

AMS/FAST CHANGE REQUEST (CR) COVERSHEET

Change Request Number: 19-22

Date Received: 4/4/19

Title: AMS Real Property Guidance Updates

Initiator Name: Susan Freericks

Initiator Organization Name / Routing Code: Acquisition Career Management, AAP-300

Initiator Phone: (202) 285--0556

ASAG Member Name: Genesta Belton

ASAG Member Phone: 202-267-0332

Policy and Guidance: (check all that apply)

- Policy
- Procurement Guidance
- Real Estate Guidance
- Other Guidance
- Non-AMS Changes

Summary of Change:

Real Estate 6.1, 6.2, 6.4, 6.5

Wording change to add the ability for RECOs certified at Level 1 to obtain a low threshold warrant.

Real Estate 6.3

Wording change to take out references to ALO (old organization) and change to ACQ and aligns training request process to the current ACQ process.

Reason for Change:

To allow RECOs certified at Level 1 to obtain a low threshold warrant. Correct organizational names to new structure and to align training request process to ACQ's existing process.

Development, Review, and Concurrence:

Acquisition & Contracting AAQ-1-David Ingram (A), AAQ-900, ACM-300

Target Audience:

Real Estate Contracting Officers/Specialists (RECOs)

Briefing Planned: 4/16/19

ASAG Responsibilities: Review and comment. ASAG approved on 4/16/19.

FAST Version 7/2019

CR 19-22

p. 1

Section / Text Location: http://fast.faa.gov/RPF_Real_Estate_Guidance.cfm

The redline version must be a comparison with the current published FAST version.

I confirm I used the latest published version to create this change / redline

or

This is new content

Links: https://fast.faa.gov/RPF_Real_Estate_Guidance.cfm

Attachments: Redline and final documents.

Other Files: None

Redline(s):

Section Revised:

6.1 – Introduction

6.2 – Real Estate Contracting Officer/Specialist (RECO/S) Certification

6.3 – Real Estate Contracting Officer/Realty Specialist Training and Development

6.4 – Real Estate Contracting Officer Warrants

Real Estate Guidance - (47/2019)

[6.1 Introduction](#) Revised ~~4/2015~~7/2019

6.1 Introduction Revised 4/2015/2019

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/Realty Specialist) 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/Realty Specialist certification (i.e. Level I, Level II and Level III) and also in accordance with Section 5 Acquisition Career Program of AMS policy. On a limited case-by-case basis, waivers for additional time to complete certification requirements may be granted. Waivers must be coordinated with the Acquisition Career Manager.

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~~ all levels are given after the RECO's manager determines the RECO/Realty Specialist 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 1/2015

[6.2.1 Attaining Real Estate Contracting Officer/Realty Specialist \(RECO/Realty Specialist\) Certification](#) Revised ~~4/2016~~7/2019

[6.2.2 Maintaining Real Estate Contracting Officer/Realty Specialist \(RECO/Realty Specialist\) Certification](#) Revised 4/2016

6.2 Real Estate Contracting Officer/Specialist (RECO/Realty Specialist) Certification Revised 1/2015

RECO/Realty Specialist must meet applicable training and experience requirements to qualify for Level I, II, or III certification. A waiver for additional time to complete certification requirements may be granted for Level 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 4/2016/2019

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 Portal](#) (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 Pending management determination, a Level I certified RECO/Realty Specialists may be provided a lower threshold warrant based upon the assessment of competencies, experience and completed training. Level I RECO/Realty Specialists granted warrants use the official title of "Real Estate Contracting Officer" when signing contracts.~~

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~~Specialists can 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 4/2016

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).

Certification must be renewed every two-years. The FAA acquisition certification renewal application can be found on the [RECO Acquisitions Professions Portal](#) (FAA only) and is required for submission to maintain certification.

Real Estate Guidance - (47/2019)

[6.3 Real Estate Contracting Officer/Realty Specialist Training and Development](#) ~~Added~~Revised
4/20157/2019

[6.3.1 Training for Initial Certification](#) ~~Added~~Revised 4/20157/2019

[6.3.2 Training for Recertification or Job Specific Development](#) Revised 4/20167/2019

[6.3.3 Training Prioritization and Delivery](#) Revised 4/20157/2019

6.3 Real Estate Contracting Officer/Realty Specialist (RECO/Realty Specialist) Training and Development Revised 4/2015/2019

The ~~ALO~~ACQ 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 Revised 4/2015/2019

The Acquisition Career Management (ACM) ~~and Aviation Logistics Office (ALO) organizations~~ have organization has 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 4/2016/2019

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 AFN Training Course~~ Request form which can be found on the RECO Acquisitions Professions Portal (FAA only).

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

6.3.3 Training Prioritization and Delivery Revised 4/2015/2019

Upon receipt of ~~ALO Real Estate AFN Training Course Request, ALO-200 form, ACM~~ will input the data into a spreadsheet with all of the fiscal year training requests. ~~ALO-200 ACM~~ 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 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 Initial Certification	<p>RECO/S is assigned training in eLMS based on Certification Level</p> <p>When submitting Certification Application, any missing training is documented on the <u>RECO/S Temporary Waiver for Training and Development</u></p>	<ol style="list-style-type: none"> 1. Each RECO/S is tagged in eLMS with the appropriate certification level (L I — L III). 1. A curriculum is assigned to each employee based on the Certification Level and <u>RECO/S Temporary Waiver Request for Training and Development</u>, if required. 2. As employees take the required training, courses move to completed status. 3. For external courses, employees provide certificate of completion to Learning Coordinator for recording in eLMS. 	<ul style="list-style-type: none"> • Employees have a list of required training in eLMS • Allows ALO to better track required courses and more effectively plan for future courses

		<p>4. ALO 200 periodically runs reports to know number and location of employees requiring each course.</p>	
<p>Recertification</p>	<p>RECO/S completes the <u>RECO/S Recertification Training Request Form</u> for training related to CLPs and Job Specific Competencies</p>	<p>1. RECO/s completes <u>RECO/S Recertification Training Request Form</u> and submits to Supervisor.</p> <p>1. Supervisor reviews for alignment with employee's developmental plans and sends to GM for approval.</p> <p>2. GM approves and submits to ALO 200.</p> <p>3. ALO 200 consolidates and prioritizes results based on funding availability and organizational needs.</p> <p>4. ALO 200 reviews summary priorities during monthly Real Estate Group Manager meetings.</p> <p>5. Training will be approved based on funding availability and monthly meeting input.</p>	<ul style="list-style-type: none"> • Allows ALO to better track training and travel budgets while minimizing Group Manager responsibility • Provides GM and RECO transparency with monthly updates

Real Estate Guidance - (47/2019)

6.4 Real Estate Contracting Officer Warrants Revised 1/2015

6.4.1 Real Estate Contracting Officer/Specialist (RECO/S) Warrants Revised 1/2015

6.4.2 Warrant Levels Revised ~~4/2016~~7/2019

6.4.3 Maintaining Warrants Revised 1/2015

6.4.4 Limitations Revised 1/2015

6.4.5 FAA Federal Acquisition Executive (FAE) Approval Revised 1/2015

6.4.6 Procedures for Obtaining and Increasing Warrants Revised ~~4/2016~~7/2019

6.4 Real Estate Contracting Officer Warrants Revised 1/2015

6.4.1 Real Estate Contracting Officer/Specialist (RECO/Realty Specialist) Warrants Revised 1/2015

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.

6.4.2 Warrant Levels Revised 4/2016/2019

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. A waiver for additional time to complete required certification training may be granted. There are ~~two~~three real estate contracting officer warrant levels, Level I (\$150K to \$250K), Level II (\$(greater than \$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 I, II, and III. These warrant levels do not apply to purchase card delegations. The initial warrant level for Level HI is set at ~~\$250~~150,000 and can be adjusted incrementally not to exceed ~~\$1M~~250K as recommended by the RECO's supervisor who then follows the process set forth below in Section 6.34.6 Procedures for Obtaining and Increasing Warrants. ~~The Level II warrant level is set greater than \$250,000 and can be adjusted incrementally not to exceed \$1 million as recommended by the RECO's supervisor who then follows the process set forth below in Section 6.4.6 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~~Section 6.4.6 Procedures for Obtaining and Increasing Warrants. If a waiver for additional time to complete certification training is granted, a warrant may only be issued at the minimum level (\$150,000 for Level I, \$250,000 for Level II and \$1M for Level III). See [RECO Acquisitions Professions Portal](#) (FAA only) for more information.

6.4.3 Maintaining Warrants Revised 1/2015

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.

6.4.4 Limitations Revised 1/2015

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.

6.4.5 FAA Federal Acquisition Executive (FAE) Approval Revised 1/2015

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

6.4.6 Procedures for Obtaining and Increasing Warrants Revised 4/2016/2019

(1) The request for a warrant or warrant increase must be prepared using the "Real Estate Contracting Officer Warrant Request" on the [RECO Acquisitions Professions Portal](#) (FAA only) 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, a copy of the current RECO/S certification certificate and RECO/S Temporary Waiver for Training and Development, if needed, 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)~~ manager of the Real Estate Contracting Division, AAQ-900.

~~(3) The LSAM AAQ-900 manager~~ reviews the request and supporting documentation for completeness and evaluates the applicant's acquisition experience, training, and evidence of certification. If the ~~LSAM AAQ-900 manager~~ concurs, he or she signs the request and forwards the request to ~~ALO 200 ACM~~ for review ~~prior to being sent to the Director of Aviation Logistics Organization (ALO-1).~~

~~(4) The ALO 1 will review and forward~~ (3) Finally ACM forwards 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.