

CHANGE REQUEST COVER SHEET

Change Request Number: 10-66

Date Received: 6/2/2010

Title: Real Estate Guidance

Name: Susan Freericks

Phone: 202-267-8374

Policy OR Guidance: Guidance

Section/Text Location Affected: Real Estate Guidance, Sections 6.2 and 6.5

Summary of Change: Updating and including forms for warrant application

Reason for Change: Ensure the Real Estate Contracting Officer is well trained.

Development, Review, and/or Concurrence: ALO-200 and Logistics Service Area

Target Audience: Real Estate Contracting Officer

Potential Links within FAST for the Change: N/A

Briefing Planned: No

ASAG Responsibilities: None

Potential Links within FAST for the Change: N/A

Links for New/Modified Forms (or) Documents (LINK 1) [6.5.1 add Real Estate Contracting Officer Warrant Request Template](#)

Links for New/Modified Forms (or) Documents (LINK 2) [6.4 replace doc at Learning Options and Course Descriptions](#)

Links for New/Modified Forms (or) Documents (LINK 3) [6.4 replace doc at Mandatory Core Real Estate Courses](#)

SECTIONS ADDED:

Real Estate Guidance :

Section 6.5 : Real Estate Development Forms [\[New Content\]](#)

SECTIONS EDITED:

Real Estate Guidance :

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

SECTIONS ADDED:

Real Estate Guidance :

Section 6.5 : Real Estate Development Forms

Forms useful for Real Estate Development are maintained in the Real Estate Templates Library under Section 6.

Real Estate Templates

SECTIONS EDITED:

Section 6.2 : Real Estate Career Levels

Old 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 Level 1/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/>)

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 the 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 1-15) before progressing to

Level 2/Intermediate Level. The core mandatory classes required for Level 1/Entry are as follows:

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

1170 Level 2/Intermediate Level - (G band) At the intermediate level, specialization is emphasized. At the Intermediate Level the 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 1, 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 Level 1/Entry (see above 1-15)
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 Level 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 Level 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 Level 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/Senior are as follows:

1. List of mandatory core courses under Level 1/Entry (1-15) 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. The FAE delegates contracting authority to procurement and real property COs through a written certificate of appointment, also known as a warrant. This certificate of appointment authorizes the individual to legally bind FAA. Warranted individuals cannot further delegate their warrant authority or “sign for” or over the name of another CO.

b. FAE Approval. All certificates of appointments, or warrants, must be approved by the FAE prior to them becoming effective.

c. 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.

d. 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.

e. Procedures for Obtaining Certificate of Appointment.

(1) The request for a certificate of appointment/warrant **must** be prepared using the "Real Estate Contracting Officer Warrant Request" (see Real Estate Templates) by the individual and submitted to his or her Logistics Service Area Real Estate Group Manager.

(2) The real estate group manager reviews the package to ensure that the individual meets the training, education, and experience requirements commensurate with the proposed delegated threshold. If the group manager concurs, he or she forwards the nominee's package to the COCO.

(3) The COCO reviews the request and supporting documentation for completeness and evaluates the applicant's acquisition experience, training, and evidence of certification. If the COCO concurs, he or she signs the request and forwards the request to the Director of Aviation Logistics Organization (ALO-1).

(4) The ALO-1 will review and forward the request with a recommendation to the FAE who will issue a certificate of appointment. The certificate of appointment must include a warrant number, dollar limit of warrant authority, and any other applicable limitations, such as restrictions to certain types of transactions. If approved, the FAE will sign the delegation and return it to the ALO-1 for distribution.

f. 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 Redelegation. 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.

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. All Subject Matter Experts (SMEs) who provide support to the CMEL instructors for the real estate training classes will receive training hours equal to half of the total hours received by the students, i.e. if the training hours for the course is 24, the SME will receive 12 hours. The hours will count towards the 80 hour training requirement every two years.

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 :
Section 6.2 : Real Estate Career Levels

I. Levels of Warrants

1170 Level 1/Entry Level - (F band) - Entry ~~level~~Level the 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~~ 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~~ 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~~15) before progressing to Level 2/Intermediate Level. The core mandatory classes required for Level 1/Entry are as follows:

1. FAA Basic Real Estate Course;
2. FAA Legal/Real Estate Course;
3. FAA Space Lease Project Development Course;
4. ABAAS Familiarization;
- ~~3~~ 5. Acquisition Law Training;
- ~~4~~ 6. Communicate for Results;
- ~~5~~ 7. DELPHI/PRISM Overview;
- ~~6~~ 8. Federal Real Property Lease Law;
- ~~7~~ 9. AMS Course (~~still deciding which one~~);
- ~~8~~ 10. Lease Administration;
- ~~9~~ 11. PRISM Realty Specialist Course;
- ~~10~~ 12. Real Estate Tracking System (RETS);
- ~~11~~ 13. Real Estate Management System (REMS);
- ~~12~~ 14. Techniques of Negotiation Federal Real Property Lease;
- ~~13~~ 15. Real Estate Conference sponsored by ALO-200

1170 Level 2/Intermediate-~~Level~~ - (G band)— At the intermediate level, specialization is emphasized. At ~~this~~ the level, Intermediate Level the 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~~ 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-1~~1 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~~15)
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~~**Senior Level** FAA RECO should have an in-depth knowledge across the entire real estate acquisition process. The ~~senior level~~**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~~**Senior Level** 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~~**Senior Level** 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~~**Senior** are as follows:
~~1-)~~

1. List of mandatory core courses under Level1/Entry (1-~~13~~15) and list of mandatory courses under Level 2/Intermediate (2-7)-~~2-)~~
2. Introduction to NEPA Requirements and Procedures-~~3-)~~
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~~ The ~~are delegated~~ F AE delegates contracting authority ~~by the Chief~~ to of the ~~Contracting Office~~ procurement and real property (COCO) COs 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~~ cannot further delegate their warrant authority ~~or~~ � ~~They cannot~~ "sign for" " or over the name of another CO.

b. **F AE Approval. All certificates of appointments, or warrants, must be approved by the F AE prior to them becoming effective.**

c. 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.

d. 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.

e. Procedures for Obtaining Certificate of Appointment. ~~The individual, through their immediate supervisor, to the COCO, submits~~ (1) the ~~The~~ request for a certificate of appointment/warrant: **must be prepared** ~~The~~ using nominee's ~~the~~ "Real supervisor ~~Estate~~ forwards Contracting Officer Warrant Request" (see Real Estate Templates) by the ~~nomination~~ individual and submitted to his or her Logistics Service Area Real Estate Group Manager. (2) The real estate group manager reviews the package ~~and ensures~~ to ensure that the individual meets the training, education, and experience requirements commensurate with the proposed delegated threshold; grants ~~If the group manager concurs, and other~~ he or ~~transactions.~~ she forwards the nominee � s package to the COCO. (3) The COCO reviews the request and supporting documentation for completeness, and evaluates the applicant's acquisition experience, training, and evidence of certification. If the COCO concurs, and ~~he or she~~ signs the request and ~~Certificate~~ forwards the request to the Director of Appointment Aviation Logistics Organization (ALO-1). (4) The ALO-1 will review and forward the request with a recommendation to the F AE who will issue a certificate of appointment. ~~issued to the individual~~ The certificate of appointment

~~includes~~ **must include** a warrant number, ~~level~~ **dollar limit** of warrant authority, and any other applicable ~~restrictions~~ **limitations**, such as **restrictions to certain** types of acquisitions **transactions**. ~~(See Appendix If Approved, of the T.3.1.4 FAE for a sample Memorandum for Request for Contracting will sign the delegation and return it to Officer's the Certificate ALO-1 of for Appointment)~~ **distribution**.

ef. 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 Redelegation. 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 All Subject Matter Experts (SMEs) who provide support to the CMEL instructors** for ~~Level 2~~

~~and the real estate 3-~~training classes will receive training hours equal to half of the total hours received by the students, i.e. if the training hours for the course is 24, the SME will receive 12 hours. The hours will count towards the 80 hour training requirement every two years.

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/>)
