

United States Department of Agriculture
Research, Education, and Economics

ARS □ **ERS** □ **NASS** □ **NIFA**

Policies and Procedures

Title: Real Estate Warrant Program and
Lease Delegations of Authority

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This issuance is being published to update the July 3, 1999 guidance for the ARS Real Estate Warrant Officer Program. It details the authorities delegated and qualifications for personnel who perform real estate functions in support of the REE Mission Area. It also prescribes procedures for issuing and maintaining a warrant and provides guidance for the *Lease Delegation Authorization Request Application* process.

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1. Policy

It is ARS policy to require that only individuals with prescribed levels of knowledge, experience and training 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 Real Estate Warrant Officer (REWO). Only individuals warranted under the provisions of this issuance, acting within the scope of his/her delegated real property leasing authority, may enter into, administer, modify, and/or terminate leases or other real estate agreements.

2. References

- a. 5 United States Code Sec. 552a
- b. 7 United States Code Sec 2250a
- c. Office of Management and Budget, Circular No. A-11, August 2009
- d. Federal Management Regulations, Subchapter C
- e. Federal Management Regulations Bulletin 2008-B1, Federal Register/Vol. 72. No. 222; dated November 19, 2007
- f. Transitional Guidance for Real Property Leasing Warrants 1170 Series: General Services Administration Contracting Officer Warrant Program Memorandum for Heads of Services and Staff Offices, Regional Administrators, and Regional Procurement Executives; dated February 21, 2008
- g. General Services Administration Acquisition Manual, Part 501
- h. Agriculture Property Management Regulations
- i. Departmental Regulation Number 5100-002, Real Property Leasing Officer Warrant System, dated April 23, 2010
- j. Real Property Leasing Officer Warrant Educational Requirements Memorandum issue by Todd H. Repass, Jr., Director, dated January 15, 2010
- k. 245.1-ARS Real Property Manual, as amended
- l. Policies and Procedures 244.0-ARS, Guidance and Instructions for the Collection and Use of Fees for Revocable Permits and Easements, dated January 21, 2004

3. Acronyms

ACMIS	-	Acquisition Career Management Information System
AGPMR	-	Agriculture Property Management Regulations
CARE	-	Consolidated Assistance Review and Evaluation
CEU	-	Continuing Education Unit
CLP	-	Continuous Learning Point
DAD	-	Deputy Area Director
DAU	-	Defense Acquisition University
E.O.	-	Executive Order
FAR	-	Federal Acquisition Regulation
FD	-	Facilities Division
FMR	-	Federal Management Regulations

GSA	-	General Services Administration
GSAM	-	General Services Administration Acquisition Manual
HRPLA	-	Head of the Real Property Leasing Activity
OIG	-	Office of the Inspector General
OMB	-	Office of Management and Budget
OPPM	-	Office of Procurement and Property Management
REWO	-	Real Estate Warrant Officer
RPMB	-	Real Property Management Branch
RSLs	-	Realty Services Letter
U.S.C.	-	United States Code

4. General Services Administration Lease Delegations of Authority

The Administrator, General Services Administration (GSA), has delegated certain authorities to the heads of Federal agencies, including the Secretary of Agriculture, as outlined the Federal Management Regulations (FMR). The authority and responsibility vested in the Secretary of Agriculture by GSA to manage USDA's leasing activities are re-delegated to USDA agencies as outlined in the Agricultural Property Management Regulations (AGPMR). These delegations include **Categorical Space, General Purpose Space and Special Purpose Space.**

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:

- Short-Term Lease Agreements, up to 20 years, for the space identified under Categorical Space within Section 16 herein. Facilities Division (FD) has delegated space leasing authority for up to 10 years to Area REWOs (Level I).

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 the USDA agencies.

Prior to instituting any new, succeeding, or superseding lease action under the delegated program the Head of the Real Property Leasing Activity (HRPLA) or his/her designee must notify the appropriate GSA, Assistant Regional Administrator for Public Building Service in writing of the

need for General Purpose Space and the agency's intent to exercise the authority granted in 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 approval is received from GSA for each lease action.**

The **General Purpose Space** delegation, as delegated from GSA to the Department, is for 20-year leasing authority. This has been further delegated to ARS through FD, with FD subsequently delegating leasing authority for up to 10 years to Area REWOs (Level I) provided the net annual rent is less than or equal to \$100,000. This delegation gives ARS the authority to enter into General Purpose space leases provided a *Lease Delegation Authorization Request Application* (Exhibit 1) along with the applicable *Lease Delegation Preauthorization Submission Requirements* (Exhibit 2) is approved for all General Purpose leases. General Purpose Space is that which does not fall under the definition of Categorical or Special Purpose Space.

Special Purpose Space

USDA has been delegated the authority to lease the following types of Special Purpose Space for terms, including all options, of up to 20 years for land (if **unimproved**, may be leased **only on a fiscal year basis**) or 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.

The **Special Purpose Space** delegation gives ARS the authority to enter into leases for the following provided **prior written approval is received from GSA for each space lease action over 2,500 square feet:**

- Year-to-Year (Fiscal Year) Lease Agreements for land. FD has delegated year-to-year leasing authority for unimproved land to the Area REWOs (Level I).
- Lease Agreements, up to 20 years, for space in State or University-owned buildings. FD has delegated 10-year Short Term leasing authority for space to the Area REWO (Level I).

When applicable, Area REWOs will submit a *Lease Delegation Authorization Request Application* along with the associated *Lease Delegation Submission Requirements* to the Real Property Management Branch (RPMB). Headquarters REWOs will review the submitted documents and coordinate with the Area REWOs for any supplemental information that may be needed to complete the application package or be requested by GSA. Upon receipt of a complete package the Headquarters REWO will upload the REWOs completed training documentation and submission materials into Del-eGate to request GSA approval. Del-eGate is the automated system used by GSA for non-GSA Agencies to request to assemble their own leases. **Only after receipt of written authority from GSA, may the delegated authority be exercised.** GSA will handle leases 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 Area REWO shall submit the *Standard Form-81, Request for Space*, to RPMB. RPMB in turn will request through the Office of Procurement and Property Management (OPPM) to acquire new GSA-assigned space.

5. ARS Long-Term Leasing Authority

AGPMR 110-73.45-5000 provides that ARS may enter into Long-Term land leases based on the authority of 7 United States Code (U.S.C.) 2250a in support of ARS construction projects, provided the lease is for a term equal to estimated life of the structure or need for the structure and the lease includes the right to remove such structures within a reasonable time after termination of the use or right to the land. Appropriations of the Department of Agriculture may be expended for the erection of buildings and other structures on land owned by States, Counties, municipalities, or other subdivisions, corporations, or individuals based on this authority and its related provisions. Appropriations and funds available to the Department of Agriculture shall be available for expenses in connection with acquiring the right to use land for such purposes under long-term lease or other agreement.

Under this **Long-Term Leasing Authority**, ARS is authorized to enter into:

- Lease Agreements for land (20 years and over) in support of ARS construction projects.
- This authority has not been delegated to the Area REWOs (Level I).

6. Recommendation of Candidates

Candidates for REWO delegation will be recommended to the Appointing Official by the Deputy Area Director (DAD) or the candidate's immediate supervisor through the DAD. The candidate's qualifications will be documented in a *Qualification Statement* (Exhibit 3) and submitted through the Chief, RPMB to the Appointing Official via a *Request for Appointment* (Exhibit 4).

DADs are responsible for assuring that Area real property activities are adequately staffed by qualified personnel capable of performing the real estate functions assigned. Each DAD must assure that their Area REWO has the required experience, meets or exceeds the required knowledge and training requirements prior to appointment and complete the required maintenance requirements.

7. Appointing Authority

The Director, FD, is the Appointing Official for all REWOs and is responsible for determining the type and level of authority to be delegated. All Warrants shall be issued in accordance with the limitations identified herein – see *Authorities Delegated to ARS Real Estate Warrant Officers* (Exhibit 5) for examples of delegated authorities. REWO appointments shall be made via an Appointment Memorandum and specific delegations of authority shall be in writing, through the issuance of a *Certificate of Appointment (Warrant)*, Standard Form 1402 (Exhibit 6), signed by

the Appointing Official. Specific Warrant authorities will be set forth in an appointment memorandum signed by the Appointing Official.

The Appointing Official will maintain a file for each REWO which shall contain the following:

- Qualification Statement
- Request for Appointment
- Training records and copies of training certificates
- Certificate of Appointment
- Appointment Memorandum
- Proof of Acquisition Career Management Information System (ACMIS) registration

The Appointing Official will make appointments to individuals meeting the qualification requirements identified in Section 10 herein. For REWO appointments, an individual's official position description should reflect the corresponding duties and responsibilities. If the individual's Warrant is terminated or withdrawn, the position description should 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 REWOs, as well as the maintenance of their Warrants.

8. Real Estate Warrant Officer Authorizations

REWOs may exercise only that authority expressly delegated **in writing**. Delegated authority, with specified limitations on the scope of authority, including dollar limitations, shall be specifically expressed on the Warrant and within the Appointment Memorandum issued by the Appointing Official.

Warrants must be displayed by the REWO within his/her work area to allow the public and coworkers to be aware of the appointment. Upon being issued a Warrant, the REWO shall register with the ACMIS system at <https://www.acmis.gov/> by entering his/her Warrant information into this system.

The authorities delegated to a REWO shall only be exercised by the individual named on the Warrant. Further re-delegation is not permitted. Appointments will remain in effect only as long as appointee is in the position applicable to the Warrant, unless the Warrant is revoked or terminated, in accordance with Section 13 herein, by the Appointing Official.

9. Warrant Levels

Each Warrant issued will have specific limitations based on the following guidelines:

- a. **Basic (Lease Administration)**. Typically this type of Warrant will be issued for lease administration functions; however, a person with a Basic Warrant may prepare and execute Revocable Permits.

- b. **Level I (Simplified Acquisition) REWO, Area or Headquarters.** A Level I Warrant covers the basic functions of ARS' real estate authority with dollar limitations.
- c. **Level II (Intermediate) REWO.** In addition to the functions in b. above, a Level II Warrant covers the full scope of the FMR on real property leasing authority with dollar limitations.
- d. **Level III (Senior) REWO.** In addition to the functions in b. and c. above, a Level III Warrant covers the full scope of the FMR on real property leasing authority without dollar limitations.

A limited authority to prepare and sign no cost Revocable Permits (i.e., bird watching, use of conference rooms, etc.) may also be delegated to the Location level (Center Director, Research Leader, Location Coordinator or Administrative Officer). This authority will be granted by a letter of delegation from the Appointing Official.

10. Qualification Requirements

Upon receipt of a *Qualifications Statement* supporting the applicant's experience, a *Request for Appointment* and copies of the applicant's training certificates for satisfactorily completed training, the Chief, RPMB will review the submitted documents and make a recommendation to the Appointing Official. The Appointing Official will determine the scope of authority and re-delegation of authority that which will be identified within the Appointment Memorandum and issued on the Certificate of Appointment, or Warrant. The knowledge, experience and training requirements identified in this issuance are in accordance with GSA guidance effective February 19, 2008 and in accordance with Reference j. addressing the waiver of specific educational requirements for those above the Level I so long as the Warrant was issued prior to June 1, 2010. In addition to being delegated authority to perform leasing actions, REWOs may also be delegated disposal authority with dollar limitations. This additional training is strongly recommended.

Basic

The following are the qualifications for a Basic Warrant:

Experience: Progressively complex, specialized experience in the management of real property, including a working knowledge of the FMR, AGPMR, and 245.1-ARS, Real Property Manual, Revocable Permits Chapter. At least one (1) year of current [within last three (3) years] lease contract administration experience.

Training: Successful completion of training in the following areas is required:

- Federal Real Property Leasing (40 hours)
- Real Estate Law or Federal Real Property Lease Law (40 hours)

Level I REWO: Simplified Acquisitions of up to \$100,000 net annual rent per individual leasing action.

The following are the qualifications for a Level I Warrant:

Knowledge: Familiarity with Realty Services Letters (RSLs) which are issued by GSA. RSLs transmit changes in realty policy and procedures. Adherence to the policies and procedures contained in RSLs is mandatory for agencies operating under delegations from GSA, when the RSLs implement laws, Executive Orders (E.O.s) and regulations. RSLs also prescribe good business practices. RSLs may be found at the following website:

<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=17109&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-24402>

Experience: Progressively complex, specialized experience in the acquisition, management, and disposal of real property, including sufficient experience with real property leasing activities, to demonstrate ability to execute leases in accordance with Federal leasing procedures, and a working knowledge of the FMR, the AGPMR, and 245.1-ARS Real Property Manual. At least two (2) years of current [within the last five (5) years] leasing experience, with progressively broader assignments.

Training: Successful completion of training in the following areas is required:

- Federal Real Property Leasing (40 hours)
- Cost and Price Analysis of Lease Proposals (40 hours)
- Real Estate Law or Federal Real Property Lease Law (40 hours)
- Techniques of Negotiating Federal Real Property Leases (40 hours)

Successful completion of the following training is strongly recommended for Disposal authority:

- Federal Real Property Utilization and Disposal

Level II REWO Intermediate: up to \$10,000,000 per individual leasing action

The following are the requirements for a Level II Warrant:

Knowledge: Familiarity with RSLs which are issued by GSA. RSLs transmit changes in realty policy and procedures. Adherence to the policies and procedures contained in RSLs is mandatory for agencies operating under delegations from GSA, when the RSLs implement laws, E.O.s and regulations. RSLs also prescribe good business practices. Below is the link for new, reissued, effective and good practices RSLs:

<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=17109&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-24402>

Experience: Consecutive years of progressively complex, specialized experience in the acquisition, management, and disposal of real property including responsible real property leasing experience involving negotiations, market surveys, appraisals, etc., or related staff/policy activity that demonstrates ability to execute leases in accordance with Federal leasing procedures, including the FMR, the AGPMR, and 245.1-ARS Real Property Manual. At least three (3) years of current [within the last seven (7) years] experience with progressively broader assignments.

Training: Successful completion of training in the following areas is required:

- Federal Real Property Leasing (40 hours)
- Cost and Price Analysis of Lease Proposals (40 hours)
- Real Estate Law or Federal Real Property Lease Law (40 hours)
- Techniques of Negotiating Federal Real Property Leases (40 hours)

Education requirements:

The following education requirements are applicable:

- Grades 5 through 12 must have completed a four year course of study leading to a bachelor's degree or 24 semester hours in one of the designated business fields below.
- Grades 13 and above must have completed a 4-year course of study leading to a bachelor's degree that included or was supplemented by at least 24 semester hours in any combination of the designated fields. The Senior Procurement Executive may waive these requirements. The applicant must demonstrate significant analytical and decision-making capabilities, an acceptable job performance record, and qualifying experience.

The designated educational fields are: Accounting, Business, Finance, Law, Contracts, Purchasing, Economics, Industrial Management, Marketing, Quantitative Methods, Organization and Management.

Successful completion of the following training is strongly recommended for Disposal authority:

- Federal Real Property Utilization and Disposal

Level III REWO, Senior (Unlimited)

The following are the requirements for a Level III Warrant (GS 13 and above):

Knowledge: Familiarity with RSLs which are issued by GSA. RSLs transmit changes in realty policy and procedures. Adherence to the policies and procedures contained in RSLs is mandatory for agencies operating under delegations from GSA, when the RSLs implement laws, EOs and regulations. RSLs also prescribe good business practices. Below is the link for new, reissued, effective and good practices RSLs:

<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=17109&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-24402>

Experience: Consecutive years of progressively complex, specialized experience in the acquisition, management, and disposal of real property including responsible real property leasing experience involving negotiations, market surveys, appraisals, etc., or related staff/policy activity that demonstrates ability to execute leases in accordance with Federal leasing procedures, including the FMR, AGPMR, and 245.1-ARS Real Property Manual. At least four (4) years of current [within the last ten (10) years] experience with progressively broader assignments.

Training: Successful completion of training in the following areas is required:

- Federal Real Property Leasing (40 hours)
- Cost and Price Analysis of Lease Proposals (40 hours)
- Real Estate Law or Federal Real Property Lease Law (40 hours)
- Real Estate Appraisal Principles (30 hours)
- Techniques of Negotiating Federal Real Property Leases (40 hours)

Education requirements:

The following education requirements are applicable:

- Grades 5 through 12 must have completed a four year course of study leading to a bachelor's degree or 24 semester hours in one of the designated business fields below.
- Grades 13 and above must have completed a 4-year course of study leading to a bachelor's degree that included or was supplemented by at least 24 semester hours in any combination of the designated fields. The Senior Procurement Executive may waive these requirements. The applicant must demonstrate significant analytical and decision-making capabilities, an acceptable job performance record, and qualifying experience.

The designated educational fields are: Accounting, Business, Finance, Law, Contracts, Purchasing, Economics, Industrial Management, Marketing, Quantitative Methods, Organization and Management.

Successful completion of the following training is strongly recommended for Disposal authority:

- Federal Real Property Utilization and Disposal

Training courses of equivalent content may be substituted for **other than mandatory requirements** if the HRPLA or his/her designee determines that a particular course is equivalent in content. Substitute courses may be accomplished through, but not limited to the following: 80-credit hours from an accredited institution of higher learning in pre-law, real property management and/or business administration.

11. Modification of Appointments

When the Appointing Official determines the need to change or limit the appointment of a REWO, a new Warrant will be issued. In the case of changing an appointment to a higher level, the REWO will need to meet applicable knowledge, experience and training requirements and submit an updated application package in accordance with Section 6 herein to the Chief, RPMB for review and concurrence. The applicant's package will then be forwarded to the Appointing Official for final determination.

12. Maintenance of Warrants

In addition to the specific Warrant course requirements, those issued a Basic Warrant are required to maintain technical proficiency by completing a minimum of 16 hours of continuing education every two years. A Level I, II and Level III REWO are required to complete 80 hours of continuing education every two years. REWOs 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, informal and formal classroom training. A list of continuing education training, in addition to those courses identified within Section 8 herein, for the maintenance of Warrants is included within Exhibit 7 and maintained on the RPMB SharePoint site located at:

<https://arsnet.usda.gov/sites/AFM/FD/rpmb/Shared%20Documents/Forms/AllItems.aspx>

The Chief, RPMB will use Continuing Education Units (CEU) as a guide for assigning points for formal training programs that award such. These can be converted to Continuous Learning Points (CLPs) 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, assuming that it is applicable to the acquisition function. The following conversion chart is provided as a guide.

CREDITABLE ACTIVITIES	CLPs (see note)
Academic Courses:	
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
Training Courses/Modules:	
Defense Acquisition University (DAU) Courses/Modules	10 per CEU or:
<ul style="list-style-type: none"> ▪ Awareness Briefing/Training – no testing/assessment associated ▪ Continuous Learning Module-testing/assessment associated 	<ul style="list-style-type: none"> ▪ .5 point per hour of instruction ▪ 1 point per hour of instruction
Other Functional Training	1 point per hour of instruction

Leadership or Other Training	1 point per hour of instruction
Equivalency Exam	Same points as awarded for the course
Professional Activities:	
Professional Exam/License/Certificate	10-30 points
Teaching/Lecturing	2 points per hour; maximum of 20 points per year
Symposia/Conference Presentations	2 points per hour; maximum of 20 points per year
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.

13. Termination of Appointment

A Warrant and associated delegations of authority may be revoked at any time by the Appointing Official. Termination shall 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 Warrant.
- 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 shall constitute an automatic termination of the individual's REWO appointment. The termination or revocation of a REWO appointment shall be in writing except in the case of separation which shall constitute an automatic termination of the REWO appointment.

14. Review

REWOs may be periodically reviewed by FD, RPMB; Consolidated Assistance Review and Evaluation (CARE) Team Members; OPPM, Office of the Inspector General (OIG), GSA or other interested parties upon request. The review may include the evaluation of technical performance of individual REWOs with regard to compliance with applicable laws and regulations in the exercise of their real property authority, as well as real estate agreements and supporting documents, procedures and practices. Reviews may result in recommendation to revoke a REWO appointment for failure to comply with applicable laws and/or regulations.

15. Summary of Responsibilities

Director, FD or his/her Designee

- Establish and/or maintain a Warrant program.
- Serve as the Appointing Official for REWOs, appointing new REWOs only when a valid need exists.
- Determine the type and level of authority to be delegated.
- Maintain a list of all REWOs who have Warrants and make such available upon request to CARE, OPPM, OIG, GSA, and other interested parties.

DAD

- Responsible for compliance with the provisions of this issuance.
- Identify and make recommendations to the Appointing Official on REWO appointments.
- Make certain that subordinate real property activities are adequately staffed by qualified personnel capable of performing the real estate functions assigned.
- Confirm that all personnel who are assigned or oversee REWO functions meet the requirements to be appointed and exercise their Warrant authority in accordance with this issuance.

Chief, RPMB

- Disseminate the information contained in this issuance to all Areas.
- Monitor the implementation of this issuance at the Area and Location level.
- Maintain a file for each REWO, on behalf of the HRPLA.
- Make recommendations to the Appointing Official on delegations of authority.
- Address questions regarding delegation requests, coordinate Headquarters review of such requests and coordinates with OPPM in the submission of such requests for the REE Mission Area.

Area REWO

Within Warrant limits expressly delegated in writing and in accordance with this issuance, the Area REWO shall have the responsibility and authority for:

- Obtaining, executing, and administering real estate agreements and making the necessary determinations and findings to safeguard the interests of the United States.
- Obtaining all necessary approvals for real estate agreements in compliance with applicable laws, regulations, and issuances.
- Assuring that funds for payments of real estate obligations are available.
- Exercising care, skill, and judgment in all of their actions.
- Signing all real estate agreements, modifications, revocations, and terminations.

- Monitoring and reviewing any performance required on the part of lessors, grantees, permittees, etc.
- Initiating any appropriate action necessary to properly assure satisfactory performance.
- Complying with existing conflict of interest regulations; preparing and filing the appropriate forms, as required.
- Ensuring that signature block on any executed documents is in the following format:

(Name)
 (Title)
 Real Estate Warrant Officer

- Making all lease files available for audit by the GSA, OIG or a designee authorized by the GSA Director, Real Estate Acquisition Division.
- Openly displaying his/her Warrant in his/her work area/workstation allowing the public and coworkers to be aware of the appointment.
- Initiating *Lease Delegation Authorization Request Applications* and coordinating/preparing submission requirements for his/her Area.
- Notifying the Chief, RPMB of any decision not to exercise a GSA-approved lease delegation.

Headquarters REWO

Within Warrant limits expressly delegated in writing and in accordance with this issuance, the Headquarters REWO shall have the responsibility and authority for:

- Obtaining, executing, and administering real estate agreements and making the necessary determinations and findings to safeguard the interests of the United States.
- Obtaining all necessary approvals for real estate agreements in compliance with applicable laws, regulations, and issuances.
- Assuring that funds for payments of real estate obligations are available.
- Exercising care, skill, and judgment in all of their actions.
- Signing all real estate agreements, modifications, revocations, and terminations.
- Monitoring and reviewing any performance required on the part of lessors, grantees, permittees, etc.
- Initiating any appropriate action necessary to properly assure satisfactory performance.
- Complying with existing conflict of interest regulations; preparing and filing the appropriate forms, as required.
- Ensuring that signature block on any executed documents is in the following format:

(Name)
 (Title)
 Real Estate Warrant Officer

- Making all lease files available for audit by the GSA, OIG a designee authorized by the GSA Director, Real Estate Acquisition Division.
- Openly displaying his/her Warrant in his/her work area/workstation allowing the public and coworkers to be aware of the appointment.
- Initiating and reviewing *Lease Delegation Authorization Request Applications* and coordinating/ preparing submission requirements for his/her assigned Areas.

16. Glossary

Agreements – 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 donation, demolition, transfer or abandonment.

Appointing Official – The official who has the authority to issue a Warrant. The Appointing Official is the Director, FD.

Categorical Space – Federal agencies can use the Categorical Space Delegation of Authority to acquire:

- **Space to house antennas, repeaters, or transmission equipment**
- Depots
- Docks, piers, and mooring facilities
- Fumigation areas
- Garage space (leased only on a fiscal year basis)
- **Greenhouses**
- **Hangers and other airport operating facilities including, but not limited to, flight preparation space, aircraft space area, 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
- Recruiting space for the armed forces
- Schools directly related to the special purpose functions(s) of an agency
- **Specialized storage/depot facilities, such as cold storage; self-storage units; and lumber, oil, gasoline, shipbuilding materials, and pesticide material/equipment**
- **Storage (general purpose warehouse type storage facilities not included)**
- **Space for short-term use (such as conference and meeting, judicial proceedings, and emergency situations) (FMR 102-73.155)**

Certification - A review, conducted by the Appointing Official, concluding that an applicant for the REWO program has the experience and training together with the business acumen, judgment, character, reputation, and ethics, necessary to properly perform the duties of a REWO.

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 shall be obligated to the conditions of the lease agreement without termination rights.

General Purpose – 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. (FMR 102-72.30(b)) **Prior approval via a *Lease Delegation Request Authorization Application* 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 condition 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.

Head of the Real Property Leasing Activity - The official or designee 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.

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.

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.

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.

REWO - 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.

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

Real Property Leasing Activity – ARS has been delegated leasing authorities. ARS' real property authority and responsibility to manage its real property functions are established by a written delegation from the Director, OPPM, through the AGPMRs, Code of Federal Regulations, and Departmental Regulations.

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

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 via a *Lease Delegation Request Authorization Application* 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:

- Cotton classing laboratories (5 year limitation).
- **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 (FMR 102-73.170).**

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

Warrant - 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.

JAMES H. BRADLEY
Deputy Administrator
Administrative and Financial Management

Exhibits

- Exhibit 1: Lease Delegation Authorization Request Application
- Exhibit 2: Lease Delegation Submission Requirements
- Exhibit 3: Qualification Statement
- Exhibit 4: Request for Appointment
- Exhibit 5: Authorities Delegated to ARS Real Estate Warrant Officers
- Exhibit 6: Certificate of Appointment
- Exhibit 7: Continuing Education Training for the Maintenance of Warrants
- Exhibit 8: Limited Lease Acquisition Plan Form
- Exhibit 9: Post-Award Submittal Requirements

Leasing Delegation Authorization Request Application

Exhibit 1, Page 1 of 4



U.S. General Services Administration

Leasing Delegation Authorization Request Application

THIS FORM IS TO BE USED FOR: 1) GENERAL PURPOSE LEASING DELEGATION AUTHORIZATION REQUESTS AND 2) FOR SPECIAL PURPOSE LEASING DELEGATION AUTHORIZATION REQUESTS INVOLVING 2,500 OR MORE SQUARE FEET ONLY. THE APPLICANT AGENCY MAY PROVIDE ADDITIONAL NARRATIVE IN ATTACHMENTS. AGENCIES ARE NOT REQUIRED TO COMPLETE THIS FORM TO USE THE CATEGORICAL SPACE DELEGATIONS.

★ Types of Leasing Delegations

General Purpose Space Delegation – Federal agencies may perform for themselves all functions necessary to acquire leased space in buildings when authority has been requested by an Executive Agency, and GSA has granted authority to use the delegation to that Executive Agency for the specific lease procurement, subject to limitations contained in FMR Bulletin 2008-B1.

Special Purpose Space Delegation –An agency special purpose space delegation is a standing delegation of authority from the Administrator of General Services to 13 specific Federal agencies to lease their own special purpose space (identified in FMR §102-73.170 through §102-73.225), subject to limitations contained therein. Some examples include: the Department of Agriculture is delegated the authority to lease cotton classing laboratories, unimproved land, and space for agricultural commodities stored in licensed warehouses and utilized under warehouse contracts; the Department of Commerce is delegated authority to lease space for the Census Bureau, laboratories for testing materials, classified and ordnance devices, calibration of instruments, and atmospheric and oceanic research, maritime training stations and radio stations; and the Department of Defense Air Force is delegated authority to lease Civic Air Patrol Liaison Offices and land in incidental thereto when required for use incidental to, in conjunction with, and in close proximity to airports, including aircraft and warning stations.

Categorical Space Delegation - A categorical space delegation is a standing delegation of authority from the Administrator of General Services to all Federal Agencies to acquire specific types of space identified below (FMR §102-73.155), subject to limitations cited in FMR §102-73.230 through §102-73.240. Examples of space that would fall under this delegated authority include: (a) Space to house antennas, repeaters, or transmission equipment; (b) Depots, including, but not limited to, stockpiling depots and torpedo net depots; (c) Docks, piers, and mooring facilities (including closed storage space required in combination with such facilities); and (d) Greenhouses. Consult the FMR for complete listings.

ORGANIZATIONAL SUPPORT FOR DELEGATION

1. What is the name of the warranted realty contracting officer who will execute the lease for the Government? Please provide mailing address and telephone number, copy of ACMIS registration, and a copy of the warrant attached to this application.

2. Has the contracting officer successfully completed a:

- a. 40 hour Federal Real Property Leasing or Basic Lease Contracting course?
- b. 40 hour Cost and Price Analysis of Lease Proposals course?
- c. 40 hour Real Estate Law or Federal Property Lease Law course?
- d. 40 hour Techniques of Negotiating Federal Real Property Leases course?

Yes No

e. 30 hour Real Estate Appraisals course?

Yes No

Note: ARS REWO program requires all REWOs register with and enter their Warrants in ACMIS; electronic file copies of ACMIS registration shall be provided to RPMB.

Exhibit 1, Page 2 of 4



U.S. General Services Administration

3. How does your agency provide assistance and support to the realty contracting officer with legal issues?

4. How does your agency provide technical assistance and support to the realty contracting officer with code compliance issues, e.g., fire and life safety, accessibility issues?

5. How does your agency intend to analyze the proposed lease in accordance with the requirements for scoring in OMB Circular A-11 *Capital Lease Scoring*?

6. How is the agency prepared to handle post-occupancy lease administration issues as they arise? How will the agency determine if the lessor is complying with all of the requirements of the lease? When issues arise, how is the agency structure equipped to enforce provisions of the lease? Please respond to the questions below and provide a narrative on an attachment.

a. Is there a lease management program in place? Are lease management inspection files maintained?

Yes No

b. Does written guidance exist on performing site inspections? Is a schedule established for periodic inspections? Are inspection results communicated to the lessor's representative?

Yes No

c. Are records of environmental, health and fire protection, and safety assessments done?

Yes No

d. Is an inventory on leases maintained? Is there a computerized data base on complaints, records of inspections?

Yes No

e. Are there current occupant emergency plans and procedures in place?

Yes No

f. Is there a formal lease management training program required for those responsible for lease management?

Yes No

Exhibit 1, Page 3 of 4



U.S. General Services Administration

SPACE REQUIREMENT

7. Has the applicant prepared, executed and attached an Acquisition Plan for this procurement? Yes No

If no, please explain.

8. What is the BOMA/ANSI office area square feet requirement? _____ SF

9. What is the delineated area in which the space must be located?

10. Is the delineated area in a central business area in accordance with Executive Order 12072? Yes No

11. Did the applicant agency consider locating this office in a rural area? Yes No

12. How did the applicant determine the delineated area?

13. Did the applicant agency check to determine if the delineated area includes a floodplain? Yes No

14. What is the anticipated annual rental for this space? \$ _____ per year

15. What are the anticipated annual operating costs for this space? \$ _____ per year

16. What is the requested term for the proposed lease? What is the requested firm term?
Term _____ years Firm Term _____ years

17. Is this a request to use the General Purpose or Special Purpose Leasing Delegation authority? Please describe the type of space to be leased. Are there any special requirements for this space?
General Purpose Special Purpose

18. Is there an associated parking requirement? If yes, how much parking? Total # of spaces _____
Inside # _____ Surface # _____ Secured # _____ Non-Secured # _____

Exhibit 1, Page 4 of 4



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ADDITIONAL REQUIREMENTS INFORMATION

19. Is this a new program or does this function currently exist in federally controlled space?

New Program [] Currently Exists in Federally Controlled Space []

If the space currently exists, please provide the address and whether it is a federally owned building or federally leased. If leased, when does it expire and is this lease in GSA's inventory?

Federally Owned Building [] Leased Space []

GSA Occupancy Agreement (OA) Number _____ Current Lease Expiration Date _____

Address: No. Street _____

City, State Zip Code _____

20. Why is the applicant asking for authority to do this lease?

21. Why does the applicant agency consider it in the best interests of the Government for GSA to issue this delegation authorization? Explain how your use of this authorization will be cost-effective for the Government. Include cost estimates.

22. Is the applicant agency aware of the requirements of FMR Bulletin 2008-B1 including document submittal requirements to GSA?

Yes [] No []

23. What is the anticipated lease award date? _____

24. What is the anticipated lease effective date? _____

25. How does the applicant agency intend to meet or exceed GSA's lease cost performance measure?

From: AGENCY:

No., Street:

City & State:

Zip Code:

Agency Bureau Code:

Agency Contact:

Title:

Telephone Number:

Date of Request:

For: AGENCY:

No., Street:

City & State:

Zip Code:

Agency Bureau Code:

REQUIRED ATTACHMENTS:

- Limited Acquisition Plan (for Leases Exceeding Simplified Lease Acquisition threshold)
- Copy of Contracting Officer Warrant
- Copy of ACMS registration

Lease Delegation Submission Requirements
Exhibit 2, Page 1 of 2

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 REWO prior to initiating a lease action (new, succeeding, extension, or superseding). General Purpose delegation requests should be made no less than 18 months in advance of lease expiration, if there is a continued need. The request shall include:

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 realty contracting officer conducting the procurement; such individual must fully meet the experience and training requirements of the Contracting Officer Warrant Program as specified in section 501.603-1 of the General Services Administration Acquisition Manual (GSAM);
3. An acquisition plan for the procurement in accordance with the requirements specified by Subpart 507.1—Acquisition Plans of the GSAM. **NOTE: A blank limited lease acquisition plan is provided within Exhibit 7 and is available online at:**
<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&formId=DB19BD42A6FEBFCC85256FEE0046131A&noc=T>
4. Justification for the delineated area in accordance with applicable laws and 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";
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 agreement 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 (lease cost); 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; and
9. A completed *GSA Leasing Delegation Authorization Request Application*; available at:
http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=23688&noc=T.

The request package shall be initiated by the REWO (Area for Area actions or Headquarters for Headquarters actions). It must be forwarded to the Chief, RPMB for review and preparation of

Exhibit 2, Page 2 of 2

a cover memorandum to GSA through OPPM. In no instances shall the General Purpose delegation be requested to enter into a lease exceeding 19,999 rentable square feet.

Only after being granted written authority from the GSA Director, Real Estate Acquisition Division, Public Buildings Service, 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, written notice must be sent to GSA via RPMB and OPPM.

REWOs 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 are required.

Qualification Statement – Exhibit 3

1. Name
2. Title, Series, Grade
3. Office
4. Relevant Experience: (Begin with current position and include a minimum of four relevant positions. Information on each position should be included.)
 - a. Name of Employer
 - b. Dates Employed
 - c. Title of Position
 - d. Kind of Business/Organization
 - e. Description of Work
5. Other Relevant Special Qualifications, Certifications, or Skills
6. Relevant Honors, Awards, or Fellowships Received
7. Education
 - a. Highest Level Completed
 - b. Name of High School
 - 1) Dates attended
 - 2) Diploma received
 - c. Name of College/University
 - 1) Dates attended
 - 2) Years completed
 - 3) Number of credits earned (indicate semester or quarter hours).
 - 4) Type and year of degree
 - 5) Chief undergraduate college subjects
 - 6) Major field of study at highest level of college work
8. Real Property Related Training
 - a. Name of Course
 - b. Name of School
 - c. Dates Attended

Request for Appointment – Exhibit 4

1. There is a need to appoint a Real Estate Warrant Officer at the (Level) for the following reasons:
2. The Real Estate Warrant Officer: (Name, Title, Series, Grade)
3. The Real Estate Warrant Officer candidate will occupy the organizational level described below:

(Office/Branch/Division and Location)
4. The candidate's Qualification Statement is enclosed. The candidate's experience and training meet the qualification standards of the ARS Warrant system.
5. The candidate's current conflict of interest disclosure statement is on file in the appropriate personnel office or is attached.
6. In addition to any limitations established by the applicable laws and regulations, and by the ARS REWO Program, the following Warrant limitations are imposed:
 - a. Dollar Threshold: _____
 - b. Other Limitations: _____

REQUESTING OFFICER:

(Signature)

(Date)

(Typed Name)

(Office)

(Title)

APPROVED:

(Head of the Real Property Leasing Activity)

(Date)

**Authorities Delegated to ARS Real Estate Warrant Officers
Exhibit 5, Page 1 of 2**

Listed below are the authorities delegated under each REWO Warrant level.

Basic Level

Administer year-to-year space, easements, right-of-ways, and land use agreements; and Revocable Permits.

Prepare and execute Revocable Permits with a fair market rental value, fees or Indirect Research Costs less than or equal to \$50,000.

Level I (Area)

Negotiate, execute and administer year-to-year leases with a net annual rent less than or equal to \$100,000.

Negotiate, execute, and administer space leases with a term of up to 10 years, including Consumer Price Index adjustments for leases with a net annual rental less than or equal to \$100,000 per individual action.

Prepare, execute and administer Revocable Permits with a fair market value, fair market rental value, fees or Indirect Research Costs less than or equal to \$50,000.

Execute building and structure disposals, including all component units of the property(s), with a fair market value less than or equal to \$50,000.

Execute easements, right-of-ways and land use agreements.

Level I (Headquarters)

Negotiate and administer long-term land leases in support of major construction projects.

Negotiate, execute and administer year-to-year leases with a net annual rent less than or equal to \$100,000.

Negotiate, execute, and administer space leases for up to 10 years, including Consumer Price Index adjustments for leases with a net annual rental less than or equal to \$100,000 per individual action.

Prepare, execute and administer Revocable Permits with fair market rental value, fees or Indirect Research Costs less than or equal to \$50,000.

**Authorities Delegated to ARS Real Estate Warrant Officers,
Exhibit 5, Page 2 of 2**

Execute building and structure disposals, including all component units of the property(s), with a fair market value less than or equal to \$50,000.

Execute easements, right-of-ways and land use agreements.

Level II

Negotiate and administer long-term land leases in support of major construction projects.

Negotiate, execute and administer year-to-year leases with a net annual rent less than or equal to \$10,000,000.

Negotiate, execute, and administer space leases for up to 20 years, including Consumer Price Index adjustments for leases with a net annual rental less than or equal to \$10,000,000 per individual action.

Prepare, execute and administer Revocable Permits with a fair market rental value, fees or Indirect Research Costs less than or equal to \$50,000.

Execute building and structure disposals, including all component units of the property(s), with a fair market value less than or equal to \$50,000.

Execute easements, right-of-ways and land use agreements.

Level III

Negotiate and administer long-term land leases in support of major construction projects.

Negotiate, execute and administer year-to-year leases without limitations as to the dollar value.

Negotiate, execute, and administer space leases for up to 20 years, including Consumer Price Index adjustments for leases without limitations as to the dollar value.

Prepare, execute and administer Revocable Permits with a fair market value, fair market rental value, fees or Indirect Research Costs less than or equal to \$50,000.

Execute building and structure disposals, including all component units of the property(s), with a fair market value less than or equal to \$50,000.

Execute easements, right-of-ways and land use agreements.

Exhibit 6

Certificate of Appointment

Under authority vested in the undersigned and in conformance with
Subpart 1.6 of the Federal Acquisition Regulation

(Name)

is appointed

**Contracting Officer
Real Estate Warrant Officer - Level I**

for the

United States of America

**Awarding and administering contracts for Real Estate transactions provided the average net rent does not exceed \$100,000 and the term does not exceed ten years.
Delegated authority is subject to your Agricultural Research Service Real Estate Warrant, letter of delegation, the Federal Acquisition Regulation, and the General
Services Administration Acquisition Manual.**

Unless sooner terminated, this appointment is
effective as long as the appointee is assigned to:

Facilities Division, Real Property Management Branch
(Organization)

Agricultural Research Service, U.S. Department of Agriculture
(Agency/Department)

Director, Facilities Division
(Signature and Title)

(Date)

(No.)

Continuing Education Training for the Maintenance of Warrants

<u>Course Title</u>	<u>Sponsoring Organization</u>
Federal Real Property Utilization and Disposal	www.keresnm.com
General Applications	Appraisal Institute http://www.appraisalinstitute.org/
Rural Appraisal	American Society of Farm Managers and Rural Appraisers www.asfmra.org
Easement Valuation	International Right of Way Association www.irwaonline.org
Environmental Regulations Overview	AgLearn http://www.aglearn.usda.gov/
The Section 106 Essentials	Advisory Council on Historic Preservation http://www.achp.gov/training.html
Lease Administration	Management Concepts, Incorporated http://www.managementconcepts.com

REWOs may also retake required courses as a refresher or substitute similar training to include classroom, online, credit or continuing education courses, pending approval of the Appointing Official. See also Section 12 herein.

**Limited Lease Acquisition Plan
Exhibit 8, Page 1 of 4**

LIMITED LEASE ACQUISITION PLAN

A. ACQUISITION BACKGROUND/OBJECTIVES

1. Requiring Agency _____
Location _____
2. Agency Contact Name _____
Telephone Number _____ () - _____
3. Estimated Square Footage (RSF and USF) _____ RSF / _____ USF
4. Estimated Lease Term From: _____ To: _____
5. Lease Action:
 - New Requirement
Provide description of the requirement, including services, if any, to be provided by the Lessor.

 - Continuing Need (Expansion, Extension, Buy-Out, Renewal)
Explain (include current term, SF, rental rates, and any changes from existing lease).

 - New Lease Construction
Explain.

B. PLAN OF ACTION

1. Results of Market Survey of locations that will meet the agency's needs:

Exhibit 8, Page 2 of 4

2. Competition:

- Full and Open Competition
- Other Than Full and Open Competition: *Attach Justification*

3. Source Selection

Source Selection Type:

- Best Value
- Lowest Price/Technically Acceptable
- Other

Evaluation Factors:

4. New Requirement or Continuing Need

Project # or Current Lease # _____

Estimated Annual Rental \$ _____ USF / _____ RSF

(Total Annual Rent) \$ _____

Estimate Derived From

- STAR
- Other: *Explain how estimate was derived.*

Funding Availability

Year 1

- Yes
- No

Projected Total Contract Value \$ _____

5. Environmental/Energy Conservation Objectives:

List clauses that will be included in the Solicitation for Offers (SFO), or provide justification for not including all "Green" lease clauses in the SFO.

6. Other Objectives (i.e., SBTA actions, Customer Regulatory Requirements [i.e., Title 10]):

Describe.

Exhibit 8, Page 3 of 4

6. Other Objectives (i.e., SBTA actions, Customer Regulatory Requirements [i.e., Title 10]):

Describe.

7. Discuss any conditions peculiar to the lease action [i.e., inclusion of evaluated renewal or expansion option(s)]:

8. Lease Administration:

C. MILESTONE EVENTS

	<u>ESTIMATED</u>	<u>ACTUAL</u>
1. Space Request Received	<hr/>	<hr/>
2. Market Survey	<hr/>	<hr/>
3. Issuance of Solicitation	<hr/>	<hr/>
4. Offers Due	<hr/>	<hr/>
5. Final Proposal Revisions Due	<hr/>	<hr/>
6. Lease Award	<hr/>	<hr/>
7. Lease Effective	<hr/>	<hr/>
8. Occupancy	<hr/>	<hr/>

Exhibit 8, Page 4 of 4

D. REVIEW AND APPROVALS

Prepared by: _____ Date
Typed Name, Area Realty Specialist, ARS

Reviewed by: _____ Date
Typed Name, Headquarters Realty Specialist, ARS

Approved by: _____ Date
Typed Name, Chief Real Property Management Branch

Approved by: _____ Date
Typed Name

Typed Title General Services Administration

** Submit to:
Office of Acquisition Policy
Office of Government-wide Policy
at acquisitionplans@gsa.gov
within 7 days of approval.

Post-Award Submittal Requirements – Exhibit 9

POST-AWARD SUBMITTAL REQUIREMENTS

If the awarded lease is for an average annual rental of \$100,000 or less, including option periods and excluding the cost of operational services, the Area REWO must submit the following documents or evidence of compliance through RPMB. This documentation will be submitted to GSA's Director for the Real Estate Acquisition Division, Public Buildings Service through the Del-eGate system:

1. The fully-executed lease document and all attachments.
2. If a sole source contract, a Justification for Other Than Full and Open Competition in accordance with section 6.303 of the Federal Acquisition Regulation (FAR) and sections 502.101 and 504.803 of the GSAM.
3. The market survey data identifying properties considered in connection with the space need, including historic buildings considered in accordance with E.O. 13006.
4. The final scoring evaluation in accordance with OMB Circular A-11 (2002), Criteria and Scoring Ramifications for Operating and Capital Leases.
5. The Price Negotiation Memorandum, prepared in accordance with section 570.307 of the GSAM and section 15.406-3 of the FAR.
6. Copy of the Post-Award Synopsis posted in FEDBIZOPS.
7. The small business subcontracting plan, if required, in accordance with section 19.702 of the FAR.
8. Documentation that the Excluded Parties List (also known as the Debarred Bidders List) was checked.
9. A Funds Availability Statement signed prior to lease award by a budget official with the requesting agency.
10. Federal Real Property Profile Reporting Requirements which shall be rolled up via Corporate Property Automated Information System, including all required data elements.
11. Additional information, as requested.

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