

## GSA ORDER

**Subject:** General Services Administration Acquisition Manual; GSAM Case 2019-G507, PBS National Site Acquisition Warrant

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

The National Site Acquisition warrant allows Site Acquisition Contracting Officers (SACOs) the authority to execute work in the National Center for Site Acquisition and Relocation.

2. **Background.** GSAM 501.603-3 provides authority to appoint contracting officers. Within this authority and to support agency reform initiatives<sup>1</sup>, GSA established the PBS National Site Acquisition Warrant to provide acquisition professionals with the authority to execute work in the National Center for Site Acquisition and Relocation, 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 requirements for the PBS National Site Acquisition Warrant and to provide a link to the National Site Acquisition Warrant webpage.

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. **501.603-2 Selection.**

Notates who is responsible for nominating and how COs are nominated for both Regional and National Warrants. The job series restriction is to limit nominations and selections to only those workforce members that perform appropriate procurement activities.

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<sup>1</sup> See OMB Memo M-17-22, dated April 12, 2017

B. 501.603-3 Appointment.

Identifies PBS Deputy Commissioner as the established authority to issue National Site Acquisition Warrants.

C. 501.603-4 Termination.

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



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**ATTACHMENT A**  
**GSAM Text**

**GSAM Baseline: Change 102 effective 08/21/2019**

- **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 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.**

**\* \* \* \* \***

**501.603-2 Selection.**

**\* \* \* \* \***

**(b) [Nominations for appointment.]**

~~[(1)] 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:~~

~~—— (1) Completed and signed GSA Form 3410, Request for Appointment. The GSA Form 3410 must discuss the contracting activity's specific need for the warrant. Justify the need in block 1 of the GSA Form 3410.~~

~~—— (2) Completed and signed GSA Form 3409, Personal Qualifications Statement for Appointment as a Contracting Officer, or a resume detailing the candidate's experience, education, and training relevant to the position.~~

~~—— (3) Verification of candidate's training.~~

~~—— (4) Copies of candidate's training certificates, unofficial college transcripts and previous warrants (if previously warranted).~~

~~—— (5) A current warrant certificate from another HCA in GSA may be submitted instead of the items listed in paragraphs (b)(2) through (b)(4) of this section.~~

**[to the regional bureau warrant manager (BWM). The regional BWM will invite the contracting officer candidate to apply for a warrant via FAITAS. In response to the invitation, the contracting officer candidate must provide –**

(i) Unofficial college transcripts.

(ii) Completed GSA Form 3409, Personal Qualifications Statement for Appointment as a Contracting Officer or resume detailing experience, education, and training relevant to the position.

(iii) GSA Form 3410, Request for Appointment. The GSA Form 3410 must discuss the contracting activity's specific need for the warrant. Justify the need in Block 1 of the form.

(iv) Verification of candidate's training.

**(2) National Warrant Nomination Process.**

(i) Nominations for a national acquisition appointment are submitted by the candidate's HCA to the National Office of Acquisition Management.

(ii) Nominations for a national leasing appointment are submitted by the candidate's respective regional HCA to the National Office of Leasing.

(iii) Nominations for a national site acquisition appointment are submitted by the Director, Office of Real Property Valuation to the National Office of Acquisition Management.

(iv) The applicable BCM will invite the contracting officer candidate to apply for a warrant via FAITAS. In response to the invitation, the contracting officer candidate must provide –

(A) Unofficial college transcripts.

(B) Current resume detailing experience, education, and training relevant to the position or previous/current regional warrant certificate.

(C) Completed and signed national warrant nominee form.

(D) Verification of candidate's training.]

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(c) *Evaluation of candidates for contracting officer warrants.*

**(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.

[(iii) PBS National Site Acquisition Warrants are limited to candidates within the GS-1170 job series.]

**501.603-3 Appointment.**

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(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[, the] or PBS Assistant Commissioner of Leasing or their delegate in a centralized manner.

**[(6) PBS National Site Acquisition Warrants will be issued by the PBS Deputy Commissioner, the PBS Assistant Commissioner of Portfolio Management and Customer Engagement or their delegate in a centralized manner.]**

(b) *Types of appointments.*

\* \* \* \* \*

(4) *National appointments.*

\* \* \*

(1) *Regional warrants.* Warrants may not transfer across contracting activities. Contracting officers that transfer to a new contracting activity must **[be invited to]** re-apply for a warrant in FAITAS.

(2) National warrants. PBS National Acquisition Warrants [, **National Leasing Warrants, and National Site Acquisition Warrants**] are issued for PBS-wide work ~~so that there is no need for a transfer when the~~ [, **which allows the**] contracting officer ~~is performing~~ **[to perform]** 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 Acquisition Warrant,] National Leasing Warrant [or National Site Acquisition Warrant]** ~~or a PBS National Acquisition Warrant~~ transfers to another office within PBS, follow the requirements at 501.603-4.

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**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~~ **[and issue a new national warrant via FAITAS]**. In the absence of validation, the warrant is terminated **[with no replacement]**.

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

**[(f) If a contracting officer with a PBS National Site Acquisition Warrant transfers to another office outside of PBS Central Office, National Center for Site Acquisition, Real Property Valuation, the warrant is terminated.]**

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