



United States
Department of
Agriculture

June 13, 2013

Office of the
Assistant Secretary
for Administration

TO: Real Property Council
Real Property Leasing Officers

Office of
Procurement and
Property
Management

FROM: Paul Walden *Paul Walden*
Chief, Property Management Division

300 7th Street
Southwest
Room 302
Reporters Building

SUBJECT: New Warrant Training Requirement for Real Property Leasing Officers

Washington, DC
20024-9300

The General Services Administration (GSA) has issued Acquisition Letter V-06-06, Supplement 5 (attached), effective May 30, 2013 which replaces the courses *Federal Real Property or Basic Leasing Contracting* with the *Lease Acquisition Training (LAT)* as a prerequisite of each level of leasing warrant. The current Department Regulation (DR) 5100-003 will be revised to reflect this change; however given the length of time required to publish a DR, this memorandum will serve as interim guidance.

The below chart summarizes these changes. Please note that USDA at the Department level does not have a Basic RPLO warrant level. However USDA's three RPLO warrant levels correspond to the requirements of levels I, II, and III dictated by GSA.

The following Questions and Answers (Q&As) should address any concerns and have been vetted through GSA:

Question 1: Will all currently warranted RPLOs be required to take this training by the end of the FY13?

Answer: Those that are currently warranted are grandfathered in.

Question 2: If someone recently took the Federal Real Property Leasing/Basic Leasing course and the agency was preparing to submit their warrant package for review, may USDA accept these warrant package submittals until the end of FY13?

Answer: If, in this year, in preparation for their warrant, a candidate in a delegated agency completed the Real Property Leasing or Basic Leasing, prior to issuance of the Acquisition Letter V-06-06 dated 5/30/13 and is getting ready to request their warrant, they will not also need to take the LAT provided the course was taken prior to 5/30/13. If the RP Leasing or Basic Leasing course was not taken prior to 5/30/13, they must take the LAT.

Question 3: Does the RP Leasing grandfathering also apply for Level II and III when they are increasing their warrant authority?

Answer: Delegated agency candidates seeking to increase their warrant level above the Simplified threshold after October 1, 2013 will be required to take the LAT before their submission can be reviewed and accepted.

Question 4: Will GSA or Management Concepts (MCI) be offering this training?

Answer: No. MCI nor GSA is offering LAT at this time.

Question 5: Who offers this training?

Answer: Lease Acquisition Training will be offered by American Management Association. See link provided to contract/Price List on GSA schedule –Locate Listing fourth from bottom, page 23, Course no. 67777-0S

https://www.gsaadvantage.gov/ref_text/GS02F0092R/OLH2BH.2L8D4M_GS-02F-0092R_AMAPO0051.PDF

If any USDA agency wishes to coordinate with another agency to share classroom and cost, please contact Debra Kerr, USDA RPLO Program Manager on (202) 720-8873. She will assist with any coordination of training.

Revised Real Property Leasing Officer Warrant Course Requirements

Course	HRS	Basic*	SA Level I	Int. Level II	Sr. Level III
Lease Acquisition Training**	32	X	X	X	X
Cost and Price Analysis of Lease Proposals	40		X	X	X
Real Estate Law or Federal Real Property Lease Law	40	X	X	X	X
Real Estate Appraisal Principles	30				X
Techniques of Negotiating Federal Real Property Leases	40		X	X	X
<p>X indicates Required Course * <i>Basic Warrants for Realty Activities are to be used for lease administration only. Allowable actions under this authority are limited to approving and signing R620s for CPI adjustments and tax claim payments where incremental changes in annual rents or tax payments are less than the Simplified Lease Acquisition Threshold.</i> SA indicates Simplified Lease Acquisition/Level Int indicates Intermediate/Level II Sr indicates Senior/Unlimited/Level III ** <i>Applicants outside GSA may substitute Lease Acquisition Training for Federal Real Property Leasing through the end of FY13.</i></p>					



MAY 30 2013

GSA Office of Governmentwide Policy
GSA Acquisition Letter V-06-06
Supplement 5

MEMORANDUM FOR ALL CONTRACTING ACTIVITIES

FROM:

 STEVEN J. KEMPF
ACTING SENIOR PROCUREMENT EXECUTIVE (MV)

SUBJECT:

Real Property Leasing Warrant

1. Purpose. This Acquisition Letter (AL) revises one of the prerequisite course requirements for the Real Property Leasing warrants (Basic and Levels I through III) for the Public Building Service (PBS) leasing program.
2. Applicability. This AL applies to Real Property Leasing Specialists and Leasing Contracting Officers.
3. Instruction. The course *Lease Acquisition Training (LAT)* replaces the *Federal Real Property* or *Basic Leasing Contracting* course. LAT is now the prerequisite for the Basic, Level I, II or III real property leasing warrant. As a result, Figure 501-5 of Supplement 1 to Acquisition Letter MV-06-06 is hereby changed as attached.
4. Effective Date. Upon signature.
5. Termination Date. This AL remains in effect until the General Services Acquisition Manual is amended.
6. Points of Contact. Questions regarding the new LAT course can be directed to Denise Broskey of the PBS Center for National Program Support at (215) 287-9450 or denise.broskey@gsa.gov. Questions regarding GSA's Contracting Officer Warrant Program may be directed to the GSA Acquisition Career Manager, Bea Dukes at (202) 208-4961 or beatrice.dukes@gsa.gov.

Attachment

**Figure 501-5
Contracting Officer Warrant Course Requirements for Realty Leasing Warrants**

Lease Acquisition Training**	32	X	X	X	X
Cost and Price Analysis of Lease Proposals	40		X	X	X
Real Estate Law or Federal Real Property Lease Law	40	X	X	X	X
Real Estate Appraisal Principles	30				X
Techniques of Negotiating Federal Real Property Leases	40		X	X	X
<p>X indicates Required Course <i>* Basic Warrants for Realty Activities are to be used for lease administration only. Allowable actions under this authority are limited to approving and signing R620s for CPI adjustments and tax claim payments where incremental changes in annual rents or tax payments are less than the Simplified Lease Acquisition Threshold.</i> SA indicates Simplified Lease Acquisition/Level Int indicates Intermediate/Level II Sr indicates Senior/Unlimited/Level III <i>** Applicants outside GSA may substitute Lease Acquisition Training for Federal Real Property Leasing through the end of FY13.</i></p>					