

## **NAVFAC Real Estate Community Profile**

The NAVFAC Real Estate Community consists of six types of professionals:

- 1. Realty Specialists**
- 2. Appraisers**
- 3. Cartographers**
- 4. Land Surveyors**
- 5. Contracting Specialists for Special Venture Acquisitions**
- 6. Analysts and Administrative Assistants**

**Realty Specialists**, under the authority granted specifically to NAVFAC by SECNAVINST 11011.47B, perform a variety of tasks associated with the acquisition, management, and disposal of Navy and Marine Corps real property. Realty Specialists typically perform different tasks depending on the level within NAVFAC that they work. At the Facility Engineering Command and base/installation levels, realty specialists work closely with the requirement-generating activities and execute real estate transactions. Those realty specialists who are warranted Real Estate Contracting Officers (RECO) execute real estate agreements and other documents on behalf of the Department of the Navy. Types of agreements and other documents executed include: purchase agreements, leases, licenses, permits, easements, and deeds. Realty specialists at the Headquarters level provide assistance and guidance to the other levels within NAVFAC, as well as interface with CMC, CNIC, the Office of Legislative Affairs, the Navy Secretariat, and OSD.

**Appraisers** provide appraisals of the value of real estate that is subject to real estate agreements. Appraisers are trained professionals who provide estimates of value that are communicated in appraisal reports. The Appraisers also provide information and advice to the Real Estate Contracting Officers and Navy senior leaders.

**Cartographers** are custodians of official Navy real estate records that include: Real Estate Summary Maps, contracts, plats, title evidence, and other original documents. These professionals catalogue, update, and maintain the Navy's official real property records. They are responsible for the accurate recordation and safeguarding of essential real estate documentation.

**Land Surveyors** provide surveying skills and expertise to establish and investigate property boundaries for use in preparing plats and legal descriptions of tracts of land. Their work requires applying professional knowledge of the concepts, principles, and techniques of surveying, including underlying mathematics and physical science, in combination with a practical knowledge of land ownership laws.

**Contracting Specialists** for Special Venture Acquisitions are responsible for the development, management, and evaluation of innovative real estate procurements such as Public Private Ventures (PPV). Much of their work involves the revitalization and privatization of Navy and Marine Corps housing. These professionals use formal advertising procedures to solicit proposals from qualified contractors, carefully evaluate the proposals through technical and price evaluation boards, and negotiate agreements designed to enhance the quality of life for service members and their families.

**Analysts and Administrative Assistants** provide critical support to real estate staffs and are important to delivering high quality products on time. Their contributions include providing technical assistance for reports, communicating internal information, and responding to queries.

**For more information, view the OPM Job Series Descriptions:**

[GS-1170 Realty Specialist](#)

[GS-1171 Appraiser](#)

[GS-1370 Cartographer](#)

[GS-1373 Land Surveyor](#)

[GS-1102 Contracting Series](#)

[GS-0343 Management & Program Analysis](#)

[GS-0318 Secretary - Administrative Assistant](#)