

CHANGE REQUEST COVER SHEET

Change Request Number: 09-39A

Date Received: 2/25/2009

Title: Real Estate Training Information

Name: Susan Freericks

Phone: 202-267-8374

Policy OR Guidance: Guidance

Section/Text Location Affected: 6.2, 6.4

Summary of Change: This change request adds a complete list of all mandatory classes for Real Estate Specialists and Officers.

Reason for Change: To add a complete list of all mandatory classes for the Real Estate Specialist and Contracting Officer.

Development, Review, and/or Concurrence: ALO-200, Central Logistics Service Area -50, Western Logistics Service Area -50, Eastern Service Logistics Area -50, AHR-400

Target Audience: Real Estate Contracting Officer

Potential Links within FAST for the Change: I am replacing an existing form under 6.4 and adding a new form as well see links for detail information.

Briefing Planned: No

ASAG Responsibilities: None

Potential Links within FAST for the Change: I am replacing an existing form under 6.4 and adding a new form as well see links for detail information.

Links for New/Modified Forms (or) Documents (LINK 1) [In section 6.4 - click here Learning options and course descriptions - replace doc with attachment 'learning options and course description'](#)

Links for New/Modified Forms (or) Documents (LINK 2) [In section 6.4 -](#)

Links for New/Modified Forms (or) Documents (LINK 3)

SECTIONS EDITED:

Real Estate Guidance :

Section 6.4 : Learning Options and Course Descriptions [\[Old Content\]](#)[\[New Content\]](#)
[\[RedLine Content\]](#)

Real Estate Guidance :

Section 6.2 : Real Estate Career Levels [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

SECTIONS EDITED:

Section 6.4 : Learning Options and Course Descriptions

Old Content: Real Estate Guidance :

Section 6.4 : Learning Options and Course Descriptions

Click here to view [real estate learning options and course descriptions](#).

New Content: Real Estate Guidance :

Section 6.4 : Learning Options and Course Descriptions

Learning Options describes the courses related to the real estate competencies in 6.3: How it Works. Overview of Mandatory Core Real Estate Courses describes the list of courses that are mandatory for all realty specialist and RECOs. All Realty Specialists and RECOs are required to complete the following mandatory classes listed as captured in their training plans with group manager concurrence.

Click here to view [real estate learning options and course descriptions](#)

Click here to view [Mandatory Real Estate Core Courses List](#)

Red Line Content: Real Estate Guidance :

Section 6.4 : Learning Options and Course Descriptions

Learning Options describes the courses related to the real estate competencies in Appendix A, Overview of Mandatory Core Real Estate Courses describes the list of courses that are mandatory for all realty specialist and RECOs. All Realty Specialists and RECOs are required to complete the following mandatory classes listed as captured in their training plans with group manager concurrence.

Click here to view [real estate learning options and course descriptions](#).

Section 6.2 : Real Estate Career Levels

Old Content: Real Estate Guidance :

Section 6.2 : Real Estate Career Levels

Level 1/Entry Level – (F band) – Entry level FAA Realty Specialist competencies are designed to establish fundamental qualifications and expertise in their position. Development at the entry level lays the foundation for career progression and is designed to prepare qualified personnel for positions of increasing responsibility.

At the entry level, Realty Specialists should be exposed to fundamental real estate acquisition procedures. They should perform a progressive range of tasks including a variety of basic and/or routine real estate assignments under the close direction of a more experienced professional and/or manager or team lead. An entry level Realty Specialist demonstrates basic competence necessary to accomplish assignments.

Warrants for level 1 are not issued for individuals at this level.

Level 2/Intermediate Level – (G band) – At the intermediate level, specialization is emphasized. At this level, FAA Real Estate Contracting Officers (RECO) perform multiple, varying, and progressively more complex real estate functions with limited direction. Some projects may require competence in working across functional and/or organizational lines. The intermediate level RECO acts as an individual contributor and/or member of a team and may perform some leadership functions for small projects/programs or other work activities. They also develop experience and demonstrate progressively more advanced competence to plan and accomplish assignments. The Intermediate Level RECO has a limited warrant based upon their manager's assessment.

Warrants for level 2 are given after the RECO's manager determines they have completed the appropriate number of competencies and associated training. The initial warrant level is set \$250,000 and can be adjusted incrementally not to exceed \$1 million by the RECO's manager.

Level 3/Senior/Advanced Level – (H band) – A senior FAA RECO should have an in-depth knowledge across the entire real estate acquisition process. The senior level RECO is considered a subject matter expert in the real estate discipline who provides leadership for highly complex and challenging activities with minimal direction. The senior RECO may act as a principal specialist to develop new and innovative approaches, methodologies, and techniques, and acts as a leader to define and direct challenging projects/programs/activities. The senior RECO identifies and resolves challenging problems or issues which often cross organizational boundaries and impact the accomplishment of strategic objectives. The Senior Level RECO has an unlimited warrant

Warrants for level 3 are given after the RECO's manager determines they have completed the appropriate number of competencies and associated training. The senior warrant level is set at \$1,000,000 and can be adjusted incrementally to a unlimited level by the RECO's manager.

Warrant Information

Below is the information pertaining to the understanding of Warrants related to the Real Estate Contracting Officer(s). For full version please see [T3.1.4 Contracting Officer Warrants](#).

Warrant Level Information for the RECO:

a. *Certificate of Appointment.* Procurement and real property COs, and other qualified individuals are delegated contracting authority by the Chief of the Contracting Office (COCO) through a written certificate of appointment, also known as a warrant. This certificate of appointment authorizes the individual to legally bind the FAA. Warranted individuals may not further delegate their warrant authority. They cannot “sign for” or over the name of another CO.

b. *Limitations.* Warrants define the dollar and scope limitations of the authority. Warrants may be limited or unlimited. A limited warrant states a total dollar limitation for each transaction. The dollar value of a transaction includes the total contract value including the base year and all options. An unlimited warrant allows transactions at any dollar value. In addition to the dollar value, limited and unlimited warrants must expressly state any limitations of authority (other than limitations in applicable laws or regulations) and state the specific type of transaction to any real property action the CO is authorized to make such as grants, cooperative agreements and other transactions (see T3.8.1 for more information). Currently grants, cooperative agreements and other transactions are excluded from delegated contracting authority for procurement and real property contracting officers and other authorized individuals *unless* expressly stated in the warrant.

c. *Warrant Levels.* There are two warrant levels, which apply to real estate contracting authority. These levels along with training curriculum are outlined in the Real Estate Competencies.

d. *Procedures for Obtaining Certificate of Appointment.* The individual, through their immediate supervisor, to the

COCO, submits the request for a certificate of appointment/warrant. The nominee’s supervisor forwards the nomination package and ensures that the individual meets the training, education, and experience requirements commensurate with the proposed delegated threshold, grants, and other transactions. The COCO reviews the request and supporting documentation for completeness, evaluates the applicant’s acquisition experience, training, evidence of certification, and signs the request and Certificate of Appointment. The certificate of appointment issued to the individual includes a warrant number, level of warrant authority, and any other applicable restrictions, such as types of acquisitions. (See Appendix D of T.3.1.4 for a sample Memorandum for Request for Contracting Officer’s Certificate of Appointment).

e. *Discrete Authority for Grants, Cooperative Agreements and Other Transactions.* The Administrator’s authority to award and administer grants, cooperative agreements and other transactions is delegated to the FAA Acquisition Executive (FAE), who subsequently redelegate this authority to the COCO (see AMS Procurement Toolbox Procurement Delegation of Authority), subject to the below restrictions:

(1) *COCO Redlegation.* The COCO may redelegate this authority to procurement and real property COs and other individuals with required knowledge, experience, training, and skills for

awarding and administering these types of transactions. All delegations must be in writing and expressly state the types of transactions and any limitations.

(2) *Administrator's Review*. Individuals delegated this authority must ensure that prior to award, the Administrator is notified and allowed to review any non-AIP grant, cooperative agreement, or other transactions with a cumulative value of \$10 million or more, or with significant Congressional interest. (See AMS Procurement Guidance T3.8.1 Agreements, Cooperative Agreements, Gifts & Bequests, subparagraph 1.m for additional information.); and

(3) *Certificate of Appointment*. The written certificate of appointment must expressly state authority to execute grants, cooperative agreements and other transactions.

f. *Regional Administrator and Center Director Warrants*. The COCO may delegate unlimited contracting authority to his or her Regional Administrator or Center Director.

g. *Displaying Warrants and Other Certificate of Appointment*. Real Estate COs must prominently display the warrant or other certificate of appointment to make information on the authority and any limitations readily available to the public and FAA personnel.

h. *Skills Currency (Maintenance)/Continuous Learning*. To maintain the delegated contracting authority, individuals must take the real estate curriculum associated with the competencies for that level.

New Content: Real Estate Guidance :
Section 6.2 : Real Estate Career Levels

I. Levels of Warrants

1170 Level 1/Entry Level - (F band) - Entry level FAA Realty Specialist competencies are designed to establish fundamental qualifications and expertise in their position. Development at the entry level lays the foundation for career progression and is designed to prepare qualified personnel for positions of increasing responsibility.

At the entry level, Realty Specialists should be exposed to fundamental real estate acquisition procedures. They should perform a progressive range of tasks including a variety of basic and/or routine real estate assignments under the close direction of a more experienced professional and/or manager or team lead. An entry level Realty Specialist demonstrates basic competence necessary to accomplish assignments.

Warrants are not issued for individuals at Level 1.

Training Requirements: Each 1170/Level 1 will outline in their training plan with approval from the Group Managers when they will take the mandatory core classes. Please note with the approval of the Group Manager and outlined in your training plan, a Level 1/Entry Level should at a minimum fulfill three mandatory courses (from the list below 1-13) before progressing to

Level 2/Intermediate Level. The core mandatory classes required for Level I/Entry are as follows:

1. FAA Basic Real Estate Course;
2. ABAAS Familiarization;
3. Acquisition Law Training;
4. Communicate for Results;
5. DELPHI/PRISM Overview;
6. Federal Real Property Lease Law;
7. AMS Course (still deciding which one);
8. Lease Administration;
9. PRISM Realty Specialist Course;
10. Real Estate Tracking System (RETS);
11. Real Estate Management System (REMS);
12. Techniques of Negotiation Federal Real Property Lease;
13. Real Estate Conference sponsored by ALO-200

1170 Level 2/Intermediate Level - (G band) - At the intermediate level, specialization is emphasized. At this level, FAA Real Estate Contracting Officers (RECO) perform multiple, varying, and progressively more complex real estate functions with limited direction. Some projects may require competence in working across functional and/or organizational lines. The intermediate level RECO acts as an individual contributor and/or member of a team and may perform some leadership functions for small projects/programs or other work activities. They also develop experience and demonstrate progressively more advanced competence to plan and accomplish assignments. The Intermediate Level RECO has a limited warrant based upon their manager's assessment.

Warrants for Level 2 are given after the RECO's manager determines they have completed the appropriate number of competencies and associated training. The initial warrant level is set \$250,000 and can be adjusted incrementally not to exceed \$1 million by the RECO's manager.

Training Requirements: Each 1170/Level 2 will outline in their training plan with approval from the Group Managers when they will take the mandatory core classes. Please note with the approval of the Group Manager and outlined in your training plan, a Level 2/Intermediate Level should at a minimum fulfill six of the mandatory core courses (from the list below 3 courses from a and 3 from 2-7) before progressing to Level 3/Senior Level. The core mandatory classes required for Level 2/Intermediate are as follows:

1. List of mandatory core courses under Level1/Entry (see above 1-13)
2. Basic Appraisal Principles
3. Environmental Due Diligence Audit
4. FAA Advance Real Estate Course
5. Negotiation Strategies and Techniques
6. Utilization and Disposal of Real Property
7. One elective

1170/Level 3/Senior/Advanced Level - (H band) - A senior FAA RECO should have an in-depth knowledge across the entire real estate acquisition process. The senior level RECO is considered a subject matter expert in the real estate discipline who provides leadership for highly complex and challenging activities with minimal direction. The senior RECO may act as a principal specialist to develop new and innovative approaches, methodologies, and techniques, and acts as a leader to define and direct challenging projects/programs/activities. The senior RECO identifies and resolves challenging problems or issues which often cross organizational boundaries and impact the accomplishment of strategic objectives. The Senior Level RECO has an unlimited warrant

Warrants for Level 3 are given after the RECO's manager determines they have completed the appropriate number of competencies and associated training. The senior warrant level is set at \$1,000,000 and can be adjusted incrementally to an unlimited level by the RECO's manager.

Training Requirements: Each 1170/Level 3 will outline in their training plan with approval from the Group Managers when they will take the mandatory core classes. Please note with the approval of the Group Manager and outlined in your training plan, a Level 3/Senior Level should at a minimum fulfill one mandatory core courses per year to maintain their warrant (see list below 1-3).

The core mandatory classes required for Level 3/Intermediate are as follows:

- 1.) List of mandatory core courses under Level 1/Entry (1-13) and list of mandatory courses under Level 2/Intermediate (2-7)
- 2.) Introduction to NEPA Requirements and Procedures
- 3.) One elective

II. Warrant Information

Below is the information pertaining to the information and understanding of Warrants related to the Real Estate Contracting Officer(s) (RECOs). For full version please see T3.1.4 Contracting Officer Warrants.

Warrant Level Information for the RECO:

- a. Certificate of Appointment. Procurement and real property COs, and other qualified individuals are delegated contracting authority by the Chief of the Contracting Office (COCO) through a written certificate of appointment, also known as a warrant. This certificate of appointment authorizes the individual to legally bind the FAA. Warranted individuals may not further delegate their warrant authority. They cannot "sign for" or over the name of another CO.
- b. Limitations. Warrants define the dollar and scope limitations of the authority. Warrants may be limited or unlimited. A limited warrant states a total dollar limitation for each transaction. The dollar value of a transaction includes the total contract value including the base year and all options. An unlimited warrant allows transactions at any dollar value. In addition to the dollar value, limited and unlimited warrants must expressly state any limitations of authority (other than limitations in applicable laws or regulations) and state the specific type of transaction to any real property action the CO is authorized to make such as grants, cooperative agreements

and other transactions (see T3.8.1 for more information). Currently grants, cooperative agreements and other transactions are excluded from delegated contracting authority for procurement and real property contracting officers and other authorized individuals unless expressly stated in the warrant.

c. Warrant Levels. There are two warrant levels, which apply to real estate contracting authority. These levels along with training curriculum are outlined in the Real Estate Competencies.

d. Procedures for Obtaining Certificate of Appointment. The individual, through their immediate supervisor, to the COCO, submits the request for a certificate of appointment/warrant. The nominee's supervisor forwards the nomination package and ensures that the individual meets the training, education, and experience requirements commensurate with the proposed delegated threshold, grants, and other transactions. The COCO reviews the request and supporting documentation for completeness, evaluates the applicant's acquisition experience, training, evidence of certification, and signs the request and Certificate of Appointment. The certificate of appointment issued to the individual includes a warrant number, level of warrant authority, and any other applicable restrictions, such as types of acquisitions. (See Appendix D of T.3.1.4 for a sample Memorandum for Request for Contracting Officer's Certificate of Appointment).

e. Discrete Authority for Grants, Cooperative Agreements and Other Transactions. The Administrator's authority to award and administer grants, cooperative agreements and other transactions is delegated to the FAA Acquisition Executive (FAE), who subsequently redelegated this authority to the COCO (see AMS Procurement Toolbox Procurement Delegation of Authority), subject to the below restrictions:

(1) COCO Redlegation. The COCO may redelegate this authority to procurement and real property COs and other individuals with required knowledge, experience, training, and skills for awarding and administering these types of transactions. All delegations must be in writing and expressly state the types of transactions and any limitations.

(2) Administrator's Review. Individuals delegated this authority must ensure that prior to award, the Administrator is notified and allowed to review any non-AIP grant, cooperative agreement, or other transactions with a cumulative value of \$10 million or more, or with significant Congressional interest. (See AMS Procurement Guidance T3.8.1 Agreements, Cooperative Agreements, Gifts & Bequests, subparagraph 1.m for additional information.); and

(3) Certificate of Appointment. The written certificate of appointment must expressly state authority to execute grants, cooperative agreements and other transactions.

f. Regional Administrator and Center Director Warrants. The COCO may delegate unlimited contracting authority to his or her Regional Administrator or Center Director.

g. Displaying Warrants and Other Certificate of Appointment. Real Estate COs must prominently display the warrant or other certificate of appointment to make information on the authority and any limitations readily available to the public and FAA personnel.

h. Skills Currency (Maintenance)/Continuous Learning. To maintain the delegated contracting authority, individuals must take the real estate curriculum associated with the competencies for that level.

III. Maintenance of Warrants for 1170 Series

In order for 1170 (Level 1/2/3) to maintain their warrants or progress to the next level, they must take the mandatory core real estate classes courses in Appendix I within the time frame established on their training plan with their Group Managers concurrence. Please see section I in order to determine which mandatory core classes must be satisfied in order to progress to the next real estate level.

Continuous Learning: An 1170 (Level 1/2/3) is required to maintain technical proficiency through the successful completion, every 2 years, of a minimum of 80 hours of real property training. The 1170/Realty Specialist or RECO can accomplish the above requirement through participation in workshops, seminars, symposiums, and formal classroom training.

Electives for Level 2 and 3: As agreed to by the employee and Group Manager, electives may be any training course related to the employee's job, those necessary for career development, or those used for cross training. Electives may include no-cost distance learning, assignment-specific courses, or other training opportunities (please see 6.4 Learning Options for list of more classes).

All training and education information relating to 1170 series personnel must have a training plan and training must be entered into the enterprise Learning Management System (eLMS) (<https://elms.dot.gov/>)

Red Line Content: Real Estate Guidance :
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Training Requirements: Each 1170/Level 2 will outline in their training plan with approval from the Group Managers when they will take the mandatory core classes. Please note with the approval of the Group Manager and outlined in your training plan, a Level 2/Intermediate Level should at a minimum fulfill six of the mandatory core courses (from the list below 3 courses from a and 3 from 2-7) before progressing to Level 3/Senior Level. The core mandatory classes required for Level 2/Intermediate are as follows:

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