

## Real Estate Guidance - (10/2013)

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## **6 REAL ESTATE CAREER DEVELOPMENT** Revised 7/2013

### **6.1 Introduction** Revised 7/2013

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.

### **6.2 Real Estate Contracting Officer/Specialist (RECO/S) Certification** Revised 7/2013

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).

#### **6.2.1 Attaining Real Estate Contracting Officer/Realty Specialist (RECO/Realty Specialist) Certification** Revised 10/2013

*FAA Realty Specialist Level I Certification* - The Level I Realty Specialist 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/Realty Specialist 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. Level I Realty Specialists are prohibited from signing contracts or any other document that obligates the Government.

*FAA RECO/Realty Specialist Level II Certification* - At Level II, the focus is on the ability of the RECO/Realty Specialist to apply specific skills and knowledge obtained previously to consummate real estate transactions. A Level II RECO/Realty Specialist 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/Realty Specialist 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/Realty Specialist also develops experience and demonstrates progressively advanced competence in planning and completing assignments. Level II certified RECO/Realty Specialist have a limited warrant based upon the manager's assessment of competencies, experience and completed training. Level II RECO/Realty Specialists granted warrants use the official title of "Real Estate Contracting Officer" when signing contracts.

*FAA RECO/Realty Specialist Level III Certification* - A Level III RECO/Realty Specialist should have an in-depth knowledge of the entire real estate acquisition process. The Level III RECO/Realty Specialist 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/Realty Specialist 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/Realty Specialist identifies and resolves challenging problems or issues which often cross organizational boundaries and impact the accomplishment of strategic objectives. Level III certified RECO/Realty Specialist may be issued up to an unlimited warrant based upon the manager's assessment of competencies, experience and completed training. Level III RECO/Realty Specialists granted warrants use the official title of "Real Estate Contracting Officer" when signing contracts.

## **6.2.2 Maintaining Real Estate Contracting Officer/Realty Specialist (RECO/Realty Specialist) Certification** Revised 10/2013

All RECO/Realty Specialists, regardless of whether they have a warrant or not (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/Realty Specialist 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/Realty Specialist personnel is to be entered into the enterprise Learning Management System (eLMS). In addition, each RECO/Realty Specialist 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 Aviation Logistics Organization, Planning, 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.

### **6.3 Real Estate Contracting Officer Warrants** Revised 7/2013

#### **6.3.1 Real Estate Contracting Officer/Specialist (RECO/S) Warrants** Revised 7/2013

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.

#### **6.3.2 Warrant Levels** Revised 7/2013

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.

### **6.3.3 Maintaining Warrants** Revised 7/2013

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.

### **6.3.4 Limitations** Revised 7/2013

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.

### **6.3.5 FAA Federal Acquisition Executive (FAE) Approval** Revised 7/2013

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

### **6.3.6 Procedures for Obtaining and Increasing Warrants** Added 7/2013

(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.

#### **6.4 Real Estate Development Forms** Added 7/2010

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

Real Estate Templates

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