6.3 Real Estate Contracting Officer/Realty Specialist Training and Development Added 1/2015
6.3.1 Training for Initial Certification Added 1/2015
6.3.2 Training for Recertification or Job Specific Development Revised 4/2016
6.3.3 Training Prioritization and Delivery Revised 4/2015

6.3 Real Estate Contracting Officer/Realty Specialist (RECO/Realty Specialist) Training and Development Added 1/2015

The ALO organization views training and development as a strategic investment in the workforce and seeks to:

- Use competency based, instructionally sound, and cost-effective methods that promote organizational learning.
- Promote employee career development efforts and build the knowledge and skills of the workforce necessary to increase organizational productivity and efficiency.

6.3.1 Training for Initial Certification Added 1/2015

The Acquisition Career Management (ACM) and Aviation Logistics Office (ALO) organizations have established required training for each level of Realty Specialist certification that can be found on the RECO Acquisitions Professions Portal (FAA only). All levels of RECO/Realty Specialist must submit planned training and development activities as part of the certification application process.

6.3.2 Training for Recertification or Job Specific Development Revised 4/2016

After the initial certification is issued, the RECO/Specialist is given a recertification date. All RECO/Specialists are required to recertify every 2 years including receiving a total of 80 CLPs as outlined in 6.2.2. Requests for specialized training to support continuing competency development or job specific duties can be made using the ALO Real Estate Training Course Request form which can be found on the RECO Acquisitions Professions Portal (FAA only).

The Real Estate Group Managers will forward signed request forms to the Aviation Logistics Organization, Planning, Policy and Performance Division (ALO-200).

6.3.3 Training Prioritization and Delivery Revised 4/2015

Upon receipt of ALO Real Estate Training Course Request, ALO-200 will input the data into a spreadsheet with all of the fiscal year training requests. ALO-200 analyzes and prioritizes the aggregate Training and Development requests based on funding availability and organizational needs. On a monthly basis, aggregate analysis of the training requests will be reviewed with Group Managers to confirm the priority decisions for each RECO/Specialist individual training request in accordance with budget constraints and organizational priorities. Any changes made to priorities will be noted in the database.

The table displayed below summarizes how training requests for RECO/Specialists will be made based upon the receipt of the Training Request Form.

	Overview	Process	Benefits
Training for	RECO/S is assigned	1. Each RECO/S is tagged in eLMS with the appropriate certification level (L I –	• Employees have a list of required training in eLMS

Initial Certification	training in eLMS based on Certification Level When submitting Certification Application, any missing training is documented on the RECO/S Temporary Waiver for Training and Development	L III). 2. A curriculum is assigned to each employee based on the Certification Level and RECO/S Temporary Waiver Request for Training and Development, if required. 3. As employees take the required training, courses move to completed status. 4. For external courses, employees provide certificate of completion to Learning Coordinator for recording in eLMS. 5. ALO-200 periodically runs reports to know number and location of employees requiring each course.	• Allows ALO to better track required courses and more effectively plan for future courses
Recertification	RECO/S completes the RECO/S Recertification Training Request Form for training related to CLPs and Job Specific Competencies	1. RECO/s completes RECO/S Recertification Training Request Form and submits to Supervisor. 2. Supervisor reviews for alignment with employee's developmental plans and sends to GM for approval. 3. GM approves and submits to ALO-200. 4. ALO-200 consolidates and prioritizes results based on funding availability and organizational needs. 5. ALO-200 reviews summary priorities during monthly Real Estate Group Manager meetings. 6. Training will be approved based on funding availability and monthly meeting input.	• Allows ALO to better track training and travel budgets while minimizing Group Manager responsibility • Provides GM and RECO transparency with monthly updates