurisdiction of the Department of Veterans Affairs at such medical centers; or

(2) on real property that is adjacent to such a medical center and is under the jurisdiction

**Department of
Veterans Affairs****Memorandum**

Date: DEC 05 2016

From: Interim Assistant Secretary for Management and Interim Chief Financial Officer (004)
Principal Executive Director, Office of Acquisition, Logistics, and Construction (003)

Subj: Leasing Program Responsibility Alignment (VAIQ 7714305)

To: Chief of Staff (00A)

1. ISSUE:

As pertains to the responsibilities of various offices related to the Department of Veterans Affairs' (VA) leasing program, this memorandum requests your approval of the attached functional area responsibility matrix. This matrix covers the full lifecycle of leasing.

2. BACKGROUND:

At the September 2015, Shared Services Governance Board meeting, the Deputy tasked the Office of Management (OM), the Office of Acquisition, Logistics, and Construction (OALC), and the Veterans Health Administration (VHA) to work together to consolidate all leasing execution activities as a shared or enterprise service. While lease execution is an important, critical part of the lease lifecycle, it is only one portion of the overall program that must be addressed to ensure success.

Through a MyVA working group, the question of lease acquisition/procurement responsibility is being addressed. That effort is intended to address if OALC, VHA, or a combination of both will be responsible for leasing execution. However, many other facets of the program have not been addressed by the working group. OM and OALC have met and discussed these additional program responsibilities and, with the concurrence of VHA, came to an agreement on the attached matrix that outlines responsibilities based on the current distributed execution model.

3. POLICY AND PROCESS CHANGES

The agreed upon responsibility matrix (see attachment) ensures that there is an office responsible for consistent and clear policy, guidance, and training for all stages of the lease lifecycle. It also establishes a single point of communication internal to VA for monitoring the full portfolio of leases. The matrix ensures there is one office to serve as the lead on all business decisions regarding practices and procedures for leasing, subject to applicable laws and regulations, including critical areas such as the General Services Administration's (GSA) delegation and leasing staff certifications. Finally, the matrix makes the distinction between the office responsible for defining the policy and direction and the offices responsible for implementing and executing on that policy and direction.

Performance improvement in the lease program is expected due to clarification regarding roles. The processes and program improvements that will result from the updated responsibility alignment will facilitate improved delivery of needed leased facilities to provide care, access, and services to Veterans.

Page 2.

Subj: Leasing program Responsibility Alignment (VAIQ 7714305)

4. RECOMMENDATION

Approve the responsibility matrix for immediate implementation.

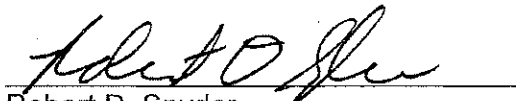


Edward J. Murray



Gregory L. Giddens

APPROVE/DISAPPROVE



Robert D. Snyder
Chief of Staff

1/5/17
Date

Attachment

Attachment

Functional Area	Departmental Policy/Guidance/Training	Operations/Execution
Portfolio Oversight	OM	OM
Requirements Development (SCIP)	OM	VHA (with OALC support for major leases)
Budgeting	OM	VHA
Scoring Compliance	OM (with OALC support)	OALC and/or VHA
GSA Delegation	OM	OALC and/or VHA
Procurement*	OALC	OALC and/or VHA
Leasing Staff Certification*	OALC	OALC and/or VHA
Construction Oversight*	OALC	OALC (build-to-suit) and/or VHA (build-out)
Contract Administration*	OALC	OALC and/or VHA
Future Portfolio Planning	OM and VHA	VHA

* Enterprise-wide policy, guidance, and training will be established in coordination with VHA. Existing policies, guidance and training requirements should remain in place until a more comprehensive approach is established.

Functional Area	Definition and Explanation
Portfolio Oversight	Tracking and monitoring leases through the full lifecycle – planning, execution, operations – across the department.
Requirements Development (SCIP)	Defining scope of proposed leases, based on SCIP gap data, and submitting for approval.
Budgeting	Identifying budgetary needs for current and future years, and monitoring budget execution for adjustments.
Scoring Compliance	Ensuring compliance with the Office of Management and Budget's A-11 scoring criteria and proper determination of operating vs. capital leases.
GSA Delegation	Preparing, requesting, and gaining GSA Delegation, including internal VA peer review process.
Procurement	Acquisition of the leased space from final requirements validation through acceptance of space.
Leasing Staff Certification	Ensuring leasing personnel (realty specialists and/or contracting officers) are properly trained and certified to meet GSA and VA requirements to perform lease acquisition activities.
Construction Oversight (Build to Suit and Build-Out of Existing Space)	After lease award, monitoring progress to ensure the space is properly constructed (build to suit) or renovated (build-out) to meet VA contractual requirements.
Contract Administration	Performing all on-going contractual actions related to the lease post-occupancy, including modifications, options, extensions, and landlord issues.
Future Portfolio Planning	Ensuring that as leases approach the end of lifecycle, proper follow-on actions (if needed) are being planned properly and submitted for approval through SCIP.

Elliott, Lermon

From: VA Procurement Policy
Sent: Thursday, December 22, 2016 2:28 PM
To: VA Procurement Policy; VA Proc. Policy Distribution
Subject: Acquisition Policy Flash 17-15, Authority and Functional Ownership of VA Real Property Leasing Program; Including Policy on Leasing Training, Certification, and Warranting Real Property Leasing.pdf; Implementation_of_GSA_Leasing_Certification_Program Sept 2015.pdf
Attachments:

SENT ON BEHALF OF Phil W. Parker, Acting ADAS for Procurement Policy, Systems and Oversight

Acquisition Policy Flash! 17-15

Subject: Authority and Functional Ownership of VA Real Property Leasing Program; Including Policy on Leasing Training, Certification, and Warranting

Purpose: The purpose of this Acquisition Policy Flash is to confirm that the functional owner for leasing is the Office of Construction and Facilities Management (CFM) and the responsibility for the VA lease warranting program, including training and certification, resides with the VA Office of Real Property.

Dated: December 22, 2016

Effective Date: Immediately.

Background: On November 2, 2009, the Executive Director, Office of Acquisition, Logistics, and Construction (001ALC), issued a memorandum, Subject: Training required for Real Property Lease Contracts, which is still in effect. The memorandum provided guidance on training requirements for the execution of Real Property Lease Contracts (see attached).

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Applicability: This guidance applies to all VA contracting personnel.

Action Required: Leasing professionals, whether 1102 or 1170 series, are required to follow the GSA Lease Certification Program (LCP) guidelines as set forth in the attached GSA memorandum. Once the LCP training requirements are satisfied and the leasing professional is certified through the Office of Financial Management, Real Property Services (RPS), the authority to award and administer lease contracts is designated from CFM. Until VA's Lease Warranting Program is formalized, this designation will be provided via an email confirmation from the Office of Real Property within CFM. Those with valid lease certifications shall continue to be authorized to conduct leasing activities regardless of job series or Administration within the Department.

Additional Information: Questions regarding the lease warranting program should be directed to Jessica Kaplan, Deputy Director, Office of Real Property, via email at Jessica.kaplan2@va.gov.