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Policies and Procedures

Title: Real Estate Lease Contracting Officers and Delegations of Authority

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Originating Office: Real Property Management Branch
Facilities Division
Administrative and Financial Management
Agricultural Research Service

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Distribution: Administrative and Financial Management
Area Offices
Locations

This update implements the term Real Estate Lease Contracting Officer in lieu of Real Property Leasing Officer. It also provides updated references and training requirements for such warranted employees. New required leasing forms for leases negotiated, prepared, executed and administered under delegated authority are identified within this issuance and the new Office and Warehouse Net Space Increase Notification, *PMD Form 15-05* is introduced herein.

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1. Purpose

Only those warranted under the provisions of this issuance, in accordance with the authorities cited herein, and acting within the scope of their delegated real property leasing authority, may negotiate, administer, amend, execute and/or terminate leases, or other real estate agreements.

2. Background

In 1996, the General Services Administration (GSA) Administrator granted all federal agencies conditional leasing delegations to procure their own space. The delegation required agencies to comply with all laws, Executive Orders (E.O.) and regulations governing GSA Lease Contracting Officers (LCO). The delegation also required agencies to communicate with GSA regional offices prior to using the delegation. In late 2007, GSA modified the General and Special Purpose leasing delegation programs, centralizing delegation authorizations and oversight to address program deficiencies identified by the Government Accountability Office (GAO) and GSA's Office of the Inspector General (OIG). The revisions also stipulated that Federal agencies [must] demonstrate the organizational capacity to acquire and administer a lease and establish that it is cost-effective for GSA to authorize a lease delegation. Agencies using the General and Special Purpose lease delegations must comply with References (d) and (e). Special Purpose lease delegation authorization requests exceeding 2,500 square feet and all General Purpose lease delegation authorization requests are covered by the submittal requirements contained in Reference (e).

To further strengthen the federal civilian workforce, the Office of Federal Procurement Policy within the Office of Management and Budget (OMB) issued policy and memoranda to align the Federal Acquisition Certification Program in Contracting (FAC-C) with the Department of Defense's Defense Acquisition Workforce Improvement Act (DAWIA) contracting certification. The most sweeping change was delivered through the Office of Federal Procurement Policy Memorandum, (Revisions to the FAC-C, dated May 7, 2014) that impacted all Contracting Officer Warrant Programs across the federal civilian government. This memorandum required that all contracting professionals, regardless of series must have a FAC-C certification in accordance with GSA policy. The Department of Agriculture's (USDA) Real Estate LCO program requires that those warranted on or before September 30, 2015, met the new Leasing Certification Program (LCP) requirements for their warrant level authority. The certification program deadlines identified by the USDA Office of Procurement and Policy (OPPM), Property Management Division (PMD) were/are below. LCOs are authorized to continue to work under their current warrant authority during the certification process as long as they met/meet these cumulative certification deadlines.

- LCP Level I Certification must be submitted by June 30, 2016
- LCP Level II Certifications must be submitted by December 30, 2016
- LCP Level III Certification must be submitted by September 30, 2017

The Administrator, GSA, delegated certain authorities to the heads of Federal agencies, including the Secretary of Agriculture, as outlined in the Federal Management Regulations

(FMR). These delegations include Categorical, General, and Special Purpose. The authority and responsibility vested in the Secretary of Agriculture by GSA to manage the USDA leasing activities is re-delegated to USDA agencies as outlined in the Agricultural Property Management Regulations (AGPMR). In accordance with the above, USDA agencies wishing to use a Special Purpose lease delegation exceeding 2,500 rentable square feet of space or General Purpose delegation, must initiate a delegated leasing project in GSA's Delegation Request System, or the Government Real Estate Exchange (G-REX) system.

The simplified acquisition level was raised to \$150,000 by Reference (h).

3. Policy

It is Agricultural Research Service (ARS) policy that only individuals with prescribed levels of knowledge, experience, training, and education necessary to exercise sound judgment in the interpretation and application of Federal laws and regulations pertinent to real property be delegated authority to perform the functions of a LCO.

In accordance with guidance and policy issued by the OPPM, *PMD Form 15-05, Office and Warehouse Net Space Increase Notification*, will be utilized per AGPMR Advisory No. 15-05, *Implementation of OMB's Management Procedures Memorandum No. 2015-01, Reduce the Footprint*.

4. Responsibilities

The following staff or their designee will perform the functions listed.

Director, Facilities Division (FD) will:

- Establish and maintain a LCO Program within ARS.
- Serve as the Head of the Real Estate Leasing Activity (HRPLA) for ARS.
- Perform as the Recommending Official to the Department for appointing new LCOs within the agency.
- Determine and make recommendations to OPPM regarding appointment of ARS employees as LCOs.
- Maintain a list of all agency LCOs who have been issued a *Certificate of Appointment* (also referred to as a warrant herein) and provide updates to the master LCO list maintained by the OPPM.

Chief, Real Property Management Branch (RPMB), FD will:

- Disseminate real estate information from GSA and OPPM.
- Coordinate review of recommendations for the appointment of ARS employees as LCOs.
- Address questions from the Appointing Official within OPPM regarding agency LCO delegations.
- Issue an *Appointment Memorandum* to accompany the *Certificate of Appointment* for each LCO within ARS to define the delegations of authority being granted.
- Maintain a file for each agency LCO, on behalf of the ARS HRPLA. Each file will contain the following:

1. *USDA/OPPM Nomination for Leasing Certification Program Warrant Requirements – Certification of Real Property Leasing Experience Form (Exhibit 3)*
2. *Training records and copies of training certificates*
3. *Certificate of Appointment*
4. *Appointment Memorandum*

- Withdraw a *Certificate of Appointment*, as deemed necessary, returning the original to OPPM.
- Inform the Appointing Official when a LCO separates from the agency, obtaining and returning the original *Certificate of Appointment* to OPPM.
- Receive and review all *PMD Form 15-05s* prior to forwarding such to OPPM.

BSC Deputy Director (DD), Field Liaison and Customer Service or Area Director will:

- Identify and make recommendations to the Director, FD regarding LCO appointments.
- Make certain that subordinate real property activities are adequately staffed by qualified personnel capable of performing assigned real estate functions.
- Assure that those recommended for appointment meet or exceed the required experience, knowledge, training, and applicable education requirements prior to appointment.
- Assure LCOs complete the required training and maintenance requirements.

BSC Chief, Facilities, Property, and Safety Branch will:

- Identify and make recommendations to the BSC DD regarding LCO appointments.
- Coordinate with the BSC DD and Chief, RPMB, FD to address questions or concerns related to the LCO Program.
- Ensure his/her staff complies with the provisions of this issuance.
- Confirm that all personnel who are assigned or oversee LCO functions meet the requirements to be appointed as a LCO and exercise their delegated *Certificate of Appointment* authorities in accordance with this issuance.
- Notify the Chief, RPMB upon separation of a BSC LCO and ensure the *Certificate of Appointment* is returned.

- Track any net increase in space within their assigned Areas and ensure that an equal amount of space, or greater, is identified for disposal. For increases in acreage, ensure such is vetted through the Office of National Programs.

FD LCOs will:

- Negotiate and prepare real estate agreements, within their delegated *Certificate of Appointment* limits and in accordance with this issuance to safeguard the interests of the United States (U.S.) and ensure the BSC LCO who will administer such agreements is provided with a copy of each executed agreement for uploading to The Portal and distribution to the location.
- Obtain all necessary approvals for real estate agreements in compliance with applicable laws, regulations, EOs, and issuances.
- Coordinate with the Office of General Counsel (OGC) Washington Office or Regional Office, as needed.
- Assure funds for payment of real estate agreements are available prior to initiating such.
- Exercise care, skill, and judgment in the performance of their duties.
- Execute real estate agreements (leases, lease amendments, revocable permits, easements, and similar instruments) and ensure that the signature block on any executed documents is in the following format:

(Name)
USDA Real Estate Lease Contracting Officer

- Monitor and coordinate with BSC or location personnel to examine lessor, grantee, and/or permittee performance.
- Initiate appropriate action to assure satisfactory lessor, grantee, and/or permittee performance in accordance with the realty interest obtained or granted.
- Comply with existing conflict of interest regulations; preparing and filing the appropriate forms, as required.
- Make all real property files available for audit upon request.
- Display his/her *Certificate of Appointment* in his/her work area, allowing the public and coworkers to be aware of the appointment.
- Prepare and submit GREX delegation requests, including pre- and post- award submittal requirements.
- Obtain prior concurrence from the ARS Administrator prior to executing a long-term lease.

BSC and Location LCOs will:

- Negotiate, prepare, and administer real estate agreements, within their delegated *Certificate of Appointment* limitations and in accordance with this issuance to safeguard the interests of the U.S.
- Obtain all necessary approvals for real estate agreements in compliance with applicable laws, regulations, EOs, and issuances. This includes ensuring that no lease or other real property contract that obligates the Government to take possession of or pay for space identified on a *PMD Form 15-05* until is returned through the Chief, RPMB, FD with acknowledgement by the Chief, PMD.

- Consult with RPMB prior to contacting OGC.
- Assure funds for payment of real estate agreements are available prior to initiating such.
- Exercise care, skill, and judgment in the performance of their duties.
- Execute real estate agreements (leases, lease amendments, revocable permits, easements, and similar instruments) and ensure that the signature block on any executed documents is in the following format:

(Name)
USDA Real Estate Lease Contracting Officer

- Monitor and coordinate with location personnel to examine lessor, grantee, and/or permittee performance.
- Initiate appropriate action to assure satisfactory lessor, grantee, and/or permittee performance in accordance with realty interest obtained or granted.
- Comply with existing conflict of interest regulations; preparing and filing the appropriate forms, as required.
- Make all real property files available for audit upon request, upload executed real estate agreements to The Portal and distribute to locations.
- Display his/her *Certificate of Appointment* in his/her work area, workstation allowing the public and coworkers to be aware of the appointment.
- Prepare and submit GREX delegation requests, including pre- and post- award submittal requirements.
- Promote the Reduce the Footprint initiative through requiring that all new assets be identified via the submission of an *ARS-270, Request for Capitalization Determination and Unique Asset Identifier(s) Form*, to the BSC along with the corresponding reduction targets.
- When applicable (Office and Warehouse), coordinate the preparation of a *PMD Form 15-05* and submit through BSC Chief, Facilities, Property, and Safety Branch to the Chief, RPMB, FD.

5. References

- a. United States Code (U.S.C.) Sec. 552a
- b. 7 U.S.C. § 2250a
- c. Executive Orders
- d. Office of Management and Budget, Circular No. A-11, August 2009
- e. FMR, Subchapter C
- f. FMR Bulletin C-2, Delegations of Lease Acquisition Authority, April 16, 2014
- g. Transitional Guidance for Real Property Leasing Warrants 1170 Series: GSA Contracting Officer Warrant Program Memorandum for Heads of Services and Staff Offices, Regional Administrators, and Regional Procurement Executives; dated February 21, 2008
- h. GSA Acquisition Manual, Part 501
- i. GSA Acquisition Letter V-06-06, Supplement 1, issued by David A. Drabkin, Senior Procurement Executive, dated September 3, 2008
- j. GSA Acquisition Letter V-06-06, Supplement 2, issued by Joseph A. Neurauter, Deputy Associated Administrator & Senior Procurement Executive, Office of Acquisition Policy (MV), dated November 10, 2010
- k. GSA Acquisition Letter V-06-06, Supplement 5, issued by Steven J. Kempf, Acting Senior Procurement Executive, Office of Government wide Policy, dated May 30, 2013

- l. AGPMR
- m. Departmental Regulation Number 5100-003, Real Property Leasing Officer Warrant System, dated March 1, 2012
- n. Real Property Leasing Officer Warrant Educational Requirements Memorandum issued by Todd H. Repass, Jr., Director, OPPM, dated January 15, 2010
- o. Continuous Learning Points for Real Property Leasing Officers Memorandum issued by Paul Walden, Chief, OPPM, dated September 6, 2012
- p. ARS Real Property Manual, as amended
- o. GSA Acquisition Care Management guide Leasing Certification Program, effective October 1, 2015
- q. GSA Lease Acquisition Circular (LAC)-2015-04 issued on behalf of James C. Wisner, Assistant Commissioner for Office of Leasing, entitled New and Revised Leasing Forms and Templates for Small Leases, dated September 3, 2015, as amended

6. Authorities (see also AGPMR 110-72.30 USDA Delegated Leasing Authority)

Categorical Space

Subject to the limitations cited in FMR 102-73.230 through 102-73.240, all Federal agencies are authorized to acquire the types of space listed in FMR 102-73.155 and, except where otherwise noted, may lease space for terms, including all options, of up to 20 years. **Prior approval from GSA is not required to exercise this delegated authority.** The **Categorical Space** delegation gives ARS the authority to enter into: Lease Agreements, up to 20 years, for the space identified Categorical Space.

For an agency Categorical Space delegation, at a minimum the G-REX system requires:

- Name and address of the requesting agency
- Lease location physical address, city and state
- The delegated authority (Categorical) applicable to the procurement
- A detailed narrative of the procurement action, including type of space and intended use, size of space in usable square feet or acreage, lease term, including renewal options, and estimated rental rate

General Purpose Space

The Administrator, GSA, has issued a standing delegation of authority to the heads of all Federal agencies to accomplish all functions relating to **leasing of up to 19,999 rentable square feet** of General Purpose Space for terms of **up to 20 years** and below prospectus level requirements, regardless of geographic location. **This authority has not been re-delegated to USDA agencies.**

Prior to instituting any new, succeeding, or superseding lease action under the delegated program, the HRPLA, must notify the appropriate GSA Assistant Regional Administrator for the Public Building Service in writing of the need for General Purpose Space and the agency's intent

to exercise the authority granted by this delegation. Federal agencies can use the General Purpose Delegation of Authority to acquire space via lease agreements, up to 20 years, for buildings and space in buildings, up to 19,999 rentable square feet, regardless of geographic location provided **prior written *Lease Delegation Authorization Application* approval is received from GSA for each lease action.**

The **General Purpose Space** delegation, as delegated from GSA to the Department, is for terms up to 20 years. **Provided a G-REX delegation request is submitted in G-REX and approved by GSA prior to initiating the acquisition process, ARS BSC LCOs**, in accordance with the authorities delegated under their *Certificate of Appointment*, may negotiate and enter into General Purpose leases not to exceed 10 years provided the net annual rent, including all options, is less than or equal to the simplified leasing threshold. ARS FD LCOs, subject to an approved G-REX delegation request, may enter into General Purpose leases for up to 20 years, provided the net annual rent, including all options, is less than or equal to the simplified leasing threshold, subject to the authorities and limitations delegated. General Purpose Space is defined as space that does not fall under the definition of Categorical or Special Purpose.

Special Purpose Space

USDA has been delegated the authority for actions identified within the Special Purpose definition (see Section 8 herein). This delegation authorizes ARS to lease Special Purpose Space for terms, including all options, of up to 20 years space utilized in cooperation with State and local governments or their instrumentalities (extension services) where the cooperative State or local government occupies a portion of the space and pays a portion of the rent. Unimproved land may be leased only on a fiscal year basis. Financial Management and Agreements Division has ruled that “fiscal year” may actually be annual basis (e.g., March 1, 2017-April 30, 2018 or a portion of a year such as April 1, 2018 through September 30, 2018). This Special Purpose Space delegation grants ARS the authority to enter into leases for actions less than 2,500 square feet provided a Special Purpose request is created in G-REX. The G-REX system will take the LCO through some very basic steps for informational purposes versus the full delegation application process for such projects; these steps include entering the Acquisition Plan information and:

- Name and address of the requesting agency
- Lease location physical address, city, and state
- The delegated authority (Special Purpose) applicable to the procurement
- A detailed narrative of the procurement action, including type of space and intended use, size of space in usable square feet or acreage, lease term, including renewal options, and estimated rental rate

Once the LCO has filled in the basic information, the task is complete and the procurement process for the lease may continue. The Center for Lease Delegations will receive an email notifying them of the Special Purpose record being created before verifying it qualifies as Special Purpose. The Center for Lease Delegations will only communicate with the LCO if there are questions or concerns; not formal approval letter is issued for projects under 2,500 square feet.

For actions **over 2,500 square feet an approved GSA delegation must be obtained.** An electronic request must be submitted through G-REX. When applicable, LCOs will create a project in G-REX; however **only after receipt of written authority from GSA, may the delegated authority be exercised.**

GSA will be responsible for General Purpose space above 19,999 square feet; leases for Special Purpose Space at or above 2,500 square feet; and leases above prospectus level. Should any such request be required, the LCO will submit a *Standard Form-81, Request for Space*, to RPMB. RPMB, in turn, will request approval through OPDM to acquire a new GSA-assignment.

Space in Buildings for Nominal (i.e., \$1 per annum) or Free Space

In accordance with FMR §102-73-140, a LCO may lease space in buildings and land incidental thereto may be leased for no rental, or for a nominal consideration of \$1 per annum, and is limited to terms not to exceed one year; however if the space is over 2,500 square feet and is to be wholly or predominantly utilized for the special purposes of the agency, an approved G-REX delegation is required prior to initiating the action.

ARS Long-Term Leasing

In accordance with AGPMR 110-73.45-5000, ARS will ensure permanent structures will not be located on other than Government owned land, except as prescribed by 7 U.S.C. 2250a or other law. Furthermore, in accordance with the Reference (j), Agency heads or their designees may execute leases citing 7 U.S.C. 2250a, **subject to the following limitations:** (1) building sites with State, County, or Municipal entities or nonprofit institutions must have an estimated fair market value of less than \$250,000, otherwise approval by the Assistant Secretary for Administration (ASA) is required; (2) leases with private corporations or individuals require approval of the ASA; and (3) **if consideration is more than \$100 per annum, the following conditions must be met:** (1) the land is determined to be the only suitable site; (2) funds are not available for purchase; and (3) the lease must contain an option for purchase of the land by the Government at any time during the lease term at a price agreed upon which will be computed by crediting annual payments on principal before the option to purchase is exercised. If these conditions cannot be met, then ASA approval is required prior to concluding negotiations for leasing building sites involving rental rates over \$100 per annum. Furthermore, in accordance with 7 U.S.C. 2250a a long-term lease in support of construction must be for a term equal to the estimated life of the planned improvements and include the right to remove such improvements within a reasonable time after termination of the use or right to the land. The initial term may not exceed 20 years; however, renewal options may total another 20 years (i.e., two 10-year options; four 5-year options; or one 20-year option).

FD LCOs may be delegated authority to negotiate long-term land lease agreements. In the past, such leases were executed by the ARS Administrator on behalf of the U.S. Due to changes contained herein, FD LCOs will execute long-term leases; however, concurrence from the ARS Administrator must be obtained **prior to execution** and such concurrence must be formally documented in the lease file.

In accordance with the LAC Reference (q.), the GSA has released a *Global Request for Lease Proposals (RLP)* and *Lease Templates*, which combine and incorporate the language and logic from the former Standard, Succeeding/Superseding, and Streamlined models and the *Global GSA Form 1364*, Proposal to Lease Space, to be used in conjunction with the global documents. LCOs will use the *Global RLP* and *Lease Templates*, following the instructions provided by the hidden blue text within the documents. The updated forms are available within GREX. RLP packages must include the updated *GSA Form 1364*. LCOs will no longer use the former Streamlined, Standard, and Succeeding/Superseding RLP or Lease templates, or *GSA Forms 1364 A, C, or D* in future procurements, as these will no longer be updated by the GSA National Office of Leasing.

7. Procedures

The following procedures will be followed for LCO appointments. Candidates will be recommended to the Director, FD by the BSC DD. A candidate's qualifications will be documented in Exhibit 3 and submitted through the Chief, RPMB, FD. The Director, FD will determine the type and level of authority to be recommended to the Appointing Official at the Department. All *Certificate of Appointments* will be subject to the limitations defined on the *Certificate of Appointment*. Examples of authorities delegated are listed within *Authorities Delegated to ARS Lease Contracting Officers* (Exhibit 4). The Chief, RPMB, FD will provide each warranted LCO with an *Appointment Memorandum*, defining specific delegations of authority being granted.

For LCO appointments, an individual's official position description should reflect the corresponding duties and responsibilities. If a *Certificate of Appointment* is terminated or withdrawn, the position description will be amended to delete these duties and responsibilities. The Privacy Act of 1974, as amended, applies to the information collected during the selection and appointment of LCOs, as well as documentation submitted to meet maintenance/continuous learning requirements.

LCOs may exercise only that authority expressly delegated **in writing**. Delegated authority, with specified limitations on the scope of authority, including dollar limitations, will be specifically expressed on the *Certificate of Appointment* and within the *Appointment Memorandum* issued by the Chief, RPMB, FD. *Certificate of Appointments* must be displayed by the LCO within his/her work area to allow the public and coworkers to be aware of the appointment.

The authorities delegated to a LCO will only be exercised by the individual named on the *Certificate of Appointment*. Further re-delegation is not permitted. Appointments will remain in effect only as long as appointee is in the position applicable to the *Certificate of Appointment*, unless the *Certificate of Appointment* is withdrawn.

Each *Certificate of Appointment* issued will have specific limitations based on the following guidelines:

- Level I (Simplified Acquisition). A Level I *Certificate of Appointment* covers the basic functions of ARS' real estate authority with dollar limitations.

- Level II (Intermediate) LCO. In addition to the functions above, a Level II *Certificate of Appointment* covers the full scope of the FMR on real property leasing authority with dollar limitations.
- Level III (Senior) LCO. In addition to the functions above, a Level III *Certificate of Appointment* covers the full scope of the FMR on real property leasing authority without dollar limitations.

Upon being issued a *Certificate of Appointment* the LCO will register in The Federal Acquisition Institute Training Application System (FAITAS). As part of the Federal Acquisition Certification Program (FAC-C) refresh, all LCOs are required to be registered in FAITAS. The supervisor of each LCO, must register prior to the LCO being able to register. As of the date of this issuance, a lease certification module is being developed in FAITAS. When this module is implemented, USDA LCOs will request certification after OPPM approves their submission package. Upon full implementation, training certificates must be uploaded into FAITAS and all leasing certifications, new or those for continuous learning, will be managed, monitored, and tracked in FAITAS. (**NOTE:** The Certification Date will be the date that is used for managing continuous learning in FAITAS.)

Qualification Requirements

In lieu of implementing the FAC-C requirement for LCOs, the GSA established the GSA Leasing Certification Program. This program was effective October 1, 2015. The qualifications stated herein are in accordance with Reference (o.). This revised leasing certification program aligns with GSA's Contracting Officer Warrant Program.

The tables that follow identify the revised training, education and experience requirements instituted by GSA for the revised LCP I and II. ARS does not have any Level III Real Estate Lease Contracting Officers.

Leasing Certification Program - Level I (at or below the Simplified Leasing Threshold)

Type of Training	Training Requirement	Training Hours	Online/ Classroom
Other Certifications	FAC-COR Level I Certification ⁱ	10	
	FCN 406 Lease Acquisition Training (LAT) ⁱⁱ	40	Classroom
	FCN 407 Real Estate Law or FCN 411 Federal Real	40	Classroom
Leasing Training	Property Lease Law ⁱⁱ		
	GSA ONLY - Leasing Pricing Training ^{iv} (Not applicable for delegated agencies)	2.5	Online
Project Management Training	Project Management ^v	24	As Applicable
	CON 100 Shaping Smart Business Arrangements or FCN 101 Contracting Basics	20	Online
	FAC 043 Ethics and Procurement Integrity for the Acquisition Workforce	1	Online
		2.5	Online
Acquisition Training	FAC 031 Small Business Programs	2	Online
	HBS 428 Negotiating	2	Online
	CLC 047 Contract Negotiation Techniques	2	Online
	FAC 038 How to Integrate Green into Procurement	2	Online
	CLC 004 Market Research	3	Online
	CLC 065 Suspension and Debarment	1	Online
Professional Skills Training	HBS 408 Customer Focus	2	Online

i - FAC-COR Certification (COR – Level I – minimum 8 hours) (COR – Level II – minimum 40 training hours) as posted in the Options on the GSA Acquisition Portal. The direct link is <https://insite.gsa.gov/portal/content/650802>.

ii - The FCN notation that accompanies the core leasing curricula is referencing the same COWP leasing courses previously required by GSA. FCN = Federal Contracting. If you have completed the respective COWP courses, please use the FAITAS Equivalency Request to update your FAITAS training history with this class. Please refer to Attachment C for complete details.

iv - The GSA-Only training is available in the GSA Online University. After completion the pdf of the certificate must be downloaded and uploaded into FAITAS with the LCP certification request.

v – For the Project Management requirement- Any of the FAC-P/PM curricula or other applicable program and/or project management training may be used to satisfy this requirement. The attainment of FAC-P/PM certification is not required as part of this program. A list of options for consideration for this requirement is maintained collaboratively between the ACM and PBS Office of Leasing and is posted on the Acquisition Portal for BCMs to reference when processing requests for certification.

Type of Training	Training Requirement	Training Hours	Online/ Classroom
Prerequisite Requirements	All Level I Certification Requirements		
Other Certifications	FAC-COR Level II Certification ⁱ	40	As Applicable
	FCN 408 Cost and Price Analysis of Lease Proposals ⁱⁱ	40	Classroom
	FCN 409 Techniques of Negotiating Real Property Leases ⁱⁱ	40	Classroom
Leasing Training	Construction Fundamentals ⁱⁱⁱ	16	As Applicable
	GSA ONLY Introduction to Reimbursable Services Training ^{iv} (Not applicable for delegated agency personnel)	.5	Online
Project Management Training	Project Management ^v	24	As Applicable
	FFM BP3 Federal Budgeting Fundamentals ⁱⁱⁱ	24	Classroom
	CLM 016 Cost Estimating	8	Online
Acquisition Training	FAC 021 Price Analysis	8	Online
	HBS 426 Marketing Essentials	2	Online
	FAC 026 Cost Analysis	8	Online
	CLC 056 Analyzing Costs	17	Online
Professional Skills Training	Leadership ⁱⁱⁱ	16	As Applicable

i - FAC-COR Certification (COR – Level I – minimum 8 hours) (COR – Level II – minimum 40 training hours) as posted in the Options on the GSA Acquisition Portal.

ii - The FCN notation that accompanies the core leasing curricula is referencing the same COWP leasing courses previously required by GSA. FCN = Federal Contracting. If you have completed the respective COWP courses, please use the FAITAS Equivalency Request to update your FAITAS training history with this class. Please refer to Attachment C for complete details.

iii - A list of options for this requirement is maintained collaboratively between the ACM and PBS Office of Leasing and is posted on the Acquisition Portal for BCMs to reference when processing requests for certification. For Construction Fundamentals, Federal Budgeting Fundamentals, Real Estate Finance and Marketing Fundamentals, and Leadership, there are several options available to satisfy these requirements. Please review the sample listing as posted on the LCP page of the GSA Acquisition Portal.

iv - The GSA-Only training is available in the GSA Online University. After completion the pdf of the certificate must be downloaded and uploaded into FAITAS with the LCP certification request.

v – For the Project Management requirement- Any of the FAC-P/PM curricula or other applicable program and/or project management training may be used to satisfy this requirement. The attainment of

FAC-P/PM certification is not required as part of this program. A list of options for consideration for this requirement is maintained collaboratively between the ACM and PBS Office of Leasing and is posted on the Acquisition Portal for BCMs to reference when processing requests for certification.

Type of Training	Training Requirement	Training Hours	Online/ Classroom
Prerequisite Requirements	All Level II Certification Requirements		
Other Certifications	N/A	N/A	
	FCN 410 Real Estate Appraisal Principles ⁱⁱ	32	Classroom
Leasing Training	Construction Fundamentals ⁱⁱⁱ	8	As Applicable
	Real Estate Finance and Marketing Fundamentals ⁱⁱⁱ	24	As Applicable
Project Management Training	Project Management ^v	32	As Applicable
Acquisition Training	N/A	N/A	
	Leadership ⁱⁱⁱ	32	As Applicable
	CLC 045 Partnering	2	Online
	HBS 306 Leading Teams with Emotional Intelligence High Bandwidth	3	Online
Professional Skills Training	CLC 044 Alternative Disputes Resolution	4	Online
	HBS 440 Team Leadership	2	Online
	HBS 407 Crisis Management	2	Online

ii - The FCN notation that accompanies the core leasing curricula is referencing the same COWP leasing courses previously required by GSA. FCN = Federal Contracting. If you have completed the respective COWP courses, please use the FAITAS Equivalency Request to update your FAITAS training history with this class. Please refer to Attachment C for complete details.

iii - A list of options for this requirement is maintained collaboratively between the ACM and PBS Office of Leasing and is posted on the Acquisition Portal for BCMs to reference when processing requests for certification. For Construction Fundamentals, Federal Budgeting Fundamentals, Real Estate Finance and Marketing Fundamentals, and Leadership, there are several options available to satisfy these requirements. Please review the sample listing as posted on the LCP page of the GSA Acquisition Portal.

v – For the Project Management requirement- Any of the FAC-P/PM curricula or other applicable program and/or project management training may be used to satisfy this requirement. The attainment of FAC-P/PM certification is not required as part of this program. A list of options for consideration for this requirement is maintained collaboratively between the ACM and PBS Office of Leasing and is posted on the Acquisition Portal for BCMs to reference when processing requests for certification.

LCP Crosswalk for Level 1 Certification Training Options

Leasing Certification Program Crosswalk for Level I Certification					
Released as of February 1, 2016					
<p>This crosswalk is designed to provide additional opportunities to leverage previously taken training and to provide additional assistance to the leasing acquisition personnel as they prepare for LCP Level I certification. If you are seeking to use or to take training other than shown below, please contact the National Office of Leasing, prior to registering for such training. Any additional equivalencies must be approved IN ADVANCE.</p>					
Certification Area	Course/Certification	CLPs	Delivery	Acceptable Equivalencies that can be submitted using the FAITAS Equivalency Module by LCO personnel that already have a leasing warrant.	Acceptable Providers
Other Certifications	FAC-COR Level I Certification or higher	10	Please review the FAC-COR Page on the Acquisition Portal .	The current FAC-COR Level I or higher must be in your FAITAS Certification History.	Please review the FAC-COR Page on the Acquisition Portal for this information .
Leasing Training	FCN 406 Lease Acquisition Training (LAT)	40	Classroom	<p>There are no equivalencies for this course.</p> <p>If you have completed Lease Acquisition Training, please use the FAITAS Equivalency Module to request equivalency for FCN 406 for Lease Acquisition Training.</p>	Management Concepts, American Management Association, and others, as applicable.
Leasing Training (continued)	FCN 407 Real Estate Law or FCN 411 Federal Real Property Lease Law	40	Classroom	<p>There are no equivalencies for FCN 407 Real Estate Law or FCN 411 Federal Real Property Lease Law.</p> <p>If you have completed Real Estate Law, please use the FAITAS Equivalency Module to request equivalency for FCN 407 for Real Estate Law.</p> <p>If you have completed Federal Real Property Lease Law, please use the FAITAS Equivalency Module to request equivalency for FCN 411 for Real Property Lease Law.</p>	Multiple options include commercial providers such as Management Concepts, as well as academic institutions, and other applicable training providers as approved by the PBS National Office of Leasing.
	GSA ONLY - Pricing Training (Not applicable for delegated agencies)	2.5	Online	<p>There are no equivalencies for this training</p> <p>After completing this training in GSA OLU, please download a pdf of your course completion certificate and save the file. You will need it when you apply for LCP Level I in FAITAS.</p>	GSA OLU

PROJECT MANAGEMENT OPTIONS					
Project Management Training	Project Management	24	As Applicable	The FAITAS Equivalency Request is only used when FAC-P/PM curricula is taken outside of FAITAS.	Please see the attached page for acceptable project management options.
				Non-FAC-P/PM training used for this requirement will be uploaded when applying for the LCP Level I in FAITAS.	Applicants must enter the following in the remarks area of the FAITAS application: PROJECT MANAGEMENT: I wish to satisfy the 24-hour project management training requirement as follows: _____.

ACQUISITION TRAINING OPTIONS					
Acquisition Training	<u>CON 100 Shaping Smart Business Arrangements or FCN 101 Contracting Basics</u>	20	Online	This course is part of the FAC-C curricula. There are no equivalencies for this acquisition training. If taken through a commercial provider outside of FAITAS, please use the FAITAS Equivalency module to update your training history.	Any approved FAC-C training providers. This training is available in FAITAS, without charge.
				For LCOs with permanent Intermediate or Senior Warrants issued on or prior to 9/30/2015, the acquisition training on the attached sheet may be accepted in lieu of CON 100 or FCN 101.	
				<i>Federal Contracting course (40 hrs)</i>	Management Concepts
				<i>Contract Management Principles and Practices course (20 hrs).</i>	George Washington University
				<i>Introduction to Government Contracting (taken prior to July 1, 2008)</i>	USDA Graduate School
				<i>Personnel using the Intermediate or Senior Warrant course eligibility should not submit the training shown above in the FAITAS Equivalency Module. You will need to upload the training when applying for certification in FAITAS.</i>	Note: Applicants using this option must enter the following in the remarks area of the FAITAS application: I meet the intermediate or senior warrant eligibility and wish to use _____ in lieu of CON 100 or FCN 101.
Except for those exceptions above, all other personnel should log into FAITAS and register for CON 100 or FCN 101. CON 100 and FCN 101 are free, online classes. CON 100 (FED) is a classroom course.	FAITAS				

Acquisition Training (continued)	<u>FAC 043 Ethics and Procurement Integrity for the Acquisition Workforce</u>	1	Online	<u>There are no equivalencies for this training; however, CLM 003 Overview of Acquisition Ethics may be used in lieu of FAC 043. It must appear in your FAITAS Training History.</u>	Note: Applicants must enter the following in the remarks area of the FAITAS application: I wish to use CLM 003 in lieu of FAC 023.
	<u>FAC 031 Small Business Programs</u>	2.5	Online	There are no equivalencies for this acquisition training. Please log into FAITAS and register for FAC 031.	FAITAS
	<u>HBS 428 Negotiating</u>	2	Online	For the LCP, the following courses have been approved for use in the FAITAS Equivalency Module for HBS 428:	
				Practical Negotiations for US Funded Acquisitions	International Right of Way Association (IRWA) or as applicable.
				Advanced Negotiations Workshop	CCIM Institute
			Preparing to Negotiate	CCIM Institute	
<u>CLC 047 Contract Negotiation Techniques</u>	2	Online	For the LCP, the following course has been approved for use in lieu of CLC 047: CON 217 Cost Analysis and Negotiation Techniques	Note: Applicants must enter the following in the remarks area of the FAITAS application: I wish to use CON 217 in lieu of CLC 047.	
Acquisition Training (continued)	<u>FAC 038 How to Integrate Green into Procurement</u>	2	Online	For the LCP, several courses has been approved for use in lieu of FAC 038. Examples include: LEED, Green Globes, EPA, GSA or other nationally recognized sustainability or Energy Star training, GSA, Subject Matter To You: Introduction to Energy STAR or Introduction to Sustainability.	Applicants must enter the following in the remarks area of the FAITAS application: I wish to satisfy the 2 hour Green Procurement training requirement as follows: _____.
	<u>CLC 004 Market Research</u>	3	Online	For the LCP, <u>CLE 028 Market Research for Technical Personnel, may be used in lieu of CLC 004.</u>	FAITAS
	<u>CLC 065 Suspension and Debarment</u>	1	Online	There are no equivalencies for this acquisition training. Please log into FAITAS and register for CLC 065.	FAITAS
PROFESSIONAL SKILLS TRAINING OPTIONS					
Professional Skills Training	<u>HBS 408 Customer Focus</u>	2	Online	For the LCP, the following course has been approved for use in the FAITAS Equivalency Module for HBS 408: Art of Customer Service.	PBS Academy - 16 hrs.

LCP Crosswalk for Level 2 Certification Training Options

LCP Level II Crosswalk Package
As of August 23, 2016
This package contains the GSA Leasing Certification Program (LCP) Level II Crosswalk, as of August 23, 2016
LCP Level II Crosswalk
Attachment 1 - Options for FCN 409 - Techniques of Negotiating Real Property Leases
Attachment 2 - Construction Fundamentals Options
Attachment 3 - Project Management Training Options
Attachment 4 - Federal Budgeting Options
Attachment 5 - Options for CLM 016 - Cost Estimating
Attachment 6 - Options for HBS 426 - Marketing Essentials
Attachment 7 - Options for FAC 026 Cost Analysis
Attachment 8 - Equivalency Options for CLC 056 Analyzing Costs
Attachment 9 - Equivalency Options for Leadership
Attachment 10 - Reciprocity Options (How to use the FAC-C and FAC-P/PM toward LCP Level II)

Leasing Certification Program Crosswalk for Level II

As of August 23, 2016

This crosswalk is designed to provide additional opportunities to leverage previously taken training and to provide additional assistance to leasing acquisition personnel as they prepare for LCP Level II certification. If you are seeking to use or to take training other than shown below, please contact the National Office of Leasing, prior to registering for such training. Any additional equivalencies must be approved IN ADVANCE.

Training used for LCP Level I cannot be used again for LCP Level II requirements.

Note: If the CLPs vary for a specific DAU course, named in the policy memo, the course completion certificate for the specified training will be accepted.

Certification Area	Course/Certification	CLPs	Delivery	Method of Using Equivalency: Acceptable Equivalencies can be submitted using the FAITAS Equivalency Module by LCO personnel that already have a leasing warrant. Some equivalencies may be uploaded into the LCP Level II application when submitted in FAITAS. Additional information forthcoming during the ACM Lunch & Learn session.	Acceptable Providers
Other Certifications	FAC-COR Level II Certification or higher	40	Please review the FAC-COR Page on the Acquisition Portal.	The current FAC-COR Level II or higher must be in your FAITAS Certification History.	Please review the FAC-COR Page on the Acquisition Portal for this information.
			<i>Note: LCO experience can be used to satisfy the one year experience requirement for FAC-COR Level II.</i>		
LEASING TRAINING OPTIONS					
Leasing Training	FCN 408 Cost and Price Analysis of Lease Proposals	40	Classroom	There are no equivalencies for this course. If you have completed Cost and Price Analysis of Lease Proposals Training, please use the FAITAS Equivalency Module to request equivalency for FCN 408 for this training.	
	FCN 409 Techniques of Negotiating Real Property Leases	40	Classroom	Please see Attachment 1 for acceptable equivalency options. If not already in FAITAS, this training will require the use of the FAITAS Equivalency Module.	
	Construction Fundamentals	16	As applicable	Please see Attachment 2 for acceptable equivalency options. This training will be uploaded with the applicant applies for LCP Level II certification; a FAITAS equivalency request is not available.	
	GSA ONLY Introduction to Reimbursable Services Training (Not Applicable for delegated agency personnel)	0.5	Online	Reimbursable training provided by the National RWA training is acceptable.	There are no FAITAS equivalencies for this training. After completing this training, please download a pdf of your course completion certificate and save the file. You will need it when you apply for LCP Level II in FAITAS.
				GSA OLU RWA Acceptance Training Levels I, II and III.	

PROJECT MANAGEMENT OPTIONS					
Project Management Training	Project Management	24	As Applicable	Please see Attachment 3 for acceptable equivalency options.	The FAITAS Equivalency Request is only used when FAC-P/PM curricula is taken outside of FAITAS.
				Non-FAC-P/PM training used for this requirement will be uploaded when applying for the LCP Level II in FAITAS.	Additional information will be provided for use when applying for the LCP Level II.
ACQUISITION TRAINING OPTIONS					
Acquisition Training	Federal Budgeting Fundamentals	24	Classroom	Please see Attachment 4 for acceptable equivalency options.	
	CLM 016 Cost Estimating	8	Online	Please see Attachment 5 for acceptable equivalency options.	
	FAC 021 Price Analysis	4	Online	There are no equivalencies for this course.	
	HBS 426 Marketing Essentials	2	Online	Please see Attachment 6 for acceptable equivalency options.	
	FAC 026 Cost Analysis	4	Online	Please see Attachment 7 for acceptable equivalency options.	
	CLC 056 Analyzing Costs	17	Online	Please see Attachment 8 for acceptable equivalency options.	
PROFESSIONAL SKILLS TRAINING OPTIONS					
Professional Skills Training	Leadership	16	As applicable	Please see Attachment 9 for acceptable equivalency options.	

LCP Level II Crosswalk - Attachment 1

As of August 23, 2016

Equivalency Options for FCN 409 Techniques of Negotiating Real Property Leases

Note: Training used to satisfy requirements for any Level I requirement cannot be used for Level II.

Course Title	Vendor	Training Hours	Comments or Other Info
Techniques of Negotiating Real Property Leases	Various	PBS, MCI, AMA, and others, as applicable.	If you have completed Techniques of Negotiating Real Property Leases, please use the FAITAS Equivalency Module to request equivalency for FCN 409 for this training.
Government Contract Negotiation Techniques	GSA Training Center	40	If you have completed Government Contract Negotiation Techniques, please use the FAITAS Equivalency Module to request equivalency for FCN 409 for this training.
Any Negotiation course offered by a College/University or recognized educational institution or academic provider that meets or exceeds required training hours			
Advanced Negotiations Workshop	CCIM	16	If you have completed the Advanced Negotiations Workshop AND the Art of Negotiation, and neither class was used to satisfy a LCP Level I requirement, please use the FAITAS Equivalency Module to request equivalency for FCN 409 for this training. Both certificates of completion must be submitted to obtain equivalency credit for FCN 409.
Art of Negotiation	GSA Training Center	16	
Negotiation Essentials: What Is Negotiation?	GSAOLU	1 CLP	
Negotiation Essentials: Persuading	GSAOLU	1 CLP	

LCP Level II Crosswalk - Attachment 2

As of August 23, 2016

Equivalency Options for Construction Fundamentals

A minimum of 16 training hours are required.

Course Title	Vendor	Training Hours	Comments or Other Info
BOMI - Design, Operations and Maintenance of Building Systems - Part II	BOMI		
BOMI - Design Operations and Maintenance of Building Systems	BOMI		
Facilities Construction Estimating	RSMears		
Facility Infrastructure Fundamentals	Penn State University	3 days	
Fundamentals of High Performing Buildings	Penn State University	3 days	https://smartenergyacademy.psu.edu/solar/fundamentals-high-performance-buildings
Smart Building Operations	Penn State University	3 days	
NFPA Life Safety Code Seminars	NFPA		
Underprospectus Lease Construction	SME2U	3 hours	
RS Means (applicable construction related topics)	RBI	4 days	
Asbestos Awareness	GSA OLU		
Indoor Air Quality Management During Construction	GSA OLU		
Mold Management	GSA OLU		
The Building Envelope	GSA OLU		
FE 201 Facilities Engineering	DAU	24	
Life Safety Code Seminar	NFPA	24 hrs	
OSHA for O&M General Industries OSHA for Construction training	OSHA	2 days	
OSHA for Construction training,	OSHA	1.5 days	
Construction Language and Terms	Government Training Inc	3 days	
Penn State University/Facilities Management Series	GSA OLU	5.5 hrs	
Any Construction course offered by a College/University or recognized educational institution or academic provider that meets or exceeds required training hours			
Any space planning/process or layout, space measurement or space classification course offered by a College/University, educational institution or recognized academic provider			
Any design intent drawing or construction drawing/layout course offered by a College/University, educational institution or recognized academic provider			

LCP Level II Crosswalk - Attachment 3

As of August 23, 2016

Equivalency Options for the LCP Level II Project Management Requirement

Minimum of 18 - 24 training hours.

Notes	The LCP Level II "Project Management" training can be satisfied in several ways, and per 1, 2 or 3 below.
	1: A current FAC-P/PM Level I or higher in your FAITAS Certification History
	2: Completion of project management training offered through commercial or academic training providers.
	3: Completion of any of the coursework in the FAC-P/PM training below, or a combination thereof that yields the 24 required trng hrs or more. Courses that are delivered by the day count as an 8 hour equivalent per day (even if less than 8 CLPs are issued) for the purpose of meeting this requirement.
	<u>If you are not FAC-P/PM certified, the program or project management training used for LCP Level I cannot be re-used for Level II.</u> <i>Note: Some FAI verified vendors issue completion certificates that reflect less than 24 CLPs. These certificates are acceptable for satisfaction of this requirement as long the CLPs are 18-24 hours. Courses that are less than 18 hours must be supplemented by additional project management training to satisfy the Level II requirement.</i>
FAC-P/PM Level I Training	FPM 120 Acquisition Fundamentals of Project and Program Management I OR FPM 120A and FPM 120B
FAC-P/PM Level I Training	FPM 121 Acquisition Fundamentals of Project and Program Management II
One course from this FAC-P/PM Level I Competency Group 1-4 may be used.	FPM 101 Managing Federal Government Projects
	FPM 111 Managing Federal Government Projects
	FPM 116 Requirements & Systems Management: Entry Level
	FPM 101 Entry FAC-P/PM Program/Project Management
	U156 Entry Project Management Requirements & Systems Management Entry Level
One course from this FAC-P/PM Level I Competency Group 5 may be used.	FPM 102 Acquisition for Federal Government Project Managers
	FPM 112 Acquisition for Federal Government Project Managers
	FPM 117 Contracting: Entry Level
	FPM 102 Entry FAC-P/PM Acquisition Management
	U157 Entry Acquisition Management Contracting Entry Level
One course from this FAC-P/PM Level I Competency Group 6 may be used.	FPM 103 Scheduling & Cost Control for Federal Government Projects
	FPM 113 Scheduling & Cost Control for Federal Government Projects
	FPM 118 Business, Cost, and Financial Management: Entry Level
	FPM 103 Entry FAC-P/PM Business, Cost Estimating, and EVM
	U158 Entry Business Management for Government Applications Business, Cost, and Financial Management Entry Level
	FPM 104 Leading Federal Government Projects

One course from this FAC-P/PM Level I Competency Group 7 may be used.	FPM 114 Leading Federal Government Projects
	FPM 119 Leading Acquisition Projects: Entry Level
	FPM 104 Entry FAC-P/PM Leadership
	U159 Entry Leadership and Interpersonal Skills
	Leading Acquisition Projects Entry Level
One course from this FAC-P/PM Level II Competency Group 1-4 may be used.	FPM 201 Applied Project Management for Federal Government
	FPM 211 Applied Project Management for Federal Government
	FPM 216 Requirements and Systems Management: Mid Level
	FPM 201 Intermediate FAC-P/PM Program/Project Management
	U160 Journeyman Project/Program Management
Requirements Systems Management Mid Level	
One course from this FAC-P/PM Level II Competency Group 5 may be used.	FPM 202 Applied Acquisition for Federal Government Projects
	FPM 212 Applied Acquisition for Federal Government Project Managers
	FPM 217 Contracting: Mid Level
	FPM 202 Intermediate FAC-P/PM Acquisition Management
	U161 Journeyman Acquisition Management
Contracting Mid Level	
One course from this FAC-P/PM Level II Competency Group 6 may be used.	FPM 203 Applied Earned Value for Federal Government Projects
	FPM 213 Applied Earned Value for Federal Government Projects
	FPM 218 Business, Cost, and Financial Management: Mid Level
	FPM 203 Intermediate FAC-P/PM Business, Cost Estimating, and EVM
	U162 Journeyman Business Management for Government Applications
Business, Cost, and Financial Management Mid Level	
One course from this FAC-P/PM Level II Competency Group 7 may be used.	FPM 301 Project Management for Federal Government
	FPM 311 Project Management for Federal Government
	FPM 316 Systems Management: Senior Level
	FPM 301 Senior FAC-P/PM Program/Project Management
	U152 Senior/Expert Program Management
Systems Management Senior Level	
One course from this FAC-P/PM Level III Competency Group 1-4 may be used.	FPM 302 Advanced Acquisition for Federal Government Project Managers
	FPM 312 Advanced Acquisition for Federal Government Project Managers
	FPM 317 Contracting Management: Senior Level
	FPM 302 Senior FAC-P/PM Acquisition Management
	U153 Senior/Expert Acquisition Management
Contracting Management Senior Level	

LCP Level II Crosswalk
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One course from this FAC-P/PM Level III Competency Group 5 may be used.	FPM 303 Advanced Earned Value for Federal Government Projects
	FPM 313 Advanced Earned Value for Federal Government Projects
	FPM 318 Business, Cost, and Financial Management: Senior Level
	FPM 303 Senior FAC-P/PM Business, Cost Estimating, and EVM
	U154 Senior/Expert Business Management for Government Applications
	Business, Cost, and Financial Management Senior Level
One course from this FAC-P/PM Level III Competency Group 6 may be used.	FPM 304 Leading Federal Government Projects III
	FPM 314 Leading Federal Government Project Managers
	FPM 319 Leadership and Strategic Management: Senior Level
	FPM 304 Senior FAC-P/PM Leadership
	U155 Senior/Expert Leadership and Interpersonal Skills
	Leadership and Strategic Management Senior Level
Assorted Project Management Training	GWU: Introduction to Project and Program Management
	GWU: Managing Projects
	HBS: Project Management
	Any Project Management course offered by a college/University or recognized educational institution or academic provider that meets or exceeds required training hours
	All Project Management Courses offered by ESI
	Scheduling and Project Management or any Project Management course RS Means
	AMA: Basic Project Management
GWU: Quality for Project Managers - GWU - 3 Days	
DAU	CLM012 Scheduling 12 hrs
	CLM017 Risk Management 8 hrs
	Elements of Project Time Management - GSA OLU - 2.5 hrs
GSA OLU	Elements of Project Time Management - GSA OLU - 2.5 hrs

LCP Level II Crosswalk - Attachment 4

As of August 23, 2016

Equivalency Options for the LCP Level II - Federal Budget Training Requirement

A minimum of 24 training hours are required.*

Course Title	Vendor	Training Hours	Web Link
FFM BP3 - Federal Budget Process	FAI	24 hrs	FAITAS
Federal Budgeting for Non-Budgeting Personnel (BUDG7000D)	Graduate School	32 hrs	
Federal Budgeting Process	Graduate School	24 hrs	
Federal Appropriations Law	Graduate School	32 hrs	
Appropriations Law*	GMIG	16 hrs	As an exception, this course can be used to satisfy the 24 hour training requirement.
Federal Budgeting Process*	MCI	16 CLPs	
CLB 009 PPBE and Budget Exhibits	DAU	5 CLPs	http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=270
CLB 011 Budget Policy	DAU	5 CLPs	http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=289
HBS 401 Budgeting	DAU	2 CLPs	http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=1736
Federal Budgeting Process	GSA OLU	1 CLP	(This is part of GSA's mandatory supervisory training.)
Federal Financial Management	MCI	24 CLPs	http://www.managementconcepts.com/Course/id/5051
Appropriations Law	MCI	32 CLPS	
Budget Formulation	MCI	24 CLPs	http://www.managementconcepts.com/Course/id/5118
Federal Budgeting Fundamentals	NPI, Inc	24 CLPs	
Federal Budgeting Process	Atlantic Management Center, Inc. (AMCI)	24 CLPs	
CLB 010 Congressional Enactment	DAU	4 CLPs	

LCP Level II Crosswalk
Attachment 4, 8/23/2016, 1 of 1

LCP Level II Crosswalk - Attachment 5

As of August 23, 2016

Equivalency Options for CLM 016 Cost Estimating

Minimum of 8 Training Hours

Course Title	Vendor	Training Hours	Comments or Other Info
Any PMP or Commercial Cost Estimating Training or applicable training by a college, university or recognized educational provider			<i>The training titles may be added in a future edition of this crosswalk.</i>
Repair and Remodeling Cost Estimating	RS Means	16 hrs	
Square Foot Cost Estimating	RS Means	16 hrs	
Facilities Construction Estimating	RS Means	16 hrs	

LCP Level II Crosswalk - Attachment 6

As of August 23, 2016

Equivalency Options for HBS 426 - Marketing Essentials

Minimum 2 Training Hours

Course Title	Vendor	Training Hours	Comments or Other Info
Market Analysis for Commercial Investment Real Estate offered by CCIM (CI201) or any Commercial market analysis, or market survey related training offered by GSA or a college, university or recognized educational provider.	CCIM or other recognized vendor	As stated	
Square Foot Cost Estimating 1.4 CEUs (14 hours)	RS Means	14	

LCP Level II Crosswalk - Attachment 7

As of August 23, 2016

Equivalency Options for FAC 026 Cost Analysis

Note: Financial or Cost Analysis courses used to satisfy requirements for any Level I requirement, or other Level II requirement cannot be used to satisfy FAC 026.

Minimum of 4 training hours.

Course Title	Vendor	Training Hours	Comments or Other Info
BCF 102 Section 304 Fundamentals of Earned Value Management	DAU	14.5	
CCIM (CI 101) Financial Analysis for Commercial Real Estate	CCIM	32 hours	
Introduction to Time Value of Money- 24 hours or Present Value Analysis training by GSA/college, university or recognized educational provider			
Any Present Value Analysis or Cost Benefit Analysis course offered by a College/University, educational institution or recognized academic provider			

LCP Level II Crosswalk - Attachment 8

As of August 23, 2016

Equivalency Options for CLC 056 Analyzing Costs

Note: Financial or Cost Analysis courses used to satisfy requirements for any Level I requirement, or other Level II requirement cannot be used to satisfy CLC 056.

Minimum of 17 training hours.

Course Title	Vendor	Training Hours	Comments or Other Info
CCIM (CI 101) Financial Analysis for Commercial Real Estate	CCIM	32 hours	
Introduction to Time Value of Money- 24 hours or Present Value Analysis training by GSA/college, university or recognized educational provider			
Any Present Value Analysis or Cost Benefit Analysis course offered by a College/University, educational institution or recognized academic provider			

LCP Level II Crosswalk - Attachment 9

As of August 23, 2016

Equivalency Options for Leadership

Minimum of 16 training hours

Course Title	Subtitle (If applicable)	Vendor	Training Hours
Interpersonal Skills: Developing Effective Relationships	N/A	Sponsored by GSA OHRM	3 days/24 CLPs
Project Management, Leadership and Communications	N/A	George Washington University	3 days (2.25 CEUs)
OPM's SES Training	Leadership Essentials: Leading Change	GSAOLU	1
	Leadership Essentials: Leading Innovation	GSAOLU	1
	Leadership Essentials: Leading with Emotional Intelligence	GSAOLU	1
	Leadership Essentials: Communicating Vision	GSAOLU	1
	Generating Creative and Innovative Ideas: Maximizing Team Creativity	GSAOLU	1
	Workplace Conflict: Strategies for Resolving Conflicts	GSAOLU	1
	Giving Feedback	GSAOLU	1
	Performance	GSAOLU	1
	Giving Constructive Criticism	GSAOLU	1
	Employees	GSAOLU	1
	Leading Teams: Managing Virtual Teams	GSAOLU	1
	Business Coaching: Building the Coaching Relationship	GSAOLU	1
	Working For Your Inner Boss: Personal Accountability	GSAOLU	2
	Leadership Essentials: Leading Business Execution	GSAOLU	1
	Building Trust	GSAOLU	1
	Setting and Managing Priorities within the Organization: Mission and Goals	GSAOLU	1
	Developing Character for Decisiveness	GSAOLU	1
	Choosing the Best Applicant	GSAOLU	1.5
	Interviewing Effectively	GSAOLU	2.5
	Talent Management: Developing and Engaging Talent	GSAOLU	1
Forming Peer Relationships and Alliances at Work	GSAOLU	1	
Interpersonal Communication: Being Approachable	GSAOLU	1	
Interpersonal Communication: Listening Essentials	GSAOLU	1	

LCP Level II Crosswalk - Attachment 9			
As of August 23, 2016			
Equivalency Options for Leadership			
Minimum of 16 training hours			
	Interpersonal Communication: Communicating with Confidence	GSAOLU	1
	Optimizing Your Work/Life Balance: Analyzing Your Life Balance	GSAOLU	1
	Optimizing Your Work/Life Balance: Maintaining Your Life Balance	GSAOLU	1
	Optimizing Your Work/Life Balance: Taking Control of Your Stress	GSAOLU	1
	Dealing with Common Meeting Problems	GSAOLU	1
	Collaborative Leadership: Working with Others	OPM	40 hours
	GSA's Mandatory Supervisory Training	Strategies for Successful Employee Onboarding: An Introduction	GSAOLU
Hiring, Retaining and Including People with Disabilities		GSAOLU	0.5
Essential Mentoring Techniques: Mentoring Fundamentals		GSAOLU	1
Essentials)		GSAOLU	1
Individual Development Plans (IDPs)		GSAOLU	1
First Time Manager: Understanding a Manager's Role		GSAOLU	1
Labor Relations		GSAOLU	1
Maximizing Employee Engagement		GSAOLU	0.5
Giving Feedback		GSAOLU	1
Difficult Conversations		GSAOLU	0.5
Alternative Dispute Resolution		GSAOLU	1
Changing Corporate Culture		GSAOLU	1.5
Leadership Skills		GSAOLU	Information will be posted when training becomes available.
Introduction to Workforce Planning and Analysis (FY 2014)		GSAOLU	1
Occupational Health and Safety		GSAOLU	Information will be posted when training becomes available.
Harvard Business School	HBS 409 Decision Making	DAU/FAI	2
	HBS 310 Influencing and Motivating Others	DAU/FAI	3
	HBS 419 Goal Setting (2 hrs)	DAU/FAI	2

LCP Level II Crosswalk
Attachment 9, 8/23/2016, 2 of 3

LCP Level II Crosswalk - Attachment 9

As of August 23, 2016

Equivalency Options for Leadership

Minimum of 16 training hours

	HBS 301 Managing Difficult Conversations (3 hours)	DAU/FAI	3
Coaching from a Distance: Developing Your Team When You Can't be Face to Face		AMA/online	1.2 Credits/4 hrs
Seminar for New Managers		Management Development Center	10 days
Managing a Diverse Team		Skillport	1
Government Projects		GWU	16
Supervisory Leadership Seminar	week training in Sheperdstown, VA	OPM	
Leadership Skills and Techniques		CI International	24 CLPs
Supervisors		School	1.2 CEUs
skills for project managers		MCI	24 CLPs
Tactical to Strategic Thinking		MCI	24 CLPs

LCP Level II Crosswalk - Attachment 10		
As of August 23, 2016		
Reciprocity		
In accordance with the ACM Guide, Leasing Certification Program, revised October 27, 2015, GSA acquisition professionals who have attained and maintained a FAC-C or FAC-PPM may apply for the GSA Leasing Certification Program via reciprocity as shown below.		
FAC-C Level II		
Acquisition Workforce Professional with a current FAC-C Level II in FAITAS	Training Required for Reciprocity	Action Required for Reciprocity
	Leasing Certification Level II - Leasing Training Leasing Certification Level II - Project Management Training	Apply for Leasing Certification Level II in FAITAS
By maintaining a current FAC-C Level II in FAITAS, the LCP Level II training requirements for Acquisition and Leadership are satisfied.		
FAC-PPM Level II		
Acquisition Workforce Professional with a current FAC-PPM Level II in FAITAS	Training Required for Reciprocity	Action Required for Reciprocity
	Leasing Certification Level II - Leasing Training Leasing Certification Level II - Acquisition Training	Apply for Leasing Certification Level II in FAITAS
By maintaining a current FAC-PPM Level II in FAITAS, the LCP Level II training requirements for Project Management and Leadership are satisfied.		
LCP Level II Crosswalk Attachment 10, 8/23/2016, 1 of 1		

Qualification Statements

Realty Specialists meeting the training, education and experience identified herein should complete the appropriate form containing within *Exhibit 3* for review and signature by their supervisor before forwarding to the Chief, RPMB, FD. The Chief, RPMB, FD will make a recommendation to the Director, FD who will then formally make his/her recommendation to the Appointing Official at OPPM. The Appointing Official will determine the scope of authority that is granted to any appointed RLPO via the *Certificate of Appointment*.

The following knowledge, experience, training and education requirements are identified for the Level I, III and III LCOs.

Level I LCO, Simplified Acquisition

Experience: One year of real property leasing experience commensurate with the GS-1170 qualifications standard.

Education: Baccalaureate degree or 24 semester hours of business credits. **NOTE:** LCOs with an active warrant on or before September 30, 2015, may request to be grandfathered. Those requesting a new warrant or warrant increase must meet the education requirements effective October 1, 2015, or provide proof of a previous waiver.

Level II LCO, Intermediate

Experience: Two years of real property leasing experience commensurate with the GS-1170 qualifications standard.

Education: Baccalaureate degree or 24 semester hours of business credits.

Level III LCO, Senior

Experience: Four years of real property leasing experience commensurate with the GS-1170 qualifications standard.

Education: Baccalaureate degree or 24 semester hours of business credits.

Modification of Appointments

When the Appointing Official determines the need to change or limit a *Certificate of Appointment*, or the HRPLA recommends such to the Appointing Official and he/she concurs, a new *Certificate of Appointment* will be issued. In the case of changing an appointment to a higher level, the LCO will need to meet applicable knowledge, experience, and training requirements and submit an updated application package through his/her supervisory chain to the Chief, RPMB, FD for review and concurrence. The applicant's package will then be reviewed, a recommendation made, and the package forwarded to the Appointing Official for final determination.

Maintenance of Warrants

Level I, II, and III LCOs are required to complete 80 hours of continuing education every two years; the two-year period commences with the date of FAC-C certification. In addition to the 80 hours of continuing education, LCOs must obtain an approved Achievement Request in FAITAS prior to the continuous learning end date. Failure to maintain the CLPs and obtain an approved Achievement Request in FAITAS will result in a lapse of the Leasing Certification. **Leasing professionals with lapsed certifications are NOT eligible to hold a warrant in GSA.**

LCOs are strongly encouraged to participate in periodic training courses which are pertinent to real property leasing. This type training can be accomplished through participation in workshops, seminars, symposiums, and informal and formal classroom training

Leasing professionals and their supervisors are responsible for maintaining continuous learning records in FAITAS.

The following chart is a guide for assisting with Continuous Learning Points (CLPs) and Continuing Education Units (CEU). CEUs are converted at 10 points per CEU. For formal academic programs offered by educational institutions, each semester hour is equal to one CEU. A three-hour credit course would be worth three CEUs and 30 CLPs.

CREDITABLE ACTIVITIES	CLPs
<i>Academic Courses:</i>	
Quarter Hour	10 per Quarter Hour
Semester Hour	10 per Semester Hour
CEU	10 per CEU
Equivalency Exams	Same Points as awarded for the course
<i>Training Courses/Modules:</i>	
Defense Acquisition University Courses/Modules	10 per CEU
Awareness Briefing/Training – no testing/assessment associated	.5 point per hour of instruction
Continuous Learning Module-testing/assessment associated	1 point per hour of instruction
Other Functional Training	1 point per hour of instruction
CREDITABLE ACTIVITIES	CLPs
<i>Professional Activities:</i>	
Leadership or Other Training	1 point per hour of instruction
Equivalency Exam	Same points as awarded for the course
Professional Exam/License/Certificate	10-30 points
Teaching/Lecturing	2 points per hour; maximum of 20 points
Symposia/Conference Presentations	2 points per hour; maximum of 20 points
Workshop Participation	1 point per hour; maximum of 8 points per day and 20 points per year
Symposia/Conference Attendance	.5 point per hour; maximum of 4 points per day and 20 points per year
Publications (such as writing of posted issuances)	10 to 40 points

NOTE: Points may only be earned in the year accomplished, awarded, or published. Training certificates will be submitted to the Chief, RPMB, FD for review within 30 days of completion of training. The Appointing Official and/or the Chief, RPMB, FD will formally determine the value of the CLPs earned.

Review

LCOs and their lease files may be periodically reviewed by FD, RPMB, OPPM, GSA, GAO, OIG, etc. Reviews may include the evaluation of technical performance of individual LCOs as

to compliance with applicable laws and regulations in the exercise of their delegated real property authority, as well as real estate agreements and supporting documents, procedures, and practices. Review may result in recommendation to withdraw a LCO appointment for failure to comply with applicable laws and/or regulations.

Termination or Withdrawal

A *Certificate of Appointment* and associated delegations of authority may be withdrawn at any time by the Appointing Official. Termination will occur when, subsequent to notice and opportunity for reply, one or more of the following conditions or similar circumstances exist:

- Failure to comply with applicable laws and regulations
- Ethics misconduct
- Failure to complete maintenance training after the appointment
- Failure to maintain a fully successful performance rating
- Reassignment of the individual to a position that does not require a *Certificate of Appointment*
- Discontinuance of the organizational need for the appointment
- Separation of the individual from the real property function or Agency

An employee's separation from the real property function will constitute an automatic termination of the individual's LCO appointment. The termination or withdrawal of a LCO appointment will be in writing except in the case of separation. If any employee transfers within USDA and remains in the real estate field, the employee's *Certificate of Appointment* may be transferred. Coordination with OPFM will be required for such a transfer.

8. Definitions

Agreements (Real Estate) – Real estate documents which vest a property interest in the Government or in nongovernmental parties; documents which provide for temporary land, building, and/or structure occupancy by the Government or nongovernmental parties; and/or documents which dispose of Government real property through an easement or right-of-way, Revocable Permit, license, or Special Use Authorization, donation, demolition, transfer or abandonment.

Appointing Official – The USDA Departmental official who has the authority to issue a *Certificate of Appointment*. The Appointing Official is the Director, OPFM.

Categorical Space – (FMR 102-73.155) Federal agencies can use the Categorical Space Delegation of Authority to acquire:

- Space to house antennas, repeaters, or transmission equipment;
- Depots, including, but not limited to, stockpiling depots and torpedo net depots;
- Docks, piers, and mooring facilities (including closed storage space required in combination with such facilities);
- Fumigation areas;
- Garage space (may be leased only on a fiscal year basis);

- Greenhouses;
- Hangars and other airport operating facilities including, but not limited to, flight preparation space, aircraft storage areas, and repair shops;
- Hospitals, including medical clinics;
- Housing (temporary), including hotels (does not include quarters obtained pursuant to temporary duty travel or employee relocation);
- Laundries;
- Quarantine facilities for plants, birds, and other animals;
- Ranger stations, i.e., facilities that typically include small offices staffed by one or more uniformed employees, and may include sleeping/family quarters, parking areas, garages, and storage space. Office space within ranger stations is minimal and does not comprise a majority of the space. (May also be referred to as guard stations, information centers, or kiosks);
- Recruiting space for the armed forces (lease terms, including all options, limited to 5 years);
- Schools directly related to the special purpose function(s) of an agency;
- Specialized storage/depot facilities, such as cold storage; self-storage units; and lumber, oil, gasoline, shipbuilding materials, and pesticide materials/equipment storage (general purpose warehouse type storage facilities not included); and
- Space for short-term use (such as conferences and meetings, judicial proceedings, and emergency situations).

Certificate of Appointment – An instrument of delegation which defines the extent of authority vested in an individual to enter into, administer, amend, and/or terminate leasehold interests in real property and real estate agreements; specifically, the signatory authority of an individual to obligate funds and contractually commit ARS to the performance of certain actions related to real property.

Easement – A right of way giving persons, other than the owner, access to or over a property.

Firm-Term Lease – A set period for which a tenant will be obligated to the conditions of the lease agreement without termination rights.

General Purpose Space – (FMR 102-72.30(b)) Space other than that defined under Categorical or Special Purpose definitions. The Administrator, GSA, has issued a standing delegation of authority (under the program known as “Can’t Beat GSA Leasing”) to the heads of all Federal agencies to accomplish all functions relating to leasing of up to 19,999 rentable square feet of general purpose space for terms of up to 20 years and below prospectus level requirements, regardless of geographic location. Prior GSA approval via G-REX is required. By this delegation, Federal agencies may consider leases of private owned land and buildings only when needs cannot be met satisfactorily in Government-controlled space and one or more of the following conditions exist:

- Leasing is more advantageous to the Government than constructing a new building or more advantageous than altering an existing Federal building.
- New construction or alteration is unwarranted because demand for space in the community is insufficient or is indefinite in space or duration.

- Federal agencies cannot provide for the completion of a new building within a reasonable time.

GSA's Delegation Request System (G-REX) – a system developed by the GSA Office of Real Estate Acquisition, Center for lease delegations and the Office of the PBS Chief Information Officer to support online submission and approval of leasing delegation requests. The system provides the ability for: (1) agencies to submit their requests; (2) PBS to approve, return, or reject requests; (3) agencies to submit lease awards; (4) PBS to review and approve award documentation; and (5) both PBS and agencies to track the status of submitted requests.

HRPLA – The official who has overall responsibility and delegated authority for management of an agency's real property activity. The HRPLA for ARS is the Director, FD.

Improved Land – Land that has been developed for some use by the construction of improvements such as buildings or structures, either by the Lessor, or the Lessee.

Land Use Agreement – An access agreement to permit ingress and egress to a parcel of land for the purpose of conducting research, monitoring conditions, collecting insects or specimens, permitting equipment to remain on site, etc. This instrument is only utilized when there are not improvements being made to the property or crops being cultivated.

LCO – An individual appointed according to this issuance with the authority to enter into, administer, amend, and/or terminate real property leasehold contracts and real estate agreements in accordance with Federal acquisition and property laws and regulations.

Lease – A contract by which an individual, or group of individuals (landlord/lessors), convey(s) possession, generally on an exclusive basis, of land, buildings, or structures to another (tenant/lessee) for a defined period of time. It may include services provided by the landlord such as heating, air conditioning, utilities, custodial services, etc.

Lease Amendment – This real estate agreement is negotiated and prepared by a LCO to correct, revise or modify an existing, active lease. A Lease Amendment might be used to add renewal options or add or remove a parcel of land.

Net Annual Rental – Gross annual rental paid to a landlord minus the landlord's operating cost. The following supplies and services are considered operating costs that can be subtracted from the gross annual rental to determine the net annual rental:

- Utilities
- Janitorial services
- Building systems repair of a minor nature (not including major replacement)
- Building systems maintenance
- Property protection
- That portion of management costs devoted to the above items

OPPM – is located within USDA’s Departmental Administration and serves the Secretary and Departmental agencies with policy, advice and coordination in acquisitions, procurement and management of real and personal property.

Real Property – Land and those things affixed thereto including buildings, structures, fences, landscaping, etc., and all interests therein.

Real Estate Interest – A degree or level of ownership in land, buildings, and appurtenances (fee simple, easement, leasehold, etc.).

Renewal – A renewal option, so long as exercised prior to the date of the option period passing and so long as exercised in accordance with renewal terms within the original lease, or lease amendment, allows the Government to continue occupancy of the leased premises without a competitive procurement. A renewal option is a unilateral right of the Lessee to extend the contract for the pre-negotiated renewal term (a specified period usually defined in years), at a specified price for the renewal option. Leases or lease amendments must include a specified time period to exercise any option periods as well as the negotiated notification of exercising such.

Revocable Permit – This form is prepared and issued by a LCO. Typically this is issued to State entities or other Federal agencies occupying ARS-space. This form is used in lieu of a lease because ARS does not have out-leasing authority. See Reference (n), Revocable Permits Chapter.

Special Purpose Space – USDA is delegated the authority to lease the following types of Special Purpose Space for terms, including all options, of up to 20 years subject to the limitations on annual rental amounts, lease terms, and leases on parking spaces cited in FMR 102-73.230 through 102-73.240; however, prior approval from GSA via G-REX along with the submission of preauthorization and post award requirements must be submitted for any new, succeeding, extension or superseding lease for a Special Purpose space action involving 2,500 or more square feet to include the following (FMR 102-73.170):

- Cotton classing laboratories (lease terms, including all options, limited to 5 years).
- Land (if unimproved, may be leased only on a fiscal year basis).
- Miscellaneous storage by cubic feet or weight basis.
- Office space when required to be located in or adjacent to stockyards, produce markets, produce terminals, airports, and other ports (lease terms, including all options, limited to 5 years).
- Space for agricultural commodities stored in licensed warehouses and utilized under warehouse contracts.
- Space utilized in cooperation with State and Local governments or their instrumentalities (extension services) where the cooperative State or Local government occupies a portion of the space and pays a portion of the rent.

Unimproved Land – Vacant land or raw land that lacks the essential improvements (utilities or irrigation) required to make it useful.

9. Glossary

ACM	-	Acquisition Career Management
AGPMR	-	Agriculture Property Management Regulations
ARS	-	Agricultural Research Service
ASA	-	Assistant Secretary for Administration
BSC	-	Business Service Center
CEU	-	Continuing Education Unit
CLP	-	Continuous Learning Point
COR	-	Contracting Officer's Representative
DAWIA	-	Defense's Defense Acquisition Workforce Improvement Act
DD	-	Deputy Director Field Liaison & Customer Service
E.O.	-	Executive Order
FAC-C	-	Federal Acquisition Certification Program in Contracting
FAITAS	-	Federal Acquisition Institute Training Application System
FAR	-	Federal Acquisition Regulation
FD	-	Facilities Division
FMR	-	Federal Management Regulations
GAO	-	Government Accountability Office
G-REX	-	Government Real Estate Exchange System
GSA	-	General Services Administration
GSAM	-	General Services Administration Acquisition Manual
HRPLA	-	Head of the Real Property Leasing Activity
LAC	-	Lease Acquisition Circular(s)
LCO	-	Lease Contracting Officer
LCP	-	Leasing Certification Program
OGC	-	Office of General Counsel
OIG	-	Office of the Inspector General
OMB	-	Office of Management and Budget
OPPM	-	Office of Procurement and Property Management
PBS	-	Public Buildings Service
PMD	-	Property Management Division (within OPPM)
RPL	-	Request for Lease Proposal
RPMB	-	Real Property Management Branch
RSL	-	Realty Services Letter(s)
U.S.	-	United States
U.S.C.	-	United States Code

NINO L. FLERI
Director
Facilities Division

Date

Exhibits

1. Lease Delegation Submission Requirements
2. Post-Award Submission Requirements
3. USDA/OPPM Nomination for LCP Warrant Requirements – Certification of Real Property Leasing Experience Form
4. *PMD Form 15-05, Office and Warehouse Net Space Increase Notification*

Lease Delegation Submission Requirements

Lease Delegation Submission Requirements

A request for authorization to use either the General Purpose delegation or Special Purpose lease delegation, involving 2,500 or more square feet must be submitted by the Real Estate Leasing Officer (LCO) prior to instituting any new, succeeding, superseding, replacement, extension, or expansion lease action). . The following must be electronically submitted to the GSA Delegation Data System (G-REX): (See FMR Bulletin C-2, April 16, 2014)

1. A detailed narrative, including cost estimates, explaining why the granting of the request is in the best interests of the Government and how the agency's use of the delegated authority is cost-effective for the Government.
2. The name of the warranted LCO conducting the procurement; along with a copy of the Lease Contracting Warrant, a certification of experience and copies of the lease training certificates of completion. The LCO must fully meet the experience and training requirements of the Contracting Officer Warrant Program as specified in General Services Administration Acquisition Manual section 501.603 as revised by GSA Acquisition Letters.
3. An acquisition plan for the procurement in accordance with the requirements specified by Subpart 507.1-Acquisition Plans.
4. Justification for the delineated area in accordance with applicable laws and Executive Orders (E.O.), including the Rural Development Act of 1972, as amended (7 U.S.C. 2204b-1), E.O. 12072, "Federal Space Management" and E.O. 13006, "Locating Federal Facilities on Historic Properties in Our Nation's Central Cities"; and E.O. 13514, "Federal Leadership in Environmental, Energy, and Economic Performance".
5. A floodplain check in accordance with E.O. 11988, "Floodplain Management".
6. An organizational structure and staffing plan to support the delegation, which identifies trained and experienced warranted contracting staff, post-occupancy lease administration staff, real estate legal support, and technical staff to ensure compliance with all applicable laws, regulations and GSA directives governing lease acquisitions and administration of lease contracts.
7. A plan for meeting or exceeding GSA's performance measures for the cost of leased space relative to industry market rates. GSA's performance measures can be found on Office of Management and Budget (OMB) website at: <http://www.whitehouse.gov/omb/expectmore/detail/10001157.2005.html>.
8. The total amount of space required, any special requirements, and any associated parking requirements.
9. A certification that the proposed space action is consistent with the OMB Reduce the Footprint policy and the U.S. Department of Agriculture Real Property Efficiency Plan Reduce the Footprint Policy Implementation, dated October 1, 2015 and Exhibit 5, herein.

Lease Delegation Submission Requirements
(Continued)

10. The G-REX delegation request package will be initiated by the LCO. Prior to submitting, written notification must be submitted to the Chief, RPMB, FD summarizing the need. In no instances will the General Purpose delegation be requested to enter into a lease exceeding 19,999 rentable square feet.

11. Only after being granted written authority from GSA may the leasing action be exercised. The response from GSA must include a notice that suitable GSA-controlled, Federally-owned or Federally-leased space is not available to meet the space need and authorization for the lease procurement. Once authority is granted by GSA, if a decision is made not to exercise such authority, the LCO must advise GSA and the Chief, RPMB, FD.

LCOs must keep in mind that agencies are expected to acquire space at charges consistent with prevailing market rates for comparable facilities in the community. Based on the average annual rental of the lease, subsequent submission requirements may be required.

Post-Award Submission Requirements

Post-Award Submission Requirements

For all leases, the agency must electronically submit in G-REX within **30 days after lease award** the following documents or evidence of compliance with the approved delegation:

1. The fully-executed lease document and all attachments.
2. The Request for Lease Proposal and any modifications issued during the procurement;
3. The Request for Lease Proposal ad posted on FEDBIZOPPS or in a local publication;
4. If a sole source contract, over the simplified lease acquisition threshold of \$150,000 average annual rent, a Justification for Other Than Full and Open Competition in accordance with section 6.303 of the Federal Acquisition Regulation (FAR);
5. If a sole source contract under the simplified lease acquisition threshold of \$150,000 average annual rent, lease file documentation explaining the lack of competition may be submitted in lieu of a Justification for Other Than Full and Open Competition in accordance with General Services Administration Acquisition Manual section 570.203-2.
6. The market survey data identifying properties considered in connection with the space need, including historic buildings considered in accordance with E.O. 13006.
7. Documentation of compliance with the National Environmental Policy Act (NEPA) of 1969, as amended, in accordance with 40 CFR 1508.9 and the GSA Public Buildings Service's NEPA Desk Guide. <http://www.gsa.gov/portal/content/101194>.
8. Documentation that vending facilities will be provided in accordance with the Randolph-Sheppard Act;
9. The final scoring evaluation in accordance with OMB Circular A-11 (2012), Criteria and Scoring Ramifications for Operating and Capital Leases, as the Circular may be revised from time to time;.
10. The Price Negotiation Memorandum, prepared in accordance with section 570.307 of the GSAM and section 15.406-3 of the FAR.
11. Documentation that the building is in compliance with all applicable fire and life safety requirements (GSA Form 12000 or a Certificate of Occupancy).
12. Documentation that the building is in compliance with the seismic requirements of the Request for Proposal (Seismic Certification and Representation or exemption).
13. Documentation of compliance with the floodplain management requirements of Executive Order 11988.
14. Copy of the Post-Award Synopsis posted in FEDBIZOPS, if/as required.
15. The small business subcontracting plan, if required, in accordance with section 19.702 of the FAR.
16. Documentation that the Excluded Parties List (also known as the Debarred Bidders List) was checked.

17. The pre-occupancy final inspection report verifying measurement of the demised space as shown on a computer-aided design floor plan, correction of deficiencies, and punch-list of items.
18. A Funds Availability Statement signed prior to lease award by a budget official with the requesting agency.
19. Documentation that the negotiated rental rate is within the prevailing market rental rate for the class of building leased in the delegation action. The documentation may include information from organizations such as Society of Office and Industrial Retailers, Black's Guide, Torto-Wheaton, or Co-Star. If the negotiated rental rate exceeds the market range, provide information as to why the market rate was exceeded.
20. Federal Real Property Profile Reporting Requirements which will be rolled up via Corporate Property Automated Information System, including all required data elements.

Note: Failure of an agency to timely or fully provide adequate information may result in GSA's revocation of a delegation to the agency.

USDA/OPPM Nomination for LCP Warrant Requirements – Certification of Real Property Leasing Experience Form



Office of Procurement and Property Management
Property Management Division

USDA/OPPM Nomination for LCP Warrant Requirements - Certification of Real Property Leasing Experience Form

Per the General Services Administration (GSA), Senior Procurement Executive (SPE) Memo dated September 25, 2015, the Leasing Certification Program (LCP) implements the following experience and education requirements for warranted Real Property Leasing Officer's (RPLO) requests for real property leasing warrants.

The LCP training requirements are cumulative and must be met as defined in competency areas. Training competencies for Project Management, Leadership, Federal Budgeting Fundamentals, and Construction Fundamentals allow for variety of options for training submissions.

Warrant	Experience	Education
Simplified Acquisition Level I	One year of real property leasing experience commensurate with the GS-1170 qualifications standard	Baccalaureate degree <u>or</u> 24 semester hours of business credits
NOTE: Real Property Leasing Officers with an active warrant on or before September 30, 2015, may request to be grandfathered in for <u>Education Requirements only</u> . Anyone requesting a new warrant or warrant increase must meet the education requirements <u>effective October 1, 2015</u> .		
Intermediate Level II	Two years of real property leasing experience commensurate with the GS-1170 qualifications standard	Baccalaureate degree <u>or</u> 24 semester hours of business credits
Senior Level III	Four years of real property leasing experience commensurate with the GS-1170 qualifications standard	Baccalaureate degree <u>or</u> 24 semester hours of business credits

All Real Property Leasing Officers (RPLOs) must be registered in FAITAS.

Supporting LCP documentation such as certifications, completion certificates, transcripts, and other required documents must be submitted with leasing certification and or warrant package submittals. **Leasing and FAC-COR Certification at each warrant level will be required in FAITAS.**

LCP level charts, by warrant level, of the training requirements may be found following the Official Signatures Form– USDA RPLO Nomination/Certification pages.

New Warrant or Warrant Increase Form

Requesting Office Warranted Position Justification and Nomination

Complete the following information and submit with all new leasing warrant requests per GSAM 501.603-2 Selection and GSA form 3410.

There is a clear and convincing need to appoint a contracting officer for the following reasons: (Quantify where practicable and indicate proposed limits of the warrants)

Nominee for Real Property Leasing Officer: _____

1. The nominee leasing contracting office will occupy a position with responsibility for the processing and execution of procurement contracts and/or modifications, sales agreements for leases.
2. The nominee's knowledge of the Federal Acquisition Regulation, the GSA Acquisition Regulation, and other applicable laws, Executive Orders, and regulations affecting procurement, contracts and/or sales agreements, as appropriate, is adequate for the appointment.
3. The nominee's business acumen, judgment, character, reputation, and ethics are found.
4. Consideration of the quality of past contracts and leases and the results of any independent review conducted by the contracting activity to verify the nominee's contracting experience as defined in [501.603-1\(a\)](#) at the intermediate and senior level.
5. The candidate's experience and training must meet the established GSA minimum qualifications for education, training and experience.

Requesting Supervisor Signature: _____ **Date:** _____

Attach with LCP submission, **GSA Form 3409 or resume** providing similar information with warrant package. GSA Form 3409, along with OPPM's **Official Signatures Form- USDA RPLO Nomination/Certification** may be found on the **PMD SharePoint Site**, <https://portal.usda.gov/sites/PMD/default.aspx> on the **RPLWs tab**, under *Shared Documents* folder **USDA Warrant Request - LCP Certification Requirements**.

Official Signatures Form

USDA RPLO Warrant Nomination/Certifications

As an agency official authorized to select and nominate qualified individuals as Contracting Officers for the United States Department of Agriculture, I hereby nominate [] or a USDA Real Property Leasing Warrant. I certify that this individual meets the experience, training and educational requirements for the [] warrant level. Leasing Certification Program supporting documents have been provided with attached warrant request submittal.

Nominating Agency Head of the Real Property Leasing Activity (HRPLA):

Name: [] Title: []
Signature: [] Date: []

Approval Signatures

**United States Department of Agriculture (USDA) - Departmental Management (DM)
Office of Procurement and Property Management (OPPM)**

FAC-COR Certification Date: []
Date Received by OPPM or Date of Leasing Certification in FAITAS: []

USDA RPLO Program Manager (Warrant Package Submittal Review)

Signature: [] Date: []

OPPM/PMD Division Chief (Recommend for RPLO Warrant Issuance)

Signature: [] Date: []

APPROVING OFFICIAL: OPPM Director (Warrant Authority Approval/Issuance)

Signature: [] Date: []

USDA RPLOs Warranted on or Prior to 9/30/2015 Leasing Certification Submission Guidance

USDA RPLOs warranted on or before 9/30/2015, are required to meet the new Leasing Certification Program requirements for their warrant level authority. **USDA RPLOs may continue to work under their current warrant authority during the certification process** as long as they meet the cumulative certification deadlines.

Please see **Attachments 2, 3, and 4** (as applicable), for the **LCP requirements** for your warrant authority level.

- **LCP Level 1** Certification must be submitted by **June 30, 2016**,
- **LCP Level 2** Certifications must be submitted by **December 30, 2016**
- **LCP Level 3** Certification must be submitted by **December 30, 2017**

Experience requirement documentation is supported by previously issued USDA Certificate of Appointment for your leasing warrant. RPLOs level II and III may have Lease files reviewed.

Education:

- **If requesting your Education to be Grandfathered in**, please ensure that you fill out the related information on the [RPLO LCP -Leasing Certification Submission form](#) on the next page. A copy of Initial USDA Warrant should be uploaded into FAITAS with certification documentation.
- **If you are not requesting to be grandfathered**, please submit Baccalaureate diploma, or higher education diplomas **or** transcripts detailing 24 semester hours of business credits to support your certification/warrant.

[RPLO LCP - Leasing Certification Submission form](#) should be used by USDA RPLOs warranted on or before 9/30/2015 to submit LCP certification package to **USDA RPLO Program Manager/OPPM**.

Submit all required completion certificates, FAITAS FAC-COR certification, transcripts, and any approved reciprocity documentation with the LCP certification package. See **Attachment 4** for [LCP Level 1 Crosswalk – Training Options](#) and/or refer to the [Acquisition Career Management \(ACM\) Guide - Leasing Certification Program \(LCP\)](#) issued by GSA for additional information on training requirements, reciprocity for training completed for other certifications.

Reference materials i.e. [ACM Guide - LCP](#) issued by GSA, GSA Memorandums, LCP requirements and other information may be found on the **PMD SharePoint Site**, <https://portal.usda.gov/sites/PMD/default.aspx> on the [RPLWs tab](#), under *Shared Documents*. *GSA- Leasing Certification Program (LCP)¹⁷ folder*.

**RPLO LCP - Leasing Certification Submission Form for
USDA RPLOs Warranted on or Prior to 9/30/2015**

_____ has completed LCP Level _____
Certification requirements **Current Warrant Authority Level:** _____
FAC-COR Certification Date: _____
Date Received by OPPM or Date of Leasing Certification in FAITAS: _____

Education Grandfather Request

Following statement applicable, (if needed) only to

[Insert RPLO Nominee name] has been grandfathered in for the education requirements per GSA Senior Procurement Executive Memo dated September 25, 2015. Initial USDA warrant issued on _____

Approval Signatures

**United States Department of Agriculture (USDA) - Departmental Management (DM)
Office of Procurement and Property Management (OPPM)**

USDA RPLO Program Manager (Warrant Package Submittal Review):

Signature: _____ Date: _____

OPPM/PMD Division Chief (Recommend for Warrant Issuance)

Signature: _____ Date: _____

Approving Official: OPPM Director (Warrant Authority Approval)

Signature: _____ Date: _____

USDA LCP Certification Memo Issuance Date: _____

New USDA LCP Certified Warrant OPPM Issue Date: _____

OFFICE AND WAREHOUSE NET SPACE INCREASE NOTIFICATION
June 23, 2015
PMD FORM 15-05

Applicability:

Agencies must use this Form to notify the Department of an overall increase in Predominate Use Office and/or Warehouse space for which the agency has no internally available offsetting SF reduction. This will cause the agency to exceed its established baseline for such space under RTF.

Note: Predominate Use is the primary use of the real property asset as noted in the Federal Real Property Profile (FRPP). For example, buildings used primarily for office purposes are classified as "office" even though certain portions of them may be used for storage or research. Buildings with a Predominate Use of Warehouse are used for storage, and include covered sheds and buildings primarily used for storage of vehicles or materials. Also included are underground or earth covered storage bunkers. Excluded are airplane hangars, water reservoirs and petroleum, oil, and lubricant storage tanks.

Instructions:

1. Submit notifications using PMD Form 15-05 at least 30 calendar days in advance of the need to take action to incur the planned SF increase, such as to acquire/expand the space, or prior to starting rental payments in the case of leased space. Notifications should be submitted as soon as the need is known, especially in the case of direct leases and GSA Occupancy Agreements that require 18 to 24 months of advanced planning.
2. The submitting agency's Administrative Services Division Director (or equivalent) must sign the form.
3. Submit the completed form by emailing Stephen.Rau@dm.usda.gov, or mail to:

USDA/OPPM
Property Management Division
ATTN: Stephen Rau, Asset Manager
1400 Independence Avenue, SW
Mail Stop 9304
Washington, DC 20250

For assistance completing this form please contact Mr. Rau at the above email address or by phone on (202) 690-5613.

Important Note: Do not execute any lease or other real property contract that obligates the Government to take possession of or pay for the space identified in this form until it is returned to the submitting agency after being acknowledged (signed) by the PMD Chief.

NOTE: This form must be submitted through RPMB, FD, not directly to the Department.
Exhibit 4, Page 1 of 2

Office and Warehouse Net Space Increase Notification - PMD Form 15-05

Control Number (To be completed by PMD):

SECTIONS 1-6 TO BE COMPLETED BY SUBMITTING AGENCY

SECTION 1: SUBMITTER'S CONTACT INFORMATION

1. Date Submitted:		
2. Agency:	3. Submitter's Title:	
4. Submitter's First Name:	5. Submitter's Last Name:	
6. Submitter's Email:	7. Submitter's Phone Number:	
8. Submitter's Address:		

SECTION 2: SPACE INCREASE DATA

9. Space Type (Predominant Use):	▼	10. Square Footage (SF) Requested:
11. RPUID or GSA OA Number:	12. Space Category:	
13. Property Address:		
14. Comments:		

SECTION 3: REASON FOR SPACE INCREASE

15. Reason for Space Increase (Please check all that apply):

<input type="checkbox"/> New Lease	<input type="checkbox"/> New Acquisition (Owned Buildings Only)	<input type="checkbox"/> Consolidation
<input type="checkbox"/> Co-Location	<input type="checkbox"/> Expansion (Leased or Owned Buildings)	<input type="checkbox"/> Other

16. If "Other" selected in Question #15 please explain:

SECTION 4: JUSTIFICATION

17. Is the SF increase required to meet a mission critical need? Yes No

18. How long will the space needed? Months or Years or Indefinite

19. Provide justification to support the need, e.g. to meet an Executive, Legislative, or Judicial requirement to establish a new or expanded program or to respond to an emergency:

SECTION 5: ATTACHMENTS

Attach pertinent information that will help OPPM understand the requirement. Examples include CPAIS screen captures, GSA rent bills, Occupancy Agreements and any other documentation, such as copies of the court order, legislation or an Executive Order that substantiates the need for the SF increase.

20. Please list any attachments by name:

SECTION 6: ADMINISTRATIVE SERVICES DIVISION DIRECTOR (OR EQUIVALENT) SIGNATURE

AGENCY COMPLETES PRIOR TO SUBMITTING THIS FORM

Title:	Name:
Date:	Signature:

SECTION 7: PROPERTY MANAGEMENT DIVISION - ACKNOWLEDGEMENT OF RECEIPT OF NOTIFICATION

TO BE COMPLETED BY OPPM

Title:	Name:
Date:	Signature: