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Subject: OCFM ORP VA-Wide Real Property Policy Alert 2025-03: Exception to Policy for iFAMS Funded Lease Awards
Date: Monday, November 18, 2024 3:58:39 PM

Office of Construction and Facilities Management's Office of Real Property's VA-Wide Real Property Policy Alert 2025- 03: Exception to Policy for iFAMS Funded Lease Awards.

This policy alert is being issued to notify VA Leasing Professionals of a temporary exception to policy for VA's integrated Financial Acquisition and Management System (iFAMS) funded lease awards. The need for this exception is due to errors with iFAMS funded lease awards not recognizing the numbering series for annual funding actions outlined in [OCFM ORP VA-Wide Leasing Policy Alert 2024-10](#).

Summary:

- This VA-Wide Leasing Policy Alert is to provide a temporary solution to the iFAMS system not recognizing the prescribed numbering series for annual funding actions.

Until further notice, iFAMS funded leases must use a P + the fiscal year + a 1-digit sequential number, such as P20251, for the annual funding action. P20252 would be used for a de-obligation at the end of the fiscal year, if needed, provided the lease is not being amended.

Similarly, this numbering is used for straight reimbursements paid through the lessor that do not amend the lease, such as utility costs paid directly to the lessor, and the Lease Contracting Officer shall include a locally generated memorandum in the action briefcase with the specific lease reference and supporting documentation for the reimbursement.

Please include a copy of this VA-Wide Leasing Policy Alert in the applicable electronic Contract Management System (eCMS) action briefcase, meta-tagged "C41", for affected leases.

This VA policy alert is effective immediately and remains in effect until rescinded. Our

team is working with iFAMS Support Team to determine if a technical solution is possible and will issue updated guidance, as necessary.

Please contact CFM ORP Policy and Programs at VACO003C7APolicyandProgramsTeam@va.gov if you have any questions or need additional assistance.

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