

OFFICE OF CONSTRUCTION AND FACILITIES MANAGEMENT
OFFICE OF REAL PROPERTY
VA LEASING CERTIFICATION PROGRAM (VALCP)
WARRANT TERMINATION PROCEDURES

1. **Purpose:** This procedure supplements RPPM 2022-01, *Department of Veterans Affairs Leasing Certification Program (VALCP) Policy*, Attachment A, para. 3(d) concerning leasing warrant terminations.
2. **Background:** Leasing warrants may be terminated by the Appointing Official (AO) at any point for administrative or performance reasons. The warrant termination process may be initiated by either the Leasing Contracting Officer's (LCO) supervisory chain or the VALCP on behalf of the AO, but only the AO has final authority to terminate a leasing warrant.
3. **Warrant Terminations for Administrative Reasons:**
 - a. Warrants may be terminated for any of the following administrative reasons:
 - i. Retirement
 - ii. Resignation
 - iii. Reassignment to other duties or to a different VA administration
 - iv. When the appointment is otherwise no longer required (e.g., reduction in volume of actions, work complexity, or change in organizational structure that eliminates the need for a warranted LCO).
 - v. LCO failure to maintain the appropriate LCP certification.
 - b. Administrative warrant terminations should be initiated by the LCO's supervisory chain, since they have the most current information about the LCO's employment status and organizational warrant requirements. To request a termination, the LCO supervisor must complete the Warrant Termination Request Memo (most current template located on the VALCP Warrant page: [Leasing Warrants \(sharepoint.com\)](#)) with appropriate signatures and submit to VALCP SharePoint home page [VA Leasing Certification Program \(VALCP\) \(sharepoint.com\)](#) and click on Warrant Termination.
 - c. VALCP may also initiate a warrant termination process if it learns of an LCO no longer being assigned to leasing duties due to retirement, resignation, reassignment, or if it determines the LCO has not maintained LCP certification. VALCP will email the LCO (if still with VA) and the LCO's immediate supervisor to confirm the LCO's status request that they initiate a warrant termination by submitting a Warrant Termination Request Memo.
 - d. Once the warrant termination process is initiated administratively, VALCP will verify the information submitted and provide the Signed Warrant Termination Request Memo to the Director, Policy and Programs (PnP), Office of Real Property (ORP), Office of Construction and Facilities Management (CFM) for review.

- e. Once the Director, PnP ORP CFM reviews and signs off on the Warrant Termination Request Memo, they will forward the package to the AO for final signature through email.
- f. The final signed document and a copy of the revoked warrant certificate with the termination date will be uploaded to the VALCP SharePoint in the terminated LCO's name.

4. Warrant Terminations for Performance Reasons:

- a. Warrants may be terminated due to performance concerns. Such request may come from the LCO's supervisory chain or may be the result of negative audit findings or other performance related actions that give rise to a concern about the LCO's ability to carry out their duties consistent with their level of appointment.
- b. To request a termination, the LCO supervisor must complete the Warrant Termination Request Memo (most current template located on the VALCP Warrant page: [Leasing Warrants \(sharepoint.com\)](#)) with appropriate signatures and submit to VALCP SharePoint home page [VA Leasing Certification Program \(VALCP\) \(sharepoint.com\)](#) and click on Warrant Termination.
- c. Once this request is received, VALCP will notify the Director, PnP, ORP CFM who is also the Chairperson for the LCO Warrant Board (LCOWB). The Director, PnP ORP CFM will convene a Warrant Board in accordance with RPPM 2022-01 and CFM SOP 003C7-CFM003, *Implementation of the LCO Warrant Board*.
- d. While the request for termination is being reviewed, the LCO's supervisory chain of command has the authority to suspend the warrant, pending the outcome of the LCOWB and the AO final decision.
- e. If the LCOWB recommends warrant termination, VALCP will follow the steps outlined in para. 3(d-f) of this procedure for package for review and signature by the Director, PnP ORP CFM and the AO, and will also document in the package the efforts taken to ascertain the candidate's performance and a justification for the recommended action.

5. Post-Termination Actions: After a warrant termination has been signed by the AO (and the LCO supervisory chain if applicable), VALCP will perform the following actions:

- a. Distribute signed warrant termination memo to the terminated LCO (if they are still employed by VA), their immediate supervisors, the Network Contracting Officer (NCO)-level training officer, the Regional Procurement Office (RPO)-level training officer, and the designated Office of Asset and Enterprise Management (OAEM) point of contact for General Service Administration's (GSA) Real Estate Exchange (GREX). These emails will be sent from the VALCP team. The distribution email will include a reminder for required updates to VA's electronic Contract Management System (eCMS) and GREX.

- b. No less frequently than once a month, update the list of Warranted LCOs in SharePoint to remove terminated warrants (list located here: [Leasing Warrants \(sharepoint.com\)](#))
- c. At the end of the fiscal year, the Warrant Termination Requests on the SP site ([Warrant Termination \(sharepoint.com\)](#)) will be archived to the shared network drive.