

# CHANGE REQUEST COVER SHEET

**Change Request Number:** 13-73A

**Date Received:** 6/13/2013

**Title:** AMS Real Property Guidance Updates

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**Policy OR Guidance:** Guidance

**Section/Text Location Affected:** Section 6

**Summary of Change:** Guidance has been updated to reflect the new RECO certification process.

**Reason for Change:** The AMS real estate career development guidance has been updated to reflect changes in the RECO certification process.

**Development, Review, and/or Concurrence:** ALO-200, AGC-520, WLSA, ELSA, CLSA, ALO-300

**Target Audience:** Real Estate Contracting Officers

**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)** [null](#)

**Links for New/Modified Forms (or) Documents (LINK 2)** [null](#)

**Links for New/Modified Forms (or) Documents (LINK 3)** [null](#)

## SECTIONS REMOVED:

Real Estate Guidance :

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

## SECTIONS ADDED:

Real Estate Guidance :

**Section 6.2.1 : Attaining Real Estate Contracting Officer/Specialist (RECO/S) Certification** [\[New Content\]](#)

Real Estate Guidance :

**Section 6.2.2 : Maintaining Real Estate Contracting Officer/Specialist (RECO/S) Certification** [\[New Content\]](#)

Real Estate Guidance :

**Section 6.3.6 : Procedures for Obtaining and Increasing Warrants** [\[New Content\]](#)

## SECTIONS EDITED:

Real Estate Guidance :

**Section 6 : REAL ESTATE CAREER DEVELOPMENT** [\[Old Content\]](#)[\[New Content\]](#)  
[\[RedLine Content\]](#)

Real Estate Guidance :

**Section 6.1 : Introduction** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Real Estate Guidance :

**Section 6.2 : Real Estate Contracting Officer/Specialist (RECO/S) Certification** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Real Estate Guidance :

**Section 6.3 : Real Estate Contracting Officer Warrants** [\[Old Content\]](#)[\[New Content\]](#)  
[\[RedLine Content\]](#)

Real Estate Guidance :

**Section 6.3.1 : Real Estate Contracting Officer/Specialist (RECO/S) Warrants** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Real Estate Guidance :

**Section 6.3.2 : Warrant Levels** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Real Estate Guidance :

**Section 6.3.3 : Maintaining Warrants** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Real Estate Guidance :

**Section 6.3.4 : Limitations** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Real Estate Guidance :

**Section 6.3.5 : FAA Federal Acquisition Executive (FAE) Approval** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

## SECTIONS REMOVED:

**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](#)

#### **SECTIONS ADDED:**

##### **Real Estate Guidance :**

##### **Section 6.2.1 : Attaining Real Estate Contracting Officer/Specialist (RECO/S) Certification**

*FAA RECO/S Level I Certification* - The Level I RECO/S competencies and certification program is designed to ensure the development of basic and fundamental qualifications and expertise by the acquisition professional. Development at the Level I is the foundation for career progression and is designed to prepare qualified personnel to progress to positions of increasing responsibility.

At Level I, RECO/S should be exposed to the basic and fundamental real estate procedures and documents. The employee performs a progressive range of responsibilities. For further information see [RECO Acquisitions Professions](#) (FAA only) for performance indicators at each level, 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. There is no warrant issued for achieving Level I certification.

*FAA RECO/S Level II Certification* - At Level II, the focus is on the ability of the RECO/S to apply specific skills and knowledge obtained previously to consummate real estate transactions. A Level II RECO/S performs multiple, varying, and progressively complex real estate functions with limited direction. Some projects may require competence in working across functional and/or organizational lines. The Level II RECO/S acts as an individual contributor and/or member of a team and may perform leadership functions for small projects/programs or other work activities. The RECO/S also develops experience and demonstrates progressively advanced competence in planning and completing assignments. Level II certified RECO/S have a limited warrant based upon the manager's assessment of competencies, experience and completed training.

*FAA RECO/S Level III Certification* - A Level III RECO/S should have an in-depth knowledge of the entire real estate acquisition process. The Level III RECO/S is considered a subject-matter expert in the discipline of real estate who provides leadership for highly complex and challenging activities with minimal direction. The Level III RECO/S may act as a principal specialist to develop new and innovative approaches, methodologies, and techniques, and as a leader to define and direct challenging projects/programs/activities. The Level III RECO/S identifies and resolves challenging problems or issues which often cross organizational boundaries and impact the accomplishment of strategic objectives. Level III certified RECO/S may be issued up to an unlimited warrant based upon the manager's assessment of competencies, experience and completed training.

##### **Real Estate Guidance :**

##### **Section 6.2.2 : Maintaining Real Estate Contracting Officer/Specialist (RECO/S) Certification**

RECO/S (Level I/II/III) are required to maintain technical proficiency through the successful completion of a minimum of 80 hours of continuous learning points (CLP) of real property training and development during the two year recertification period. Each hour equates to a continuous learning point (CLP). The RECO/S may accomplish the above requirement through participation in workshops, seminars, symposiums, online and classroom training as well as developmental opportunities to accumulate accredited hours towards CLPs.

All education, training and development information relating to RECO/S personnel is to be entered into the enterprise Learning Management System (eLMS). In addition, each RECO/S must have a training and development plan approved by the real estate supervisor at all levels. The Real Estate Group Managers will forward copies of the training plans to the Policy and Performance Division, ALO-200.

Certification must be renewed every two-years. The FAA acquisition certification renewal application can be found in the AMS guidance section for acquisition career program and is required for submission to maintain certification.

### **Real Estate Guidance :**

#### **Section 6.3.6 : Procedures for Obtaining and Increasing Warrants**

(1) The request for a warrant or warrant increase must be prepared using the "Real Estate Contracting Officer Warrant Request" (section 6.5 Real Estate Development) by the employee supervisor who assesses the qualifications and readiness of the employee and submits the request to the Real Estate Group Manager. The employee's eLMS learning history and a copy of their current RECO/S certification certificate must be attached to the warrant request form.

(2) The Real Estate Group Manager reviews the warrant request form, the RECO certification certificate and the eLMS history to ensure that the employee meets the training and experience requirements commensurate with certification level. If the Real Estate Group Manager concurs, he or she forwards the nominee's request to the Logistics Service Area Manager (LSAM).

(3) The LSAM reviews the request and supporting documentation for completeness and evaluates the applicant's acquisition experience, training, and evidence of certification. If the LSAM 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 Acquisition Career Management (ACM) and then finally to the FAA Federal Acquisition Executive (FAE) who will issue a warrant.

### **SECTIONS EDITED:**

#### **Section 6 : REAL ESTATE COMPETENCIES AND PERFORMANCE DEVELOPMENT**

**Old Content:** Real Estate Guidance :

#### **Section 6 : REAL ESTATE COMPETENCIES AND PERFORMANCE DEVELOPMENT**

**New Content:** Real Estate Guidance :

**Section 6 : REAL ESTATE CAREER DEVELOPMENT** Red Line Content: Real Estate

Guidance :

## **Section 6 : REAL ESTATE COMPETENCIES CAREER AND PERFORMANCE DEVELOPMENT**

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### **Section 6.1 : Introduction**

**Old Content:** Real Estate Guidance :

#### **Section 6.1 : Introduction**

Congressional requirements specify using a competency-based model to provide structure and logic for learning and development decisions. The FAA developed a Performance Development Program Guide in 2000 that identified the competencies for Real Estate Specialists. This 2007 revision updates the competencies identified in 2000 and aligns curriculum for the three levels of FAA Real Estate professionals.

The Agency uses competency based training to standardize the education, training, and experience requirements for Realty Specialists and Real Estate Contracting Officer (RECO) professionals. A well-trained real estate workforce is critical to ensuring that the FAA accomplishes their mission goals. Investment in the development of the FAA real estate workforce will improve the FAA's ability to meet mission needs and continue being effective stewards of taxpayer dollars.

Competencies are extremely useful in the overall performance management activities of setting goals and objectives and identifying specific performance improvement efforts.

Competencies are also an excellent basis for employee development and learning including:

- job skills enhancement and development leading to professional mastery,
- identification of key coaching areas for greater satisfaction, and
- career and leadership development activities.

This 2007 revision of the FAA Real Estate Competencies was accomplished by analyzing the current tasks associated with the three levels of Realty Specialist/Real Estate Contracting Officer positions, reviewing job descriptions, acquiring information from subject matter experts, and researching the competencies of other federal real estate contracting officers. The three-track curriculum was then aligned with the identified competencies for each level.

### **Definitions**

**Competence:** Demonstrable qualifications that distinguish individuals from their peers and characteristics that identify discrete levels of performance based on established criteria.

**Competencies:** The combination (cluster) of observable and measurable knowledge, skills, attitudes, values, personal characteristics, abilities and personal attributes that are areas of personal capability that enable people to perform successfully in their jobs by achieving outcomes or completing tasks effectively and ultimately result in organizational success.

**New Content:** Real Estate Guidance :  
**Section 6.1 : Introduction**

In order to accomplish agency mission objectives and goals, FAA uses a competency-based model to provide structure and logic for the learning and development of its acquisition professionals. The competencies required to be obtained by the Real Estate Contracting Officer/Specialist (RECO/S) were originally identified in 2000 and were revised in 2013 to include expanded descriptions of the performance indicators (PIs) required for successful functional performance. For more information on competencies and PIs see the [RECO Acquisitions Professions Portal](#). These PIs have been incorporated into three progressive levels of competencies at the FAA. For more information please see the portal. Curriculum and experience requirements are aligned with the competencies to define each of the three levels of FAA RECO/S certification (i.e. Level I, Level II and Level III) and also in accordance with Section 5 Acquisition Career Program of AMS policy.

The FAA Acquisition Executive (FAE) delegates contracting authority to procurement and real estate Contracting Officers (COs) through a warrant. This warrant authorizes the employee to legally bind the FAA. Certification serves as the foundation for awarding warrants, as it ensures competence, experience and training requirements have been met and validated; therefore warrants for Level II and III are given after the RECO's manager determines the RECO/S has completed the appropriate level of certification. There is no warrant issued for achieving Level I certification.

**Red Line Content:** Real Estate Guidance :  
**Section 6.1 : Introduction**

~~Congressional~~*In requirements****order to accomplish agency mission objectives and goals, specify using***~~FAA uses~~ a competency-based model to provide structure and logic for *the* learning and development decisions. ~~The FAA~~*of* developed ~~its acquisition~~ Performance ~~professionals.~~ Development Program Guide in 2000 that identified *The competencies required to be obtained by* the competencies for Real Estate Specialists. This 2007 *Contracting* revision *Officer/Specialist* updates *(RECO/S)* the competencies *were originally* identified in 2000 and aligns curriculum for the three levels of FAA Real Estate *were* professionals. *The revised* Agency uses competency based training to standardize *in 2013 to include expanded descriptions of* the education, training, *performance* and *indicators* experience *(PIs)* requirements *required* for Realty Specialists and Real Estate Contracting *successful* Officer (RECO) *functional* professionals *performance*. A well-trained real estate *For* workforce is critical to ensuring *more information on competencies and* that *PIs see* the FAA accomplishes their mission goals. *RECO Investment in* *Acquisitions Professions the Portal.* development of the FAA real *These PIs have been incorporated* estate *into three progressive* workforce *levels of* will improve *competencies at* the FAA. ~~its ability to meet mission needs and continue being~~*For more information please see the* effective *portal.* stewards of taxpayer *Curriculum and experience* dollars. Competencies *requirements* are extremely useful *aligned in with* the overall *competencies* performance management activities *to define each* of setting goals and *the* objectives and identifying specific *three levels of FAA* performance *RECO/S* improvement *certification* efforts *(i.* Competencies are also an excellent *e.* basis *Level* for *I,* employee development *Level II* and

learning including: job skills Level enhancement III) and development leading to professional mastery, identification of also key coaching areas for greater in accordance with Section 5 satisfaction, Acquisition and career Career and leadership development activities Program of AMS policy.

This 2007 revision of the The FAA Real Estate Competencies was accomplished by analyzing the current Acquisition tasks Executive associated (FAE) with the three levels of Realty delegates contracting authority to procurement and Specialist/Real real Estate estate Contracting Officer positions, reviewing job descriptions, acquiring Officers information (COs) from subject through a matter warrant, experts, This and researching warrant authorizes the competencies of other employee federal real estate contracting officers to legally bind the FAA. The three track curriculum was then Certification aligned with serves as the identified competencies foundation for each level. Definitions Competence: Demonstrable awarding qualifications that warrants, distinguish individuals from as it ensures their competence, peers experience and characteristics that identify discrete levels of performance based on established criteria. Competencies: The training combination requirements (cluster) have of observable been met and measurable knowledge, skills, validated; attitudes, therefore values, warrants personal for characteristics, Level abilities II and personal attributes that III are areas given of personal after capability the that RECO's enable people to manager determines the perform RECO/S successfully in their jobs by achieving has completed the appropriate level of outcomes certification, or completing tasks effectively and ultimately result in organizational success There is no warrant issued for achieving Level I certification.

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## **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 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

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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. Project Management Fundamentals;
16. Introduction to Project Management using Project 2010;
17. 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. Project Management;
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 the FAA. Warranted individuals cannot further delegate their warrant authority or “sign for” the name of another CO.
- b. FAE Approval. All certificates of appointments, or warrants, must be approved by the FAA Acquisition Executive (FAE) prior to them becoming effective with the exception of real estate

contracting officer's warrants as delegated to the Logistics Service Area Managers (LSAMs) in the memo dated January 9, 2012 (<http://fast.faa.gov/docs/RealPropertyDelegation.pdf>).

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.

d. Warrant Levels. There are two warrant levels (i.e., Levels 2 and 3), 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 shall be prepared using the "Real Estate Contracting Officer Warrant Request" (see Real Estate Templates) by the individual's supervisor 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 Real Estate Group Manager concurs, he or she forwards the nominee's package to the LSAM.

(3) The LSAM reviews the request and supporting documentation for completeness and evaluates the applicant's Real Estate experience, training, and evidence of certification. 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 the LSAM concurs, he or she signs the warrant template provided to the LSAM and approves the request and forwards a signed copy to the Acquisition Career Manager (ACM) and ALO-200.

Note warrant template is provided to the LSAMs via the Real Estate Group Managers from ALO-200.

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 LSAM (see AMS Procurement Toolbox Procurement Delegation of Authority), subject to the below restrictions:

(1) 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); and

(2) 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](#)) (FAA only).

**New Content:** Real Estate Guidance :

#### **Section 6.2 : Real Estate Contracting Officer/Specialist (RECO/S) Certification**

RECO/S must meet applicable training and experience requirements to qualify for Level I, II, or III certification.

More information on the competencies, performance indicators, training and certification requirements can be found on the [RECO Acquisition Professions Portal](#) (FAA only).

**Red Line Content:** Real Estate Guidance :

**Section 6.2 : Real Estate ~~Career~~Contracting Levels~~Officer/Specialist (RECO/S) Certification~~**

~~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. Project Management Fundamentals; 16. Introduction to Project Management using Project 2010; 17. 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 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: List of mandatory core courses under Level 1/Entry (1-15) and list of mandatory courses under Level 2/Intermediate (2-7); Project Management; 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 the FAA. Warranted individuals cannot further delegate their warrant authority or "sign for" the name of another CO. b. FAE Approval. All certificates of appointments, or warrants, must be approved by the FAA Acquisition Executive (FAE) prior to them becoming effective with the exception of real estate contracting officer's warrants as delegated to the Logistics Service Area Managers (LSAMs) in the memo dated January 9, 2012 (<http://fast.faa.gov/docs/RealPropertyDelegation.pdf>). 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 meet 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. d. Warrant Levels. There are two warrant levels (i.e., Levels 2 and 3), 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 shall be prepared using the "Real Estate Contracting Officer Warrant Request" (see Real Estate Templates) by the individual's supervisor 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 Real Estate Group Manager concurs, he or she forwards the

nominee's package to the LSAM. (3) The LSAM reviews the request and supporting documentation for completeness and evaluates the applicant's Real Estate experience, training, and evidence of certification. 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 the LSAM concurs, he or she signs the warrant template provided to the LSAM and approves the request and forwards a signed copy to the Acquisition Career Manager (ACM) and ALO-200. Note warrant template is provided to the LSAMs qualify via the Real Estate Group Managers from ALO-200. 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 LSAM (see AMS Procurement Toolbox Procurement Delegation of Authority), subject to the below restrictions: (1) 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 Level I, or other transactions with a cumulative value of \$10 million or more II, or with significant Congressional interest. (see AMS Procurement Guidance T3.8.1 Agreements, Cooperative Agreements, Gifts & Bequests); and (2) Certificate of Appointment. The written certificate of appointment must expressly state authority to execute grants, cooperative agreements and other III transactions certification.

g. Displaying Warrants and Other Certificate of Appointment. Real Estate COs must prominently display the warrant or other certificate of appointment to make More 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 performance course is 24 indicators, 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, certification electives may requirements can be any training course related found to on 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 RECO Learning Management Acquisition Professions System (eLMSPortal) (FAA only).

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### **Section 6.3 : How it Works**

**Old Content:** Real Estate Guidance :

#### **Section 6.3 : How it Works**

This guide identifies what it takes to effectively perform the FAA Real Estate professional's functions, the specific competencies employees must develop in order to achieve FAA business mission and goals, and the avenues available to close performance gaps.

Knowledge of the three levels allows employees to understand what competencies are needed to do the job, to estimate their competence and currency in applying each competency, and to determine any need for learning and development opportunities.

The minimum learning and competence development for each career level (Entry, Intermediate, and Senior) is outlined in this guide. The range in each level is recognition that competence develops and progresses over time. Entry level cannot be evaluated on these competencies until they have had the training. On-the-job training should be provided for entry level employees.

Those competencies that have been identified for each career level are those frequently used and/or they contribute considerably to successful work. These competencies are based upon skills not processes and are not all inclusive. The manager will evaluate each level based upon the employee's skills especially where shared competencies exist.

The competency levels are for classification purposes and can overlap levels. Depending upon the specific position/tasks the realty specialist or RECO is assigned, they may be asked to perform competencies at another level. Complexity of a task within a competency can vary greatly. For each competency, the complexity of a task would determine whether it was appropriate for entry, intermediate, or senior level.

**New Content:** Real Estate Guidance :

**Section 6.3 : Real Estate Contracting Officer Warrants** **Red Line Content:** Real Estate Guidance :

**Section 6.3 : ~~How it~~Real Estate WorksContracting Officer Warrants** This guide identifies what it takes to effectively perform the FAA Real Estate professional's functions, the specific competencies employees must develop in order to achieve FAA business mission and goals, and the avenues available to close performance gaps. Knowledge of the three levels allows employees to understand what competencies are needed to do the job, to estimate their competence and currency in applying each competency, and to determine any need for learning and development opportunities. The minimum learning and competence development for each career level (Entry, Intermediate, and Senior) is outlined in this guide. The range in each level is recognition that competence develops and progresses over time. Entry level cannot be evaluated on these competencies until they have had the training. On-the-job training should be provided for entry level employees. Those competencies that have been identified for each career level are those frequently used and/or they contribute considerably to successful work. These competencies are based upon skills not processes and are not all inclusive. The manager will

~~evaluate each level based upon the employee's skills especially where shared competencies exist. The competency levels are for classification purposes and can overlap levels. Depending upon the specific position/tasks the realty specialist or RECO is assigned, they may be asked to perform competencies at another level. Complexity of a task within a competency can vary greatly. For each competency, the complexity of a task would determine whether it was appropriate for entry, intermediate, or senior level.~~

### **Section 6.3.1 : Dimension I**

**Old Content:** Real Estate Guidance :

### **Section 6.3.1 : Dimension I**

**Dimension I – General FAA Real Estate Business/Program Skills** –Use of a variety of techniques to accomplish real estate related tasks, adjust the way work is performed to meet changing conditions and demands, make tough decisions to solve complex problems, understand customers' requirements and focus on delivering high quality results to satisfy those requirements, agency goals and congressional mandates.

<b>Competency 1 -- Negotiation</b>	Entry	Intermediate	Senior
1.1 Develop pre-negotiation strategies		X	X
1.2 Develop competitive range based upon market data and other factors	X	X	X
1.3 Apply negotiation techniques	X	X	X
1.4 Negotiate interest in real property	X	X	X
1.5 Negotiate modifications to existing contract	X	X	X
1.6 Re-negotiate leases, renewals or succeeding lease agreements	X	X	X

<b>Competency 2 – Problem Solving/Decision Making</b>	Entry	Intermediate	Senior
2.1 Make equitable and reasoned decisions, independently	X	X	X
2.2 Take responsibility for individual decisions and actions	X	X	X
2.3 Use creative problem solving to identify and implement innovative solutions to issues involving property acquisition and management, and disposal	X	X	X
2.4 Apply qualitative problem solving methods		X	X
2.5 Apply FAA's Alternative Dispute Resolution process (conflict resolution techniques)		X	X
2.6 Assimilate and compare data from a variety of sources necessary to complete an analysis of a proposal		X	X
2.7 Prepare documentation to support legal counsel in applying remedies available to the government in real estate transactions		X	X
2.8 Knowledge of competition requirements	X	X	X
2.9 Use established procedures to conduct market surveys	X	X	X

<b>Competency 3 – Finance</b>	Entry	Intermediate	Senior
3.1 Knowledge of FAA Accounting Capitalization Desk Guide" (Blue Book) and the "Project/Materiel Management Desk Guide" (Yellow book)		X	X
3.2 Knowledge of Electronic Fund Transfer (EFT)	X	X	X
3.3 Knowledge of Centralized Contractor Registration (CCR)	X	X	X
3.4 Knowledge of acquisition and financial systems such as PRISM and Delphi	X	X	X
3.5 Resolve lease payment issues with the appropriate accounting office	X	X	X

<b>Competency 4 – Project Management</b>	Entry	Intermediate	Senior
4.1 Approve actions within delegated authority		X	X
4.2 Coordinate the various interrelated processes of the project		X	X
4.3 Plan and organize work	X	X	X
4.4 Develop/monitor schedules and/or costs relating to real estate acquisition projects	X	X	X
4.5 Ensure the project is completed on time and within budget	X	X	X
4.6 Ensure the project satisfies the requirements	X	X	X
4.7 Ensure the most effective space layout of personnel for administrative operations		X	X
4.8 Promote effective communication between team members and key stakeholders	X	X	X
4.9 Ensure that risks are identified and analyzed		X	X
4.10 Develop or select risk reduction strategies		X	X

<b>Competency 5 – Communication</b>	Entry	Intermediate	Senior
5.1 Write clear, concise, and well organized documents	X	X	X
5.2 Speak in a clear, concise, and well organized manner (public and interpersonal)	X	X	X
5.3 Listen effectively and communicate understanding	X	X	X
5.4 Effectively interprets intent, influence, and non-verbal elements of communication	X	X	X
5.5 Foster open communication and exchange of ideas and knowledge	X	X	X
5.6 Tailor communication style to fit circumstances	X	X	X

<b>Competency 6 – Documentation</b>	Entry	Intermediate	Senior
6.1 Use appropriate data base systems and office automation applications to manage and track real property	X	X	X
6.2 Develop documentation required for real estate acquisitions	X	X	X
6.3 Complete documents to meet legal and AMS requirements		X	X

6.4	Maintain official files and documents in accordance with AMS requirements	X	X	X
6.5	Examine documents for completeness and accuracy		X	X
6.6	Maintain records to satisfy various reporting requirements	X	X	X
6.7	Obtain required authorization signatures	X	X	X

<b>Competency 7 – Teamwork and Cooperation</b>		Entry	Intermediate	Senior
7.1	Coordinate with appropriate customer, personnel, offices, officials	X	X	X
7.2	Provide advice, guidance and/or oversee less experienced RECOs/Realty Specialists		X	X
7.3	Foster and maintain effective working relationships with others	X	X	X
7.4	Collaborate with others to achieve results	X	X	X
7.5	Consistently treat others with respect	X	X	X
7.6	Build rapport with stakeholders and team members	X	X	X
7.7	Foster networks, alliances, and other business relationships	X	X	X
7.8	Build and maintain external stakeholder trust and confidence		X	X
7.9	Use tact and skill in persuading people		X	X
7.10	Demonstrate the content and intent of the Standards of Conduct & Ethics for government employees	X	X	X

**New Content:** Real Estate Guidance :

### **Section 6.3.1 : Real Estate Contracting Officer/Specialist (RECO/S) Warrants**

As mentioned above in Section 6.1, the FAA Acquisition Executive (FAE) delegates contracting authority to procurement and real estate Contracting Officers (COs) through a written certificate of appointment, also known as a warrant. This warrant authorizes the employee to legally bind the FAA. A warranted RECO cannot further delegate their warrant authority or "sign for" the name of another RECO. Real Estate Contracting Officers/Realty Specialists must prominently display the warrant certificate to all customers and stakeholders.

**Red Line Content:** Real Estate Guidance :

### **Section 6.3.1 : ~~Dimension~~ Real Estate Contracting Officer/Specialist (RECO/S) Warrants**

~~Dimension As Mentioned —General FAA Real Estate Business/Program Skills—Use of a variety of techniques to accomplish real estate related tasks, adjust the way work is performed to meet changing conditions and demands, make tough decisions to solve complex problems, understand customers' requirements and focus on delivering high quality results to satisfy those requirements, agency goals and congressional mandates. Competency 1—Negotiation Entry Intermediate Senior 1.1—Develop pre-negotiation strategies X X 1.2—Develop competitive~~

range based upon market data above and other factors X X X 1.3—Apply negotiation techniques X X X 1.4—Negotiate interest in real property X X X 1.5—Negotiate modifications to existing Section contract X X X 1.6—Re-negotiate leases, renewals or succeeding lease agreements X X X Competency 2—Problem Solving/Decision Making Entry Intermediate Senior 2.1—Make equitable and reasoned decisions, independently X X X 2.2—Take responsibility for individual decisions and actions X X X 2.3—Use creative problem solving to identify and implement innovative solutions to issues involving property acquisition and management, and disposal X X X 2.4—Apply qualitative problem-solving methods X X 2.5—Apply the FAA's Alternative Acquisition Dispute Executive Resolution process (conflict resolution techniques FAE) X X 2.6—Assimilate and compare data from a variety of sources necessary to complete an analysis of a proposal X X 2.7—Prepare documentation delegates to support legal counsel in contracting applying remedies available authority to the government procurement in and real estate transactions X X 2.8—Knowledge of competition requirements X X X 2.9—Use established procedures to conduct market surveys X X X Competency 3—Finance Entry Intermediate Senior 3.1—Knowledge of FAA Accounting Capitalization Desk Guide" (Blue Book) and the "Project/Materiel Management Desk Guide" (Yellow book) X X 3.2—Knowledge of Electronic Fund Contracting Transfer Officers (EFTCOs) X X X 3.3—Knowledge of Centralized Contractor Registration through a written (CCR) X X X 3.4—Knowledge certificate of acquisition and financial appointment, systems such also known as PRISM and Delphi X X X 3.5—Resolve lease payment issues with the appropriate accounting office X X X Competency 4—Project Management Entry Intermediate Senior 4.1—Approve actions within delegated a authority X X 4 warrant. 2—Coordinate the various interrelated This processes of warrant authorizes the project X X 4.3—Plan employee and organize work X X X 4.4—Develop/monitor schedules and/or costs relating to real estate acquisition projects X X X 4.5—Ensure the project is completed on time and within budget X X X 4.6—Ensure the project legally satisfies the requirements X X X 4.7—Ensure bind the most effective space layout of personnel for administrative operations X X 4 FAA. 8—Promote effective communication between team members A and key warranted stakeholders X X X 4.9—Ensure RECO that risks are identified and cannot further delegate their warrant analyzed X X 4.10—Develop authority or select risk reduction strategies X X Competency 5—Communication Entry Intermediate Senior 5.1—Write clear, concise, and well organized documents X X X 5.2—Speak in a clear, concise, and well organized manner (public and interpersonal) X X X 5.3—Listen effectively and communicate understanding X X X 5.4—Effectively interprets intent, influence, and non-verbal elements of communication X X X 5.5—Foster open communication and exchange of ideas and knowledge X X X 5.6—Tailor communication style to fit circumstances X X X Competency 6—Documentation Entry Intermediate Senior 6.1—Use appropriate data base systems and office automation applications to manage and track real property X X X 6.2—Develop documentation required for real estate acquisitions X X X 6.3—Complete documents to meet legal and AMS requirements X X 6.4—Maintain official files and documents in accordance with AMS requirements X X X 6.5—Examine documents "sign for completeness and accuracy X X 6.6—Maintain records to satisfy various reporting requirements X X X 6.7—Obtain required authorization signatures X X X Competency 7—Teamwork and Cooperation Entry Intermediate Senior 7.1—Coordinate with " appropriate the customer name personnel of offices, another officials X X X 7 RECO. 2—Provide advice, guidance and/or oversee less experienced RECOs Real Estate Contracting Officers/Realty Specialists X X 7.3—Foster

and maintain effective ~~must~~ working ~~prominently~~ relationships with others ~~X X X~~  
7.4 ~~display~~ Collaborate with others ~~the warrant certificate~~ to achieve results ~~X X X~~  
7.5 ~~Consistently treat others with respect X X X~~ 7.6 ~~Build rapport with stakeholders and team members X X X~~ 7.7 ~~Foster networks, alliances, and other business relationships X X X~~ 7.8 ~~Build and maintain external all stakeholder trust and confidence X X~~ 7.9 ~~Use tact customers and skill in persuading people X X~~  
7.10 ~~stakeholders. Demonstrate the content and intent of the Standards of Conduct & Ethics for government employees X X X~~

### **Section 6.3.2 : Dimension II**

**Old Content:** Real Estate Guidance :

### **Section 6.3.2 : Dimension II**

**Dimension II – Regulatory/Statutory/Agency Compliance** – Adherence to applicable Federal, State, and Local statutory requirements as well as Agency policy, guidance, and procedures.

<b>Competency 8 – Federal/State/Local Requirements</b>	Entry	Intermediate	Senior
8.1 Apply pertinent real estate laws/statutes for the acquisition, management, condemnation and disposal of real property		X	X
8.2 Knowledge of federal, state, and local government procedures and appropriate, executive orders, treaties, inter-agency agreements, and DOT/FAA polices, (including OMB Circular A-11) to determine special requirements relating to transactions		X	X
8.3 Ensures compliance with environmental principles and regulations		X	X
8.4 Apply laws and regulations to the obligation and de-obligation of funds for acquisition and modifications		X	X
8.5 Understands and adheres to applicable security requirements		X	X
8.6 Complies with GSA policies when appropriate		X	X

<b>Competency 9 – Agency Requirements</b>	Entry	Intermediate	Senior
9.1 Apply real estate principles and practices for the acquisition and management of real property	X	X	X
9.2 Apply real estate principles and practices for disposal of real property		X	X
9.3 Apply real estate principles and practices for condemnation of real property			X
9.4 Apply best practice real estate principles in accordance with the Acquisition Management System (AMS)	X	X	X
9.5 Knowledge of agency procedures and polices to determine special requirements relating to transactions		X	X
9.6 Knowledge of commonly used contracting rules, regulations, and procedures to acquire interests in or dispose of properties		X	X

9.7	Knowledge of FAA philosophy, vision, mission, goals, and doctrines	X	X	X
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**New Content:** Real Estate Guidance :

### **Section 6.3.2 : Warrant Levels**

Individuals must be certified and meet the training and experience requirements, as outlined in AMS Policy Section 5, Acquisition Career Program, to qualify for warrants. There are two real estate contracting officer warrant levels (Level II (\$250K to \$1M) and III (greater than \$1M to Unlimited) that apply to contracting authority and are given after the RECO's supervisor and group manager determines they have completed the appropriate level of certification. There is no warrant issued for achieving level I certification. The warrant levels align with the RECO/S certification Levels II and III. These warrant levels do not apply to purchase card delegations. The initial warrant level for Level II is set at \$250,000 and can be adjusted incrementally not to exceed \$1M as recommended by the RECO's supervisor who then follows the process set forth below in Section 6.3.6 Procedures for Obtaining and Increasing Warrants. The Level III warrant level is set greater than \$1,000,000 and can be adjusted incrementally to an unlimited level as recommended by the RECO's supervisor who then follows the process set forth below in Section 6.3.6 Procedures for Obtaining and Increasing Warrants. On October 1, 2013, **all RECOs will be fulfilled for certification at their then-current warrant amount and level. Going forward increases to warrants will be commensurate with certification.**

RECO/S Certification through fulfillment is the process by which a candidate demonstrates the attainment of required competencies for certification through a combination of alternative training, experience, education or attainment and maintenance of an FAA Real Estate Warrant. When using this process, the candidate shall provide evidence of having met the required competencies for a particular certification level. See [RECO Acquisitions Professions](#) (FAA only) portal for more information.

**Red Line Content:** Real Estate Guidance :

### **Section 6.3.2 : ~~Dimension H~~ Warrant Levels**

~~Dimension~~ Individuals ~~H—Regulatory/Statutory/Agency Compliance~~ must –be Adherence to applicable certified and meet Federal, ~~the~~ State, training and Local statutory experience requirements, as well as Agency outlined in AMS policy, Policy guidance Section 5, and Acquisition procedures. Competency Career & Program, –to Federal/State/Local qualify Requirements Entry Intermediate Senior ~~8~~ for warrants. ~~1—~~ Apply There pertinent are two real estate laws/statutes contracting for the officer warrant acquisition, levels management, (Level II (\$250K to condemnation \$1M) and disposal III of (greater real than property—X X 8.2—Knowledge \$1M of to federal, Unlimited) state, that and local government procedures apply to contracting authority and appropriate, are executive given orders, after treaties, the inter-agency RECO's agreements, supervisor and DOT/FAA group policies, manager (including determines OMB Circular they have A-11) completed to determine special requirements the appropriate level of relating certification, to There transactions—X X 8 is no

warrant issued for achieving level I certification.<sup>3</sup>—Ensures The warrant compliance levels align with environmental the RECO/S certification Levels principles II and regulations—X X 8 III.4—Apply laws These and warrant levels do regulations not apply to the obligation purchase card and delegations. de obligation The of funds initial warrant level for acquisition and Level II modifications—X X 8.5—Understands is set at \$250,000 and adheres can be adjusted incrementally not to applicable exceed security \$1M requirements—X X 8 as recommended by the RECO's supervisor who then follows the process set forth below in Section 6.3.6—Complies with Procedures for GSA policies when Obtaining and Increasing appropriate Warrants. X X—Competency 9 The —Level Agency III Requirements Entry Intermediate Senior 9.1——warrant Apply real level is estates set greater than principles \$1,000,000 and practices can for be adjusted incrementally to an unlimited level as recommended by the acquisition RECO's and management of real supervisor who then follows property X X X 9.2——the Apply real estate principles process set forth below and in Section 6.3.6 practices Procedures for disposal Obtaining of real and Increasing property—X X 9 Warrants.<sup>3</sup>——Apply real On October estate I, principles 2013, and all RECOs will practices be fulfilled for condemnation of real certification at their property then-current warrant amount and level. -Going forward increases to warrants will be commensurate with certification.

X

9.4——RECO/S Apply best practice real estate principles in accordance with Certification through fulfillment is the process by which a candidate demonstrates the Acquisition Management System attainment of required (AMS) X X X 9.5——competencies Knowledge of agency procedures and policies to for certification through a combination of alternative determine training, special experience, requirements relating to education or attainment transactions—X X 9.6——and Knowledge maintenance of commonly an used contracting FAA Real rules, Estate regulations, Warrant. When and procedures using this to process, acquire interests in or dispose the candidate shall provide evidence of properties—X X 9 having met the required competencies for a particular certification level.<sup>7</sup>——See RECO Acquisitions Professions Knowledge of (FAA philosophy, vision, only) mission, portal goals, for and more doctrines X X X information.

### Section 6.3.3 : Dimension III

**Old Content:** Real Estate Guidance :

#### **Section 6.3.3 : Dimension III**

**Dimension III – Real Property Acquisition** – Acquisition of ownership rights to real property acquired in a variety of ways – through direct purchase or condemnation; through inter-agency transfers and/or agreements; documents such as leases, easements, rights-of-way, licenses, or permits using due diligence.

Competency 10 – Requirements		Entry	Intermediate	Senior
10.1	Analyze and evaluate pertinent real estate information that	X	X	X

supports acquisition			
10.2 Identify/assist/consult with customers in developing and refining their needs or the needs of the program(s) their customers are administering	X	X	X
10.3 Identify sites or space that meet requirements and are consistent with Federal statutes, executive orders, FAA Orders and regulations for acquisition of real property		X	X
10.4 Translate requirements into real estate leases and other contractual documents	X	X	X
10.5 Consider factors that influence the selection of the appropriate acquisition method		X	X
10.6 Coordinate with program manager and/or customer on matters concerning regulatory requirements		X	X
10.7 Ensure customer requirements are met	X	X	X

<b>Competency 11 – Appraisal</b>	Entry	Intermediate	Senior
11.1 Knowledge of the Uniform Appraisal Standards For Federal Land Acquisitions		X	X
11.2 Knowledge of appraisal principles and practices to informally estimate value of property		X	X
11.3 Obtain pro forma information of the property		X	X
11.4 Develop scope of work for appraisers including any requirements unique to the project			X
11.5 Solicit for appraisers			X
11.6 Obtain formal appraisals from agency or fee appraisers			X
11.7 Obtain appraisal review.		X	X
11.8 Evaluate/review formal appraisals for completeness and “face validity”			X

<b>Competency 12 – Surveying</b>	Entry	Intermediate	Senior
12.1 Familiar with land surveying techniques	X	X	X
12.2 Understand legal aspects of land descriptions		X	X
12.3 Accurately read and understand legal land descriptions		X	X
12.4 Develop scope of work for a land survey		X	X
12.5 Solicit and acquire a land survey		X	X
12.6 Review survey to ensure adequacy		X	X

<b>Competency 13 – Purchase/Lease of Real Property</b>	Entry	Intermediate	Senior
13.1 Participate in site selection		X	X
13.2 Determine if a rural area can be used and/or competition	X	X	X
13.3 Use established procedures to conduct market surveys	X	X	X

13.4	Evaluate price range and other factors to compare suitable locations and determine reasonableness		X	X
13.5	Conduct lease vs. purchase analysis	X	X	X
13.6	Select appropriate contract type		X	X
13.7	Conduct Negotiation and reach agreement with land owner		X	X
13.8	Identify and resolve any unusual issues related to title or ownership		X	X
13.9	Obtain title evidence or related information to determine proper ownership of the properties		X	X
13.10	Execute leases/permits/licenses or other agreements in accordance with AMS		X	X

<b>Competency 14 -- Space Lease</b>		Entry	Intermediate	Senior
14.1	Develop layouts, designs, and timetables for build-out of space for special needs		X	X
14.2	Negotiate small lease acquisition	X	X	X
14.3	Coordinate and implement space changes		X	X
14.4	Determine and describe the expected condition or build-out of the property or space at the time of delivery to the user		X	X
14.5	Ensures fire/life safety, security and environmental standards are included in solicitations and contract documents		X	X
14.6	Make inspections to determine that work conforms to specifications and terms of agreements		X	X

<b>Competency 15 – Condemnation</b>		Entry	Intermediate	Senior
15.1	Identify when to condemn			X
15.2	Follow the process of condemnation using DOJ and FAA standards			X

<b>Competency 16 -- Utility Contracting</b>		Entry	Intermediate	Senior
16.1	Establish new account with utility service provider	X	X	X
16.2	Develop appropriate agreement(s)	X	X	X
16.3	Award agreement(s)		X	X
16.4	Knowledge of regulated utility provider's processes	X	X	X

**New Content: Real Estate Guidance :**  
**Section 6.3.3 : Maintaining Warrants**

To maintain one's warrant, FAA acquisition professionals must maintain the appropriate RECO/S certification levels by earning 80 continuous learning points (CLP) of skills currency training every two years. The appropriate Real Estate Group Manager shall monitor the continuous learning requirements of employees with delegated contracting authority (i.e.,

warrants). If an employee does not earn 80 CLPs every two years, the FAE may terminate or modify the warrant to decrease the dollar and/or specific type of transaction authority.

**Red Line Content:** Real Estate Guidance :

**Section 6.3.3 : ~~Dimension III~~Maintaining Warrants**

~~Dimension~~To ~~III~~maintain —Real Property Acquisition—Acquisition of ownership rights to real property acquired in a variety of ways—through direct purchase or condemnation; through inter-agency transfers and/or agreements; documents such as leases, easements, rights-of-way, licenses, or permits using due diligence. Competency 10—Requirements Entry Intermediate Senior 10.1—Analyze and evaluate pertinent real estate information that supports acquisition X X X 10.2—Identify/assist/consult with customers in developing and refining their needs or the needs of the program(one's) their customers are administering X X X 10.3—Identify sites or space that meet requirements and are consistent with Federal statutes, executive orders~~warrant~~, FAA Orders and regulations for acquisition of real property X X 10.4—Translate requirements into real estate leases and other contractual documents X X X 10.5—Consider factors that influence~~professionals~~ the selection~~must~~ of maintain the appropriate acquisition method X X 10.6—Coordinate with program manager and RECO/or customer~~S~~ on matters concerning regulatory~~certification levels by earning~~ requirements X X 10.7—Ensure~~80~~ customer requirements~~continuous~~ are~~learning~~ met X X X Competency 11—Appraisal Entry Intermediate Senior 11.1—~~points~~ Knowledge(CLP) of the Uniform Appraisal~~skills~~ Standards For Federal Land~~currency training every two~~ Acquisitions X X 11~~years~~.2—Knowledge of appraisal principles and practices to informally estimate~~The~~ value of~~appropriate~~ property X X 11.3—Real Obtain pro forma information of~~Estate Group~~ Manager shall monitor the property X X 11.4—Develop scope of work for~~continuous~~ appraisers~~learning~~ including any requirements unique to the project X 11.5—Solicit for appraisers X 11.6—Obtain formal appraisals from agency or fee appraisers X 11.7—Obtain appraisal review X X 11.8—Evaluate/review formal appraisals for completeness and “face validity” X Competency 12—Surveying Entry Intermediate Senior 12.1—Familiar with land surveying techniques X X X 12.2—Understand legal aspects of land descriptions X X 12.3—Accurately read and understand legal land descriptions X X 12.4—Develop scope of work for a land survey X X 12.5—Solicit and acquire a land survey X X 12.6—Review survey to ensure adequacy X X Competency 13—Purchase/Lease of Real Property Entry Intermediate Senior 13.1—Participate in site selection X X 13.2—Determine if a rural area can be used and/or competition X X X 13.3—Use established procedures to conduct market surveys X X X 13.4—Evaluate price range and other factors to compare suitable locations and determine reasonableness X X 13.5—Conduct lease vs. purchase analysis X X X 13.6—Select appropriate contract type X X 13.7—Conduct Negotiation and reach agreement~~employees~~ with land owner X X 13.8—Identify and resolve any unusual issues related~~delegated~~ to title or ownership X X 13.9—Obtain title evidence or related information to determine~~contracting~~ proper~~authority~~ ownership of the properties X X 13(~~i~~.10—Execute leases/permits/licenses or other agreements in accordance with AMS X X Competency 14—Space Lease Entry Intermediate Senior 14~~e~~.1—Develop layouts, designs, and timetables for build-out of space for special needs X X 14~~warrants~~).2—Negotiate small lease~~If an~~ acquisition X X X 14.3—~~employee~~ Coordinate and implement space~~does not earn 80~~ changes X X 14.4—CLPs Determine

and every two describe years, the expected condition or build-out of FAE the property may terminate or space at the time of delivery to modify the user X X 14.5 Ensures fire/life safety, security and environmental standards are included in solicitations and contract documents X X 14.6 Make inspections to determine that work conforms to specifications and terms of agreements X X Competency 15 Condemnation Entry Intermediate Senior 15.1 Identify when warrant to condemn X 15.2 Follow decrease the process of condemnation using dollar DOJ and FAA standards X Competency 16 Utility Contracting Entry Intermediate Senior 16.1 Establish new account with utility service provider X X X 16.2 Develop appropriate agreement(s) X X X 16.3 Award or agreement(s) X X 16.4 specific Knowledge type of regulated utility transaction provider's processes X X X authority.

### **Section 6.3.4 : Dimension IV**

**Old Content:** Real Estate Guidance :

### **Section 6.3.4 : Dimension IV**

**Dimension IV -- Property Management** – Effective, ongoing management of real property that is FAA owned or leased.

<b>Competency 17 – Property Usage</b>		Entry	Intermediate	Senior
17.1	Coordinate and gain appropriate approvals for usage requests		X	X
17.2	Process and complete requests for outgrants		X	X
17.3	Select type of agreement with terms for granting use of government property		X	X
17.4	Execute outgrant agreements		X	X
17.5	Conduct utilization inspections	X	X	X
17.6	Conduct real property inventories		X	X

<b>Competency 18 – Contract Administration/Enforcement</b>		Entry	Intermediate	Senior
18.1	Provide lease administration management and enforcement for FAA facilities		X	X
18.2	Conduct inspections	X	X	X
18.3	Conduct site visits to audit, assess, and analyze programs or specific problems or work with the customer to resolve outstanding issues		X	X
18.4	Evaluate the performance of contractors/lessors under the lease agreement		X	X
18.5	Assist with resolution of contract disputes		X	X
18.6	Resolve lease payment issues that arise during term	X	X	X

Competency 19 – Utility Management	Entry	Intermediate	Senior
19.1 Contract for Utility Services	X	X	X
19.2 Add/delete utility meters/accounts as required	X	X	X
19.3 Research and resolve utility payment issues	X	X	X

Competency 20 – General Property Management	Entry	Intermediate	Senior
20.1 Analyze agency long/short range needs against available space to identify vacancies and excess property		X	X
20.2 Knowledge of standard building management practices including the adequacy of environmental control systems such as air, electrical, heating, and fire preventing; and the cost of operating a building		X	X

**New Content:** Real Estate Guidance :

#### **Section 6.3.4 : Limitations**

Each warrant defines the maximum total dollar and scope limitations of the authority to obligate the United States of America acting by and through the FAA. Warrants may be limited or unlimited. A limited warrant states a total dollar limitation for each transaction. The transaction includes the total contract value, including the base year and all option periods. An unlimited warrant authorizes a contracting officer to execute transactions at any dollar value. In addition to the dollar value, limited and unlimited warrants must expressly state any limitations to delegated authority (other than limitations set forth in applicable laws or regulations) and state the specific type of real property transaction to which the RECO is authorized to obligate the FAA.

**Red Line Content:** Real Estate Guidance :

#### **Section 6.3.4 : ~~Dimension~~Limitations IV**

~~Dimension~~Each ~~IV~~warrant ~~defines~~ Property Management—Effective, ongoing management of real property that is FAA owned or leased. Competency 17—the Property maximum Usage Entry Intermediate Senior 17.1—total Coordinated dollar and gain appropriate approvals for usage scope requests X X 17.2—limitations Process and complete requests for of the authority to obligate outgrants X X 17.3—the Select type United States of agreement with America terms for acting granting use of government by and through the property X X 17 FAA. 4—Execute outgrant Warrants may agreements X X 17.5—be Conduct utilization limited or inspections X X X 17 unlimited. 6—Conduct real property inventories X X Competency 18—Contract A Administration/Enforcement Entry Intermediate Senior 18.1—limited Provide lease administration management and enforcement warrant states a total dollar limitation for FAA facilities X X 18.2—Conduct each inspections X X X 18 transaction. 3—Conduct site visits to audit, assess, and analyze The programs or specific problems or work with the customer to resolve outstanding issues X X 18.4—transaction Evaluate includes the performance total of contract contractors/lessors value, under including the lease agreement X X 18.5—Assist base with resolution of contract year and all option

~~disputes X X 18 periods.6 Resolve lease payment issues that~~  
~~authorize arise during a term X X X Competency contracting 19 officer to Utility execute~~  
~~Management Entry Intermediate Senior 19.1 transactions Contract for Utility at any dollar~~  
~~Services X X X 19 value.2 Add/delete In utility addition meters/accounts to as the required X~~  
~~X X 19.3 dollar value, Research limited and resolve unlimited utility payment warrants must~~  
~~issues X X X Competency expressly 20 state any General Property limitations to Management~~  
~~Entry Intermediate Senior 20.1 delegated Analyze authority agency (other long/short than~~  
~~range needs against available space to identify limitations set forth in applicable laws or~~  
~~vacancies regulations) and excess property X X 20.2 Knowledge of standard building~~  
~~management practices including state the adequacy specific type of environmental control real~~  
~~systems such as property transaction to air, which electrical, the heating, RECO and fire is~~  
~~authorized preventing to and obligate the cost of operating a building X X FAA.~~

### **Section 6.3.5 : Dimension V**

**Old Content:** Real Estate Guidance :

#### **Section 6.3.5 : Dimension V**

**Dimension V -- Disposal** --Dispose of real property by termination or expiration of leases or agreements, through direct sale, as a public benefit conveyance, through interdepartmental transfers, or by act of Congress.

<b>Competency 21 – Disposal Obligations</b>	Entry	Intermediate	Senior
21.1 Ensure property being disposed of complies with the terms of leases or other authorizing documents		X	X
21.2 Dispose of FAA controlled real property in accordance with AMS		X	X
21.3 Prepare contract/lease closeout		X	X
21.4 Prepares documents necessary to transfer property out of government ownership		X	X

<b>Competency 22 – Disposal Coordination</b>	Entry	Intermediate	Senior
22.1 Coordinate or oversee the relocation of any affected parties if required by law			X
22.2 Ensure lack of alternative uses prior to disposal of real property		X	X
22.3 Complete all reports and records on excess property		X	X
22.4 Coordinate and provide support as needed until holding agency status ends		X	X

**New Content:** Real Estate Guidance :

#### **Section 6.3.5 : FAA Federal Acquisition Executive (FAE) Approval**

All warrants must be approved by the FAA FAE prior to becoming effective.

**Red Line Content:** Real Estate Guidance :

**Section 6.3.5 : ~~Dimension~~FAA ~~V~~Federal Acquisition Executive (FAE) Approval**

~~Dimension~~All ~~V~~warrants ~~—must~~ ~~Disposal~~be ~~—Dispose~~approved of real property by termination or expiration of leases or agreements, through direct sale, as a public benefit conveyance, through interdepartmental transfers, or by act of Congress. Competency 21—Disposal Obligations Entry Intermediate Senior 21.1—Ensure property being disposed of complies with the terms of leases or other authorizing documents—X X 21.2—Dispose of FAA controlled real property in accordance with AMS—X X 21.3—Prepare contract/lease closeout—X X 21.4—Prepares documents necessary to transfer property out of government ownership—X X—Competency 22—Disposal Coordination Entry Intermediate Senior 22.1—Coordinate or oversee the relocation of any affected parties if required by law—X 22.2—EnsureFAE lack of alternative uses prior to disposal of real property—X X 22.3—Complete all reports andbecoming records on excess property—X X 22effective.4—Coordinate and provide support as needed until holding agency status ends—X X

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