

**To:** VA LCOs and Staff


**Subject:** OCFM ORP VA-Wide Leasing Policy Alert 2024-04: GSA Form 3410 Update

**Date:** Thursday, January 18, 2024 9:31:55 AM

**Attachments:** [image001.png](#)

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# Office of Construction and Facilities Management's Office of Real Property's VA-Wide Leasing Policy Alert 2024-04: GSA Form 3410 Update

GSA has revised language in their form  [GSA 3410 \(REV1/2024\)](#), Request for Review, Approval, and Appointment, to address contracting experience as defined in GSAM 501.603-1(a). This new language affects your warrant packet submissions.

What has changed?

- A minimum of 3 examples showing your lease actions
- Examples must be within the last 2 years from date of the request memo

*GSA 3410 (REV. 1/2024)*

*The COWB has considered the quality of a **minimum of 3 past contract or lease actions** (e.g., solicitations, contract awards, modifications, terminations, contract close out, memoranda) **completed within the last 2 years from the date of this request**, for conformity to policy, quality of documentation, and the results of any independent review conducted by the contracting activity to verify the warrant candidate's contracting experience as defined in GSAM 501.603-1(a)*

This policy alert is effective immediately. VA Leasing Certification Program (VALCP) has developed detailed instructions for completing the new form. These instructions, as well as a copy of the new GSA Form 3410 and all other current warrant packet form templates, are available on the [Leasing Warrants](#) page of the VALCP SharePoint site.

Please submit questions or concerns related to this alert to VA Leasing Certification Program, [vacoalcp@va.gov](mailto:vacoalcp@va.gov).