

Real Estate Guidance - (7/2014)

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6.3 Real Estate Contracting Officer Warrants Revised 7/2013

6.3.1 Real Estate Contracting Officer/Specialist (RECO/Realty Specialist) Warrants Revised 4/2014

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. RECOs/Realty Specialists must prominently display the warrant certificate to all customers and stakeholders.

6.3.2 Warrant Levels Revised 4/2014

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/Realty Specialist 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 4/2014

To maintain one's warrant, FAA acquisition professionals must maintain the appropriate RECO/Realty Specialist 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.