

6.3 Real Estate Contracting Officer/Realty Specialist Training and Development Revised 7/2019

6.3.1 Training for Initial Certification Revised 7/2019

6.3.2 Training for Recertification or Job Specific Development Revised 7/2019

6.3.3 Training Prioritization and Delivery Revised 7/2019

6.3 Real Estate Contracting Officer/Realty Specialist (RECO/Realty Specialist) Training and Development Revised 7/2019

The 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 7/2019

The Acquisition Career Management (ACM) 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 7/2019

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 AFN Training Request form which can be found on the [RECO Acquisitions Professions Portal](#) (FAA only).

The Real Estate supervisors and group managers will forward signed request forms to ACM.

6.3.3 Training Prioritization and Delivery Revised 7/2019

Upon receipt of AFN Training Request form, ACM will input the data into a spreadsheet with all of the fiscal year training requests. 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 to confirm the priority decisions for each RECO/Specialist individual training request in accordance with budget constraints and organizational priorities.