

CHAPTER 10

REAL ESTATE CONTRACTING AUTHORITY AND RESPONSIBILITY

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CHAPTER 10

REAL ESTATE CONTRACTING AUTHORITY AND RESPONSIBILITY

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CHAPTER 10

REAL ESTATE CONTRACTING AUTHORITY AND RESPONSIBILITY

SECTION I - GENERAL

1. PURPOSE AND SCOPE

This chapter sets forth the real estate contracting authority of the Commander/Commanding Officer of both Echelon III and Echelon IV commands. It also contains procedures for warranting prospective real estate contracting officers and qualifications for those personnel who perform the real estate contracting functions.

2. SEPARATION OF FUNCTIONS

In keeping with sound principles of fiduciary management, in no event should personnel serving as sole government representative conducting contract negotiations or obtaining funding for the contract, also serve as the Real Estate Contracting Officer (RECO) awarding the same contract.

3. REFERENCES

- (a) SECNAVINST 11011.47B of 12 January 2009
- (b) [Privacy Act of 1974, as amended,](#)
[\(5 U.S.C. § 552a\)](#)
- (c) [41 C.F.R. §§ 102-75.1025-1050](#)

SECTION II - AUTHORITY AND CONTRACTING OFFICER WARRANT LEVELS

4. REAL ESTATE CONTRACTING OFFICER AUTHORITY

a. Responsibility for real estate contracting is vested in the Commander/Commanding Officer of each Echelon III and Echelon IV command.

b. A RECO may exercise only that authority expressly delegated to him/her in writing through warranting procedures. Appointment orders (warrants) shall be available for inspection by contractors, agency personnel, and other interested parties. RECOs will be warranted by a "Certificate of Appointment." The Certificate of Appointment will state the authority granted and any limitations in addition to those provided by law or

regulation. Warrants may be delegated only as authorized below.

c. Only RECOs are authorized to enter into, modify and/or terminate real estate contracts.

d. Appointments of RECOs remain in effect as long as appointees are assigned to the position stated on the warrant, unless sooner terminated.

e. It is not necessary for Echelon III or Echelon IV Commanders/Commanding Officers to be warranted as RECOs; however, if qualified, they may request to be warranted. Forward the requests, with supporting documentation, to the Commander, Naval Facilities Engineering Command (Attn: AM1) for Echelon III Commanders/Commanding Officers, and to the appropriate Echelon III command (Attn: REPLM) for the Echelon IV Commanders/Commanding Officers.

f. RECOs, acting within the limits of their contracting officer delegation, have the responsibility and authority for the following duties:

(1) Executing and administering contracts in a manner that safeguards the interests of the United States in contractual relationships and making necessary determinations and findings under those contracts;

(2) Providing the contractor with written notice of the name of the RECO's representative, or any "on-site" or other technical representative designated to provide either technical surveillance of the contract at a particular site, or any other service on behalf of the contracting office;

(3) Obtaining all necessary approvals and otherwise complying with applicable directives;

(4) Personally signing all contracts and modifications, or in those rare cases where signatory authority is assigned to an unwarranted individual, ensuring that all requirements have been met prior to signature;

(5) Exercising care, skill, and judgment in all of their actions;

(6) Assuring that funds for payment of contract obligations are available and are within the scope of the contract;

(7) Maintaining necessary reviews of contractor performance under the terms of the contract;

(8) Obtaining, where required, the advice of the legal, technical and administrative staffs regarding the sufficiency of contracts prior to their execution; and

(9) Initiating any appropriate action necessary to properly assure satisfactory contract performance.

5. APPOINTMENT OF REAL ESTATE CONTRACTING OFFICERS

a. The Commander, Naval Facilities Engineering Command's (COMNAVFACENGCOM's) real estate contracting authority is delegated from the Secretary of the Navy pursuant to [reference \(a\)](#). This authority is redelegated to each Echelon III and Echelon IV Commander/Commanding Officer.

b. All individuals responsible for real estate contracting shall be warranted.

c. At a minimum, the following positions should be warranted at Level III:

(1) NAVFACENGCOM - Director, Real Estate Division of Asset Management Business Line (AM1);

(2) Echelon III - Real Estate Product Line Manager (REPLM) of the Asset Management Business Line (AMBL).

(3) Echelon IV - Real Estate Product Line Coordinator (REPLC) of the AMBL.

d. A responsible individual must always be available for performance of contract functions. COMNAVFACENGCOM and each Echelon III and Echelon IV Commander/Commanding Officer shall appoint an Assistant RECO who shall be warranted and will serve as Acting Contracting Officer in the absence of the established Contracting Officer(s). The Commander, NAVFACENGCOM, shall issue warrants for NAVFACENGCOM and for the Echelon III Commanders/Commanding Officers. The Commander of each Echelon III shall issue

warrants for the Echelon IV Commanders/Commanding Officers.

e. Echelon III and Echelon IV Commanders/Commanding Officers are hereby delegated authority to appoint RECOs for their Commands to contract for the following:

(1) Acquisition of real property and interests therein (including fee and lesser interests);

(2) Management of real property, including outleases, licenses, other use agreements, and natural resources agreements;

(3) Disposition (disposal) of land, interests in land, improvements and related personal property, including sale of improvements on non-excess lands or forest products;

(4) Relocation Assistance Services;

(5) Title Evidence;

(6) Appraisal Services; and

(7) Memoranda in furtherance of the above functions (i.e., Timber sales, letter agreements, Memoranda of Understanding or Memoranda of Agreement).

f. Actions taken by RECOs must be executed in the following forms, as appropriate:

(1)	(2)
John P. Smith CDR, CEC, U.S. Navy Real Estate Contracting Officer	Alice J. Jones Real Estate Product Line Coordinator Real Estate Contracting Officer

g. Actions taken by an unwarranted individual pursuant to a special assignment of contracting authority shall be executed in the following form:

(1)
Jane P. Dow CDR, CEC, U.S. Navy Special Contracting Officer pursuant to (Cite the COMNAVFACENGCOM authorizing ltr)

6. LIMITATIONS ON AUTHORITY DELEGATED BY WARRANTS

a. Assume that no authority has been delegated unless expressly stated in the warrant. On those rare occasions where circumstances require, special assignments of authority to unwarranted individuals shall set forth the exact authority being assigned and its limitations.

b. Submit all real estate contract action requests requiring approval of NAVFACENGCOM through the REPLM at the Echelon III or the REPLC at the Echelon IV depending on where the action is being worked. The REPLM or REPLC will screen requests and forward to NAVFACENGCOM those that are consistent with sound real estate policies and procedures. Forward requests for NAVFACENGCOM approval, "ATTN: AM1."

c. Nothing in this Chapter will be construed as authorizing the obligation of funds or the award of a contract without authorization.

7. SUPERVISION OF SUBORDINATE ACTIVITIES

a. Echelon III and Echelon IV Commanders/Commanding Officers shall supervise and monitor the contractual procedures, performance, and staffing of subordinate contracting offices. Also, establish procedures and controls considered necessary for effective supervision.

b. Commanders/Commanding Officers are responsible for ensuring that the Echelon III and Echelon IV commands are adequately staffed by qualified personnel capable of performing the assigned contracting functions. Echelon III and Echelon IV Commanders/Commanding Officers shall ensure that civilian and military personnel who are warranted as RECOs receive formal education and training and attend related training in programs established by the Command.

c. Echelon III and Echelon IV commands should maintain a file documenting the factors considered in determining the level of authority delegated to each contracting officer. These files will be available for Acquisition Management Reviews and other oversight inspections.

8. LEVELS OF REAL ESTATE CONTRACTING OFFICER WARRANTS

a. There are three levels of warrants for Real Estate Contracting Officers:

(1) Level III warrants are not restrictive and cover the full scope of NAVFACENGCOM's real estate contracting authority. Level III warrants are typically limited to the NAVFACENGCOM AM1, the Echelon III REPLM, and the Echelon IV REPLC. Echelon III and IV exceptions to this limitation must be forwarded to NAVFACENGCOM AM1 for approval.

(2) Level II warrants cover the basic functions of NAVFACENGCOM real estate contracting authority and are restricted in dollar level authority. Level II warrants are typically limited to branch heads and senior or lead realty specialists. The preferred minimum grade level for a Level II warrant is GS-13. However, qualified personnel in Grade GS-12 may receive Level II warrants if the designated official authorized to sign the Certificate of Appointment determines that the warranting is in the best interests of the Navy. Level II warrants may be further restricted by type of contract and/or dollar value, at the discretion of the Commander/Commanding Officer issuing the warrant, but may not exceed the dollar limitations shown in [paragraph 19](#) below. All limitations shall be listed on the warrant.

(3) Level I warrants are established for specific functions of NAVFACENGCOM's real estate contracting authority. Each Level I warrant shall have specific limitations and be subject to specific guidelines and instructions. Level I warrants are typically issued to meet a specific need as determined by the AM1, the REPLM, or the REPLC. The Echelon III and Echelon IV commands shall establish specific Level I warrants under the procedures set forth in [paragraph 12](#) below.

**SECTION III - LEVELS II AND III QUALIFICATION REQUIREMENTS
AND ESTABLISHING LEVEL I WARRANTS**

**9. QUALIFICATION REQUIREMENTS FOR A LEVEL II REAL ESTATE
CONTRACTING OFFICER**

a. To perform the duties required of a Level II Real Estate Contracting Officer, a candidate shall complete the training required for that warrant level as described below. Supervisors are responsible for providing qualified employees with the opportunity to complete the required training.

b. The following are the **required** qualifications for a Level II RECO in grades GS-12 and GS-13:

(1) Experience. Three years of recent, progressively complex experience in the acquisition, management and disposition of real property. Experience is considered to be at least 75-percent of job duties and is in addition to experience in lieu of education described in (2) below. Other directly related contracting experience and education can be considered.

(2) Education/Self Development. A bachelor's degree, preferably in Business Administration, Finance, Accounting, Economics, Marketing, Law, Organization and Management, Government Contracts, Purchasing, Industrial Management, or Quantitative Methods, or was supplemented by at least 24 semester hours in any combination of the designated fields, or equivalent work experience. 30-Semester or 45-quarter hours of undergraduate course work is equal to one-year of education. Equivalent work experience is three (3) years equivalent to a GS-1170-5.

(3) Training. All Level II RECO must have completed training in the following listed areas to become warranted, or have completed all the training requirements within one year of being warranted. Management shall ensure that a career development plan is developed that offers the RECO the opportunity to complete the required training within the one-year period. If the training is unavailable to an employee or the work schedule prevents training opportunities, a waiver may be requested from the Commander/Commanding Officer issuing the warrant.

(a) Principles of Real Estate Appraisal

(b) Federal Real Property Lease Law

(c) Federal Contract Law

(d) Federal Real Property Leasing

(e) Cost and Price Analysis of Lease

Proposals

(f) Techniques of Negotiating Federal Real Property Leases

(g) Certified DAWIA Level II in Facilities Engineering or Contracting

(h) CECOS Real Estate Course (for RE Community)

(4) Duties. The individual regularly dedicates a significant portion of his/her time to real estate contracting matters.

c. Preferred Qualifications: Management shall ensure that a career development plan is developed that affords the RECO the opportunity to acquire the preferred qualifications.

(1) Preferred Education: A bachelor's degree, preferably in Real Estate, Business Administration, Finance, Accounting, Economics, Marketing, Law, Organization and Management, Contracts, Purchasing, Industrial Management, or Quantitative Methods, or was supplemented by at least 24 semester hours or 45 quarter hours in any combination of the designated fields.

(2) Preferred Proficiencies:

GS-12

- Meetings Management
- Intergovernmental Coordination
- Technical Consultant
- Conduct Briefings
- Cross-functional Team Leadership
- Source Selection Process and other Contracting Methods Participation
- Preparation of Real Estate Documents
- Analytical Skills
- Knowledge of NAVFAC

GS-13

In addition to the above proficiencies:

- Coaching/Counseling/Mentoring
- Advanced Problem Solving
- Develop Policy
- Represent the Organization and Negotiate Agreements
- Basic Presentation Skills

(3) Continuing Educational Goals for Professional Development

GS-12

- Contracting By Negotiation
- Advanced Appraisal
- Federal Acquisition Streamlining Act
- Lease Administration
- Relocation Assistance
- Federal Real Property Lease Law
- Utilization and Disposal of Real Property
- NEI I
- Real Property Asset Management
- Basic Presentation

GS-13

- NEI II
- NEI III
- Advanced Contract Administration
- Cost & Price Analysis
- Contracting By Sealed Bidding
- Techniques of Negotiating Federal Real Property leases
- Supervisory/Management Training
- Advanced Presentation

(4) Developmental Assignments

GS-12

- On-the-Job Training
- Continuing Project Management: Minor Acquisitions, Disposals
- Serve as Acting REPLM or REPLC on an intermittent basis
- Leadership Development-LD Tier II

GS-13

- On-the-Job Training
- Continuing Project Management: Major Acquisitions, Disposals
- Serve as Acting REPLM or REPLC on an intermittent basis
- Rotating Assignment: NAVFAC HQ, N46
- Leadership Development-LD Tier II

10. QUALIFICATION REQUIREMENTS FOR A LEVEL III REAL ESTATE CONTRACTING OFFICER

a. To perform the duties required of a Level III RECO, a candidate shall complete the training required for the warrant level as described below. Supervisors are responsible for allowing qualified employees the opportunity to complete the essential training.

b. The following are the **required** qualifications for a Level III RECO in grades GS-14/15 and SES:

(1) Experience. Five years of recent, progressively complex general experience in the acquisition, management, and disposition of real property. This includes two years of specialized experience as a NAVFAC Level II RECO. It also includes three years of specialized experience in the development, review, or approval, of Government real estate contracts, or experience as a real estate supervisor or AMBL Team Lead.

(2) Education/Self Development. A bachelor's degree, preferably with a concentration in Real Estate, Business Administration, Finance, Accounting, Economics, Marketing, Law, Organization and Management, Contracts, Purchasing, Industrial Management, or Quantitative Methods, or was supplemented by at least 24 semester hours or 45 quarter hours in any combination of the designated fields, or equivalent work experience.

(3) Training. All Level III RECOs must have completed the training courses designated for Level II and all of the following listed courses to become warranted, or have completed the training within one year of being warranted. Management shall ensure that a career development plan is developed that affords the RECO the opportunity to complete the training within the one-year period. If training is unavailable to an employee or the work schedule prevents training opportunities, a waiver may be requested from the Commander/Commanding Officer issuing the warrant.

(a) Environmental Law (for non-lawyers)

(b) Real Estate Law

(c) Utilization and Disposal of Real Property

(d) DAWIA Level III Certified in Facilities Engineering or Contracting Career Group

(4) Duties. Same as Level II, plus primary duties (over 75%) include supervising or performing real estate contractual functions.

c. Preferred Qualifications: Management shall ensure that a career development plan is developed that offers the RECO the opportunity to acquire the preferred qualifications.

(1) Preferred Education: An advanced degree.

(2) Preferred Proficiencies

In addition to the proficiencies stated in [paragraph 9](#) above:

GS-14

- Innovative Solutions
- Knowledge of Navy philosophy, goals, and doctrines
- Decision-making
- Risk Assessment
- Advanced Presentation

GS-15

In addition to the above proficiencies:

- DoD Program Leadership and Interface
- Decision-making Under Uncertainty
- Political Acumen

SES

In addition to the above proficiencies:

- Federal Program Leadership and Interface
- Organizational Management
- Highly Developed Political Acumen

(3) Continuing Educational Goals for Professional Development

GS-14

- NEI IV
- Intermediate Supervisory Training
- As needed for Real Estate Contracting Officer Warrant

GS-15

- SES Leadership Program
- As needed for Real Estate Contracting Officer Warrant

SES

- As needed

(4) Developmental Assignments

GS-14

- On-the-Job Training
- Serve as Acting REPLM or REPLC on an intermittent basis
- Rotational Assignment: ASN (EI&E)
- Leadership Development: LD Tier III

GS-15

- On-the-Job Training
- Serve as Acting Director of Real Estate, NAVFAC HQ, on an intermittent basis

11. TRAINING COURSES

Real Estate Contracting Warrant training courses are available from a variety of sources. NAVFACENGCOM maintains training catalogs from several sources that list real estate related courses. Contact NAVFACENGCOM (AM1) to obtain catalog information. In addition, the Commander/Commanding Officer issuing the warrant may determine that a course of equivalent content will be a

permissible substitute. Some training sources are:

(1) Government sources such as the General Services Administration, U.S. Army Logistics Management Center (ALMC), U.S. Army Corps of Engineers, Navy Civil Engineer Corps Officer School (CECOS), Defense Acquisition University (DAU), or their training contractors.

(2) Sources listed in the Defense Management Education and Training (DMET) Catalog or the Federal Acquisition Institute (FAI) Catalog.

(3) American Institute of Real Estate Management

(4) Appraisal Institute

(5) Commercial Investment Real Estate Institute, Chicago, IL

(6) College/University/Correspondence/On-line Courses

(7) Professional Organization Sponsored Courses

(8) Management Concepts

(9) International Right of Way Association

12. PROCEDURES FOR ESTABLISHING LEVEL I WARRANTS

a. Echelon III and Echelon IV commands may establish a class of Level I warrants for any specific purpose that is required.

b. For each class of warrant, the Echelon III or Echelon IV will prepare an Instruction containing the following information:

(1) Specific purpose for the warrant.

(2) Specific limitations on the warrant (i.e., dollar amounts, type of contract, etc.)

(3) Qualifications of candidates for warranting.

(4) Controls over the position by the FEC.

(5) Procedures for monitoring.

(6) Any approvals required to enter into contracts.

(7) Written guidelines for developing and executing the specific contracts. This guidance may take the form of a separate instruction that shall be referenced in the warranting instruction.

c. Issue warrants according to the Echelon III or Echelon IV-prepared Instruction. Each warrant issued should reference the Instruction establishing that class of warrant.

d. The Echelon III and Echelon IV has the responsibility to ensure that all warranted personnel comply with the terms of their warrants.

**SECTION IV - REAL ESTATE CONTRACTING OFFICER WARRANT
APPOINTMENT AND TERMINATION PROCEDURES**

13. APPOINTMENTS

a. Candidates may be recommended for RECO warrants to the Echelon III or Echelon IV Commander/Commanding Officer via the REPLM and the AMBL for Echelon III or the REPLC and Asset Business Line Coordinator (AMBLC) for Echelon IV. The Commander/Commanding Officer or the FEC Executive Officer, as the designated official, is authorized to sign the Certificate of Appointment.

b. Specific warrant limitations may be set forth in the Certificate of Appointment.

c. Appointment documents will be reviewed periodically to determine the adequacy of local procedures, practices, and appointments.

14. INTERIM APPOINTMENT PROVISIONS

a. A person who does not meet minimum qualifications may be appointed to a warrant on an interim basis if the Echelon III or Echelon IV Commander/Commanding Officer, upon recommendation of the REPLM or REPLC, respectively, finds the person to be an appropriate candidate based upon his/her experience and past performance of real estate transactions within the Federal Government. All minimum training

requirements must be completed within a reasonable period of time, as determined by the Commander/Commanding Officer.

b. Instances that may require the use of interim warrant appointments include, but are not limited to, the following:

(1) Contingency deployments in support of military operations other than war;

(2) Organizational changes;

(3) Sudden or extreme increases in the number of routine acquisition, management and disposal requests; or

(4) Delegation as the acting REPLM, REPLC, or Level II RECO for an IPT.

c. Interim appointments will be issued by letter that is valid for not more than one year. The letter may establish managerial limitations on use of the warrant, and must include a termination date for the interim appointment.

d. Any action taken by a person under interim appointment must be executed using the form in [paragraph 5.g](#). The execution block must reference the interim appointment letter.

15. CHANGES OF LIMITATIONS OF CONTRACTING OFFICER APPOINTMENTS

When a designating official makes a determination to change or limit the appointment of a RECO without revocation, a new Certificate of Appointment shall be issued.

16. TERMINATION

a. The designating official may revoke the appointment of a RECO at any time. Termination of a RECO's appointment will be made by letter, unless the Certificate of Appointment contains other provisions for automatic termination. Terminations may be made for reasons such as reassignment, termination of employment, or unsatisfactory performance. No termination shall operate retroactively.

b. The designating official shall deliver a written notice to the RECO whose appointment is revoked or terminated, stating the date of termination of contracting responsibilities unless the Certificate of Appointment contains other provisions for automatic termination. A copy of the notice shall be inserted into the file. If the termination arises from misuse of contracting authority, a brief description of the circumstances shall also be included in the notice.

c. RECO appointments terminate when the appointee is reassigned from the activity or the position held at the time of appointment.

d. Existing warrants remain in effect until expiration or termination.

17. POST-APPOINTMENT MAINTENANCE OF WARRANTS

a. The original Certificate of Appointment shall be delivered to the appointed Contracting Officer and displayed at the Contracting Officer's duty station. The designating official shall have a copy of the signed original Certificate of Appointment reproduced and numbered for distribution. The cognizant Echelon III or Echelon IV command shall retain one copy for the file.

b. The Echelon III or Echelon IV command should serially number the Certificates of Appointment issued.

c. The Privacy Act of 1974 ([reference \(b\)](#)) applies to the information collected during selection, designation, and appointment of RECOs.

18. REAL ESTATE CONTRACTING MANAGEMENT REVIEWS

a. NAVFACENGCOM will conduct Contracting Management Reviews of each Echelon III command as necessary. The Echelon III command will conduct Contracting Management Reviews of their Echelon IV commands as necessary. Typically, the reviews will take place at least every three years. Information required to be made available to the Reviewer should be made available prior to the review.

b. The Echelon III and Echelon IV commands shall conduct regular Contracting Management Reviews of any Level

I warranting programs and any activities or branch offices that hold real estate contracting warrants.

SECTION V - DOLLAR LIMITATIONS ON LEVEL II REAL ESTATE CONTRACTING OFFICER WARRANTS

19. LEVEL II RECO WARRANTS DOLLAR LIMITATIONS CHART

a. Level II RECO warrant dollar limitations are as shown in the following chart:

<u>TYPE OF CONTRACTING ACTION</u>	<u>DOLLAR LIMITATION¹ PER CONTRACT</u>
<u>I. Acquisitions</u>	
(a) Acquisition of fee simple or easement	\$750,000 ²
(b) Leases or renewal of leases <2500 sf	\$750,000 ³
(c) Options	\$750,000 ⁴
(d) Agreements, Memorandums of Understanding, etc. that obligate the government to acquire interests in real property upon certain conditions.	\$750,000 ²
<u>II. Management (Outgrants)</u>	
(a) Competitive Outleases	\$750,000 ⁵
(b) Utility pole agreements, spur track agreements	\$750,000 ⁵
(c) Licenses	\$750,000 ⁵
(d) Easements	\$750,000 ⁶
<u>III. Dispositions</u>	
(a) Reports of Excess to GSA	\$500,000 ⁶
(b) Demolition	under \$ 50,000 ⁷
(c) Competitive Timber Sales	\$150,000 ⁸
<u>IV. Appraisal Contracts</u>	\$100,000 ⁸
<u>V. Title Contracts</u>	\$500,000 ⁸

NOTE: Footnotes Explain Dollar Limitations

¹ In general, dollar limitations apply to the amount of money the government is obligated to pay under the terms of the contract without taking any other affirmative action. This limitation may be further restricted for an individual warrant.

² Total obligation of government.

³ Total rental for the firm term of the lease or renewal period. 2500 >SF special purpose space requires GSA delegation.

⁴ The agreed upon purchase price for the property on which the option is taken.

⁵ Annual compensation including maintenance in lieu of rental/rent credits.

⁶ Estimated fair market value.

⁷ Follow the procedures for destruction of real property contained in [Reference \(c\)](#).

⁸ Contract amount.

b. The following contracting actions **are not authorized** under a Level II warrant:

- (1) Noncompetitive Outleases;
- (2) Relocation assistance;
- (3) Sale of real property other than competitive timber sales;
- (4) Land exchanges;
- (5) Lease/Purchase Agreements;
- (6) Build-to-Lease;
- (7) Disposals of property in which hazardous or toxic substances may be an issue.

SECTION VI - CERTIFICATE OF APPOINTMENT

20. LEVEL III CERTIFICATE of APPOINTMENT

21. LEVEL II CERTIFICATE OF APPOINTMENT

22. LEVEL I CERTIFICATE OF APPOINTMENT

Certificate of Appointment

Under authority vested in the undersigned and in conformance with
SECNAVINST 11011.47B

(insert name)

is appointed

Real Estate Contracting Officer for The United States of America

Subject to the limitations contained in SECNAVINST 11011.47B and the following: Level III authority – the award and administration of real property and related service agreements without dollar limitation. This authority is issued pursuant to NAVFAC P-73, Real Estate Procedural Manual, Chapter 10, and is subject to the criteria set forth in it.

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

(Organization)



(Agency/Department)

(Signature/Title)

Date: _____ Cert. No. _____

Certificate of Appointment

Under authority vested in the undersigned and in conformance with
SECNAVINST 11011.47B

is appointed

Real Estate Contracting Officer for The United States of America

Subject to the limitations contained in the SECNAVINST 11011.47B and the following: LEVEL II authority for the award and administration of real estate agreements, title evidence, and appraisal services, with dollar limitations for all. This authority is issued pursuant to NAVFAC P-73, Real Estate Procedural Manual, Chapter 10, and is subject to the criteria set forth in it.

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

(Organization)



(Agency/Department)

and Title)

(Signature

(Date)

(Cert. No.)

Certificate of Appointment

Under authority vested in the undersigned and in conformance with
SECNAVINST 11011.47B

is appointed

Real Estate Contracting Officer for The United States of America

Subject to the limitations contained in the SECNAVINST 11011.47B and the following:
LEVEL I authority. This authority is issued pursuant to NAVFAC P-73, Real Estate
Procedural Manual, Chapter 10, and is subject to the criteria set forth in it.

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

(Organization)



(Agency/Department)

and Title)

(Signature

(Date)

(Cert. No.)