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Acquisition Career Management Guide Leasing Certification Program



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GSA Leasing Certification Program

Section 1 – Overview

Background and Objectives

The overall health and welfare of the federal government's real estate portfolio, the US taxpayers' portfolio, is driven by its real estate policies that are typically initiated by the executive branch. The president's administration sets its agenda for the real estate portfolio using input from the US General Services Administration (GSA). The GSA, which provides real estate services to most agencies of the federal government, is often tasked with implementing and codifying the executive branch's agenda through real estate policy directives that federal agencies then follow. Within GSA, the Public Buildings Service (PBS) manages the real property ownership and leasing of over 427 million square feet of office and warehouse space in 8,705 buildings domestically and also leases space for several federal agencies.

The President's Management Agenda seeks to improve the way that Government works and delivers for citizens. It focuses on deploying a world-class federal civilian workforce and creating a culture of excellence to deliver successful outcomes. Through statutory authority and memoranda from the Office of Federal Procurement Policy (OFPP), the Chief Acquisition Officer and/or the Senior Procurement Executive is charged with increasing the efficiency and the effectiveness of the federal civilian acquisition workforce across government. The GSA acquisition workforce plays a critical role in the success of GSA's mission and GSA's impact on the successful acquisition outcomes for other federal government agencies. The acquisition environment requires highly trained and highly skilled contracting professionals equipped to exercise keen business judgment to help agencies to gain efficiencies and deliver successful outcomes while safeguarding the interests of the American taxpayer.

To further strengthen the federal civilian workforce, the OFPP within the Office of Management and Budget (OMB) issued policy and memoranda to align the FAC-C with the Department of Defense's (DOD) Defense Acquisition Workforce Improvement Act (DAWIA) contracting certification. The most sweeping change was delivered through the Office of Federal Procurement Policy Memorandum, Subject: Revisions to the Federal Acquisition Certification Program in Contracting (FAC-C), dated May 7, 2014, that impacted all Contracting Officer Warrant Programs across the federal civilian government. This memorandum required that all Contracting Professionals, regardless of series must have a FAC-C certification in accordance with agency policy. It further mandated that all contracting professionals with an unlimited warrant must have a FAC-C Level III

certification. The memorandum granted a period of two years for those not previously required to be certified to become compliant with the new requirement.

At GSA, the Office of Leasing has a unique group of contracting personnel that are affected by the revisions to the FAC-C Program. As a result, the GSA Senior Procurement Executive directed that the Office of Acquisition Policy partner with the Office of Leasing to identify an alternate certification program that would be commensurate with FAC-C, but more germane to the competencies required for the Leasing Contracting Officer. After agency-wide collaboration, in lieu of implementing the FAC-C requirement for Leasing Contracting Officers, the General Services Administration (GSA) Senior Procurement Executive approved the implementation of the GSA Leasing Certification Program effective October 1, 2015. This guide serves as a resource to walk those Acquisition Professionals in the Office of Leasing through the new Leasing Certification Program.

Applicability

The GSA Leasing Certification Program (LCP) initially impacts approximately 21% of GSA's Contracting Professionals and other Contracting Officers with delegated lease acquisition authority. The LCP is available to all leasing contracting officers, leasing specialists, and other applicable acquisition personnel. Certification is required for all leasing contracting officers in accordance with GSA policy. Although Leasing Contracting Officers (LCO) with warrants (permanent or interim), as of September 30, 2015, are grandfathered into the education requirement, all LCOs are required to obtain the applicable certification level as stated in the SPE Memo. The attainment of Leasing Certification is required for a Contracting Officer warrant, however, in GSA, all warrants are issued pursuant to organizational need. In addition, the determination of the warrant level remains at HCA discretion. Hence, it is quite likely that many LCOs with Leasing Certification Level III may not hold unlimited warrants; however, all LCOs with unlimited warrants must attain Leasing Certification Level III.

Section 2 – Leasing Certification Program Competency Model

The GSA Leasing Certification is supported by professional and technical competency models. Although GSA has adopted the FAC-C professional competency model, GSA's GS-1170 competency model is used to support the technical competency model as those competencies are more germane to the work performed by the leasing contracting officers. The program also includes a focus on program/project management as well as leadership development of the Leasing Contracting Officer. The GSA Leasing Certification Program Competency Model is summarized in Table 1.

Table 1 - GSA Leasing Certification Competency Model



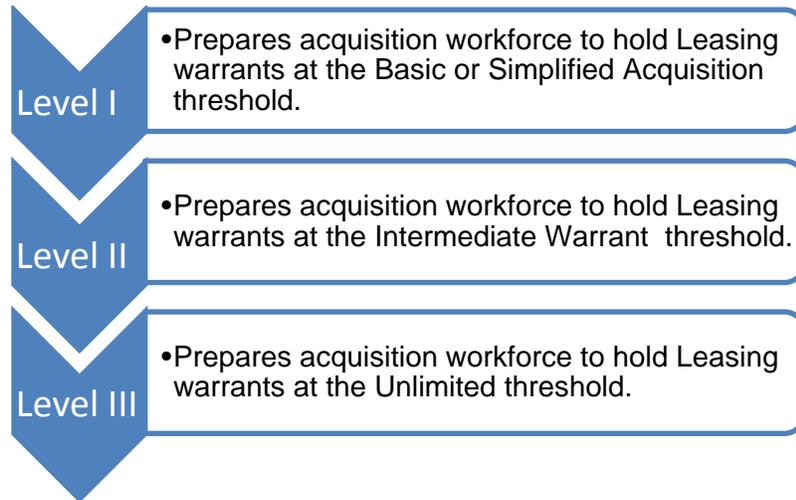
*The FAC-C Competency model is composed of an additional 52 elements of technical competence /performance outcomes.

Section 3 - GSA Leasing Certification Program

Alignment with GSA’s Contracting Officer Warrant Program (COWP)

GSA has identified three levels for the Leasing Certification Program designed to facilitate the successful management of GSA’s leasing actions. Leasing Contracting Officers are required to seek certification at the respective level commensurate with the warrant threshold.

Table 2 - Leasing Certification Levels Align with COWP



Leasing Certification Functional Requirements

The GSA Leasing Certification Program is aligned with training, education, and experience as shown in Table 3 below.

Table 3 - Leasing Certification Program - Functional Requirements

<p><u>Level I</u> FAC-COR Level I Training ---Leasing ---Project Management ---Acquisition Education Experience</p>	<p><u>Level II</u> FAC-COR Level II Training ---Leasing ---Project Management ---Acquisition Education Experience</p>	<p><u>Level III</u> Training ---Leasing ---Project Management ---Acquisition Education Experience</p>
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Leasing Certification Curriculum

As mentioned, GSA has identified three levels for the Leasing Certification Program designed to facilitate the successful management of GSA’s leasing actions. Level I certification is tailored with foundational knowledge and skills necessary to prepare Leasing Contracting Officers to execute leasing actions at the Basic or Simplified Acquisition Threshold. Level II is designed to facilitate the skill set to manage leasing projects and execute transactions at the Intermediate (up to \$10 million) threshold. Level III, the highest level is built to strengthen the knowledge and skills attained at Level I and II and to prepare the Leasing Contracting Officer for strategic management and unlimited leasing authority.

Table 4 – Leasing Certification Program - Level I

GSA Leasing Certification Program (LCP) Level I			
Type of Assignment	Contracting Officer Duties		
Leasing Contracting Officer	Preparation for, negotiation of, award and monitor lease compliance for leasing agreements.		
Prerequisite Requirements	N/A		
Other Certification	Requirement	Hours to Completion	Online/ Classroom
	FAC-COR Level I Certification ⁱ	10	
Leasing Training	FCN 406 Lease Acquisition Training (LAT) ⁱⁱ	40	Classroom
	FCN 407 Real Estate Law or FCN 411 Federal Real Property Lease Law ⁱⁱ	40	Classroom
	GSA ONLY - Leasing Pricing Training ^{iv} <i>(Not applicable for delegated agencies)</i>	2.5	Online
Project Management Training	Project Management ^v	24	
Acquisition Training	CON 100 Shaping Smart Business Arrangements or FCN 101 Contracting Basics	20	Online
	FAC 043 Ethics and Procurement Integrity for the Acquisition Workforce	1	Online
	FAC 031 Small Business Programs	2.5	Online
	HBS 428 Negotiating	2	Online
	CLC 047 Contract Negotiation Techniques	2	Online
	FAC 038 How to Integrate Green into Procurement	2	Online
	CLC 004 Market Research	3	Online
	CLC 065 Suspension and Debarment	1	Online
	HBS 408 Customer Focus	2	Online
Professional Skills Training			
Comparison	LCP	152 Total (<i>approximately 10 classroom days</i>)	
	FAC-C	221 Total (<i>19.5 classroom days</i>)	
Education	Baccalaureate degree from an accredited institution or 24 semester hours of business credits		
Experience	One year of real property leasing experience commensurate with the GS-1170 qualifications standard.		

The footnote explanations are provided after the Level III certification.

Table 5 - Leasing Certification Program Level II

GSA Leasing Certification Program (LCP) Level II				
Type of Assignment		Contracting Officer Duties		
Leasing Contracting Officer		Preparation for, negotiation of, award and monitor lease compliance for leasing agreements.		
Prerequisite Requirements		All Level I Certification Requirements		
Other Certification		Requirement	Hours to Completion	
			Online/ Classroom	
Leasing Training		FAC-COR Level II Certification ⁱ	40	
		FCN 408 Cost and Price Analysis of Lease Proposals ⁱⁱ	40	Classroom
		FCN 409 Techniques of Negotiating Real Property Leases ⁱⁱ	40	Classroom
		Construction Fundamentals ⁱⁱⁱ	16	As Applicable
		GSA ONLY Introduction to Reimbursable Services Training ^{iv} <i>(Not Applicable for delegated agency personnel)</i>	.5	Online
Project Management Training		Project Management ^v	24	
Acquisition Training		Federal Budgeting Fundamentals ⁱⁱⁱ	24	Classroom
		CLM 016 Cost Estimating	8	Online
		FAC 021 Price Analysis	8	Online
		HBS 426 Marketing Essentials	2	Online
		FAC 026 Cost Analysis	8	Online
		CLC 056 Analyzing Costs	17	Online
Professional Skills Training		Leadership ⁱⁱⁱ	16	As Applicable
Comparison	LCP	243.5 Total <i>(approximately 13 classroom days)</i>		
	FAC-C	301 Total <i>(approximately 29 classroom days)</i>		
Education		Baccalaureate degree from an accredited institution or 24 semester hours of business credits		
Experience		Two years of real property leasing experience commensurate with the GS-1170 qualifications standard.		

The footnote explanations are provided after the Level III certification.

Table 6 - Leasing Certification Program - Level III

GSA Leasing Certification Program (LCP) Level III			
Type of Assignment	Contracting Officer Duties		
Leasing Contracting Officer	Preparation for, negotiation of, award and monitor lease compliance for leasing agreements.		
Prerequisite Requirements	All Level II Certification Requirements		
Other Certification	Requirement	Hours to Completion	Online/ Classroom
	N/A	0	
Leasing Training	FCN 410 Real Estate Appraisal Principles ⁱⁱ	32	Classroom
	Construction Fundamentals ⁱⁱⁱ	8	As Applicable
	Real Estate Finance and Marketing Fundamentals ⁱⁱⁱ	24	As Applicable
Project Management Training	Project Management ^v	32	As Applicable
Acquisition Training	N/A	0	
Professional Skills Training	Leadership ⁱⁱⁱ	32	As Applicable
	CLC 045 Partnering	2	Online
	HBS 306 Leading Teams with Emotional Intelligence High Bandwidth	3	Online
	CLC 044 Alternative Disputes Resolution	4	Online
	HBS 440 Team Leadership	2	Online
	HBS 407 Crisis Management	2	Online
Comparison	LCP	141 Total (approximately 4 classroom days)	
	FAC-C	Varies 101-154 (Min. 10 classroom days)	
Education	Baccalaureate degree from an accredited institution or 24 semester hours of business credits		
Experience	Four years of real property leasing experience commensurate with the GS-1170 qualifications standard.		

Footnotes for Level I, II, and III:

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

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

iii - A list of options for this requirement is maintained collaboratively between the ACM and PBS Office of Leasing and is posted on the Acquisition Portal for BCMs to reference when processing requests for certification. For Construction Fundamentals, Federal Budgeting Fundamentals, Real Estate Finance and Marketing Fundamentals, and Leadership, there are several options available to satisfy these requirements. Please review the sample listing as posted on the [LCP page of the GSA Acquisition Portal](#). The direct link is provided here: <https://insite.gsa.gov/portal/content/698026>.

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

v – For the Project Management requirement- Any of the FAC-P/PM curricula *or other applicable program and/or project management training may be used to satisfy this requirement*. The attainment of FAC-P/PM certification is not required as part of this program. A list of options for consideration for this requirement is maintained collaboratively between the

ACM and PBS Office of Leasing and is posted on the Acquisition Portal for BCMs to reference when processing requests for certification.

Section 4 – Explanation of the Leasing Curriculum

GSA Leasing Certification Curriculum Uses the FAC-COR Certification

Given the nature of the work performed by LCOs at the Basic, SAT, or Intermediate level, FAC-COR Certification is a foundational element of the GSA Leasing Certification at Level I and Level II.

When applying for the Leasing Certification, the FAC-COR certification must appear as “current” in the FAITAS certification history. If the FAC-COR certification has lapsed, the acquisition professional must select and complete one of the certification options as shown on the GSA Acquisition Portal. When LCOs apply for FAC-COR certification, leasing experience can be used to meet the FAC-COR experience requirement.

GSA-Only Training Requirements

Although this curriculum is required by LCOs outside of GSA, due to the nature of the inherent work that is performed by the GSA LCOs, there are two instances where training requirements are required by GSA leasing professionals but are not required by LCOs outside of the agency.

At Level I, the GSA-only requirement is for the Leasing Pricing class that is available in GSA’s Online University. If you have previously completed this training, you will not need to repeat this training for certification purposes. To validate that you have met this requirement, applicants will need to upload a pdf of the course completion certification with the certification request in FAITAS.

At Level II, the GSA-only requirement pertains to Reimbursable Services Training. This course is available in GSA’s Online University. If you have previously completed this training, you will not need to repeat this training for certification purposes. To validate that you have met this requirement, applicants will need to upload a pdf of the course completion certification with the certification request in FAITAS.

At this time, there are no GSA-only requirements at Level III.

Note: The GSA-only requirements may change from time to time. When changes are made, notifications will be dispatched and the workforce will be notified.

Leasing Training

In the development of this certification program, GSA has leveraged a significant portion of the training required in previous GSA COWP policy. *For example, at Level I, many LCOs have already completed Real Estate Law, Federal Real Property Lease Law, and/or Lease Acquisition Training.* For FAITAS purposes, those previous courses have been re-titled to include a FCN prefix to support the naming convention within the GSA Teaching School. The following crosswalk is provided:

Table 7 – Leasing Curricula Crosswalk

Previous COWP Title	Current LCP Course Title	Training Providers	Action Needed
Lease Acquisition Training	FCN 406 Lease Acquisition Training	As applicable	See Attachment C for Guidance
Real Estate Law	FCN 407 Real Estate Law	As applicable	See Attachment C for Guidance
Cost and Price Analysis of Lease Proposals	FCN 408 Cost and Price Analysis of Lease Proposals	As applicable	See Attachment C for Guidance
Techniques of Negotiating Real Property Leases	FCN 409 Techniques of Negotiating Real Property Leases	As applicable	See Attachment C for Guidance
Real Estate Appraisal Principles	FCN 410 Real Estate Appraisal Principles	As applicable	See Attachment C for Guidance
Federal Real Property Lease Law	FCN 411 Federal Real Property Lease Law	As applicable	See Attachment C for Guidance
Lease Administration	FCN 412 Lease Administration	As applicable	See Attachment C for Guidance

PLEASE NOTE: As stated, for FAITAS purposes, the courses identified above have been re-titled to include a FCN prefix to support the GSA Teaching School. However, this does not indicate the need to re-take any of the courses. In fact, GSA does not require the repeat of any previous training. To validate that you have met the requirement of a previously completed course, please use the FAITAS Equivalency Module to update your FAITAS training history. You will need a pdf of your original course completion certificate. Please refer to Attachment C for Step-by-Step guidance.

Leasing Certification Program Includes Project Management Training

In the development of this certification program, GSA has taken the opportunity to strengthen the project management skills of the Leasing Contracting Officer. Although this certification does not require FAC-P/PM certification, LCOs may use the FAC-P/PM training toward satisfaction of the project management requirement of the Leasing Certification Program. All FAC-P/PM training is eligible for use in this program. In addition, the Office of Acquisition Policy and the National Office of Leasing will post an extended listing of options for consideration when seeking ways to meet this project management requirement.

- At Level I, 24 training hours of program/project management training is required.
- At Level II, an additional 24 training hours of program/project management training is required.
- At Level III, an additional 32 training hours of program/project management training is required.

Note: The project management training may consist of one course or a series of courses. Each course must be at least eight hours in length and can be classroom, online or a combination of the two. The training must be germane to the discipline of project management. Regions have the option of specifying the courses their workforce members must take to satisfy the project management requirement.

Leasing Certification Program Includes Leadership Training

In the development of this professional certification program, GSA has taken the opportunity to strengthen the leadership skills of the Leasing Contracting Officer. As mentioned previously, LCOs may use the leadership training from the FAC-P/PM program toward satisfaction of the leadership requirement of the Leasing Certification Program. To support the LCOs, the Office of Acquisition Policy and the National Leasing Office will post a comprehensive list of options for consideration when seeking ways to satisfy the leadership requirement.

- At Level II, 16 training hours of leadership training are required.
- At Level III, an additional 32 training hours of leadership training are required.

Note: The leadership training may consist of one course or a series of courses. Each course must be at least eight hours in length and can be classroom, online or a combination of the two. The training must be germane to the discipline of leadership. Regions have the option of specifying the courses their workforce members must take to satisfy the leadership requirement.

Leasing Certification Program – Construction Fundamentals

In the development of this professional certification program, GSA has taken the opportunity to strengthen the construction fundamental skills of the Leasing Contracting Officer.

- At level II, 16 training hours of Construction Fundamentals are required.
- At Level III, an additional 8 training hours of Construction Fundamentals are required.

To support the LCOs, the Office of Acquisition Policy and the National Office of Leasing will maintain a link from the Acquisition Portal, Leasing Certification Page to a comprehensive list of options for consideration when seeking ways to satisfy the construction fundamentals requirement here: <https://insite.gsa.gov/portal/content/698026>

Note: The construction fundamentals training may consist of one course or a series of courses. Each course must be at least eight hours in length and can be classroom, online or a combination of the two. The training must be germane to the construction discipline. Regions have the option of specifying the courses their workforce members must take to satisfy the construction requirement.

Leasing Certification Emphasis on Real Estate Finance and Marketing Fundamentals

In the development of this professional certification program, GSA is making every effort to strengthen the real estate finance and marketing analysis competency areas.

- At Level III, 24 training hours of Real Estate Finance and Marketing Fundamentals are required.

This is not a specific course per se. To support the LCOs, the Office of Acquisition Policy and the National Leasing Office will maintain a link from the Acquisition Portal, Leasing Certification Page to a comprehensive list of options for consideration when seeking ways to satisfy the real estate finance and marketing fundamentals requirement here: <https://insite.gsa.gov/portal/content/698026>

Note: The real estate finance and marketing fundamental training may consist of one course or a series of courses. Each course must be at least eight hours in length and can be classroom, online or a combination of the two. The training must be germane to the discipline of real estate finance and marketing.

Section 5 - Reciprocity with FAC-C

GSA acquisition professionals that have attained and maintained a FAC-C may apply for GSA's Leasing Certification via reciprocity, as shown below.

Table 8 - Reciprocity with FAC-C Level I

Acquisition Workforce Professional with a current FAC-C Level I in FAITAS	Training Required for Reciprocity	Action Required for Reciprocity
	Leasing Certification Level I – Leasing Training	Apply for Leasing Certification Program Level I in FAITAS
	Leasing Certification Level I - Project Management Training	

Table 9 - Reciprocity with FAC-C Level II

Acquisition Workforce Professional with a current FAC-C Level II in FAITAS	Training Required for Reciprocity	Action Required for Reciprocity
	Leasing Certification Level II – Leasing Training	Apply for Leasing Certification Program Level II in FAITAS
	Leasing Certification Level II - Project Management Training	

Table 10 - Reciprocity with FAC-C Level III

Acquisition Workforce Professional with a current FAC-C Level III in FAITAS	Training Required for Reciprocity	Action Required for Reciprocity
	Leasing Certification Level III – Leasing Training	Apply for Leasing Certification Program Level III in FAITAS
	Leasing Certification Level III - Project Management Training	

Section 6 - Reciprocity with FAC-P/PM

GSA acquisition professionals that have attained and maintained a FAC-P/PM Level I or higher, may apply for GSA's Leasing Certification Level I, II, or III via reciprocity, as shown below.

Table 11 - Reciprocity with FAC-P/PM

Acquisition Workforce Professional with a current FAC-P/PM Level I or higher in FAITAS	Training Required for Reciprocity	Action Required for Reciprocity
	Leasing Certification Level I – Leasing Training	Apply for LCP Level I in FAITAS
	Leasing Certification Level I - Acquisition Training	

Acquisition Workforce Professional with a current FAC-P/PM Level I or higher in FAITAS	Training Required for Reciprocity	Action Required for Reciprocity
	Leasing Certification Level II – Leasing Training	Apply for LCP Level II in FAITAS
	Leasing Certification Level II - Acquisition Training	

Acquisition Workforce Professional with a current FAC-P/PM Level I or higher in FAITAS	Training Required for Reciprocity	Action Required for Reciprocity
	Leasing Certification Level III – Leasing Training	Apply for LCP Level III in FAITAS
	Leasing Certification Level III - Acquisition Training	

Section 7 - Reciprocity with DAWIA

GSA acquisition professionals that join GSA with a current Defense Acquisition Workforce Improvement Act (DAWIA) Certification in Contracting may request a FAC-C via reciprocity. Acquisition workforce professionals are responsible for providing the necessary documentation of the certification and the appropriate continuous learning history to ensure validity and currency. *For additional information on the DAWIA Reciprocity with FAC-C, please visit the GSA Acquisition Portal or contact your FAITAS BCM.*

After attaining FAC-C, the acquisition professional may then seek reciprocity with the GSA Leasing Certification Program as specified in Section 5.

Organizations that may use this curriculum, that only use DAWIA contracting certifications, should refer to Section 5 for the FAC-C reciprocity with LCP Certification.

Section 8 - Continuous Learning

To maintain a GSA Leasing Certification, leasing professionals are required to earn 80 continuous learning points (CLPs) of skills currency every two years, beginning with the date of their certification. GSA's FAITAS Bureau Certification Managers (BCMs) and FAITAS Bureau Warrant Managers (BWMs) shall monitor the continuous learning requirements for individuals holding certifications and warrants to ensure they meet these requirements. It is the leasing professional's responsibility to ensure that his/her continuous learning requirements are met.

As per GSAM 501.6, continuous learning points must be associated with the professional or technical competencies. CLPs must be managed in the FAITAS continuous learning history. *To close skill gaps and to meet organizational needs while strengthening the acquisition workforce, the National Leasing Office may specify certain continuous learning activities for the GSA's Leasing Contracting Officers.*

Continuous learning points can be awarded for training classes, participation in professional organizations and their events, publication of articles, and participation in experiential activities. Leasing professionals are encouraged to take new classes from the FAC-C Refreshed Curriculum as well as other applicable competency based training. **Leasing professionals and their supervisors are responsible for maintaining continuous learning records in FAITAS.** Guidance on this process is also available on the GSA Acquisition Portal.

To retain the certification, the acquisition professional must attain 80 eligible CLPs and obtain an approved Achievement Request in FAITAS prior to the continuous learning end date. Failure to maintain the CLPs and obtain an approved Achievement Request in FAITAS will result in a lapse of the Leasing Certification. **Leasing professionals with lapsed certifications are NOT eligible to hold a warrant in GSA.**

GSA's Continuous Learning Guidance is available on the [Acquisition Portal](#). The direct link is provided here:

https://insite.gsa.gov/portal/mediald/649334/fileName/CLP_Requirements_Guidance.action.

Note: *For LCOs with a Leasing Certification, the continuous learning period for the warrant and the certification are aligned into one (1) continuous learning period.* The certification date is the date that will be used for managing continuous learning in FAITAS. As per agency policy, all continuous learning will be managed, monitored, and tracked in FAITAS. LCOs with lapsed certifications are not eligible to hold Leasing Contracting Officer warrants. The following example is provided to guide the workforce through the Continuous Learning Process.

Table 12 - Continuous Learning Period Example

- If the certification is issued on March 5, 2016, the continuous learning end date is March 4, 2018.
- 80 eligible CLPs must be attained and recorded in the FAITAS CL History.
- After 80 CLPs are attained, the FAITAS Continuous Learning Screen will prompt the viewer with these words, "**Ready for Submission.**" *This means that, from a mathematical perspective, the professional is ready to submit the Achievement Request.*
- By selecting that icon, the leasing professional is actually submitting the Achievement Request in FAITAS. LCOs should ensure that they have no duplicate entries and that all points are eligible for continuous learning purposes.
- FAITAS will send the request to the supervisor for review and recommendation.
- After the supervisor's review, the Achievement Request is routed to the FAITAS Bureau Continuous Learning Manager for final review and adjudication.
- In this scenario, all actions must occur prior to March 4, 2018. *If the Achievement Request is not approved prior to March 4, 2018, the certification will lapse.*
- Professionals with lapsed certifications are **NOT eligible** to hold contracting officer warrants in GSA.

Section 9 - FAITAS

FAITAS Registration

In accordance with agency policy, all leasing professionals and their supervisors must be registered in the Federal Acquisition Institute Training Application System (FAITAS). All GSA acquisition professionals must designate their current supervisor of record as their supervisor in FAITAS.

If you have questions about FAITAS registration, please contact your local FAITAS Bureau Certification Manager (BCM). A listing of GSA's BCMs is posted on the GSA Acquisition Portal.

FAITAS Profile Maintenance

The [GSA Acquisition Portal](#) provides mini videos that deliver step-by-step guidance on many of the functional areas of FAITAS.



UPDATE YOUR
BUREAU



UPDATE YOUR
JOB SERIES



UPDATE YOUR
SUPERVISOR



UPDATE YOUR
WORKFORCE STATUS

The videos above have customized by GSA to assist you in maintaining your FAITAS Profile. The [FAITAS How to Videos](#) series is available on the GSA Acquisition Portal. The direct link is <https://insite.gsa.gov/portal/content/649322>.

FAITAS also offers many Help Guides that you may view after you log into FAITAS and select Help from your Dashboard. You can also submit a ticket directly to the FAITAS Help Desk from your FAITAS Dashboard.

The direct link is <https://insite.gsa.gov/portal/content/649322>

How to Locate your FAITAS Bureau Certification Manager

If you have questions about the use of FAITAS, please contact your local [FAITAS Bureau Certification Manager \(BCM\)](#). A listing of GSA's BCMs is posted on the GSA Acquisition Portal. The direct link is <https://insite.gsa.gov/portal/content/662174>.

Additional FAITAS links are provided below:

[How to Request CLPs in FAITAS](#) or
https://insite.gsa.gov/portal/mediaId/649338/fileName/How_to_Request_CLPs_in_FAITAS.action

[FAITAS Password Reset](#) or
<https://faitas.army.mil/Faitas/External/Login/ForgotPassword>

Section 10 - How to Apply for Leasing Certification Level I in FAITAS

Leasing Contracting Officers with warrants issued prior to October 1, 2015 are grandfathered into the education requirement. However, LCOs must obtain the respective GSA Leasing Certification to support the warrant in accordance with the SPE memo

LCOs with warrants issued prior to October 1, 2015 have already completed most of the leasing training; however, they will need to use the FAITAS Equivalency Module to update their FAITAS training history with the respective coursework.

The remainder of this section will provide step-by-step guidance to assist the LCO in the application for Leasing Certification Level I.

✓ **FAC-COR:**

- LCOs that have a current FAC-COR Level I or higher in their FAITAS certification history do not need to complete additional coursework.
- LCOs that do not have a FAC-COR Level I or higher will need to obtain certification by completing the applicable requirements as shown on the FAC-COR page of the GSA Acquisition Portal here:
<https://insite.gsa.gov/portal/content/650802>

✓ **Leasing Training:**

- LCOs with existing warrants issued prior to October 1, 2015 have probably completed the following COWP training:
 - FCN 406 Lease Acquisition Training (LAT)
 - FCN 407 Real Estate Law or FCN 411 Federal Real Property Lease Law
- If completed, LCOs will need to use the FAITAS Equivalency Module to update their FAITAS training history with the respective coursework. Step-by-step guidance is provided in Attachment C.
- If the training has not been conducted, the LCO will need to complete the coursework prior to submitting the LCP application.
- **Course waivers will not be issued for leasing training.**
- **Training is not interchangeable between levels.**

✓ **Project Management Training:**

✓ **Acquisition Training:**

✓ **Professional Skills Training:**

- If **HBS 408 Customer Focus** has been previously completed and appears in the FAITAS Training History, there are no further actions.
- If **HBS 408 Customer Focus** has **not** been completed, please follow these

steps:

- Log into **FAITAS**.
- Select **Manage Career, Training**, Search for Training, Use the **Continuous Learning Search Feature** to locate HBS 408.
- Select HBS 408 and follow the menu prompts in FAITAS.
- Although FAITAS will immediately show that you are enrolled, you must wait for the arrival of the email from DAU before you can launch the actual course. After you complete this training, it may take 24-48 hours for the graduation status to appear in your FAITAS training history. *Please plan in advance if you are near the certification deadline.*

✓ **Education:**

- Grandfathered LCOs:
 - As per the SPE Memo, LCOs with leasing warrants as of September 30, 2015 are grandfathered into the education requirement.
 - GSA will validate the grandfathering status based on the issue date of the Contracting Officer Warrant.
- Non-grandfathered personnel:
 - All non-grandfathered personnel will need to upload an academic transcript to validate the education requirement. **Please redact all PII prior to upload into FAITAS.**

✓ **Experience:**

- Grandfathered LCOs:
 - If your warrant has been uploaded into the FAITAS Warrant Module, and if the dates reflect that you have met the experience requirement, the agency will accept this as validation of the experience requirement.
 - If you have not had a warrant for the duration of the experience requirement, please upload a resume that demonstrated that the experience requirement has been satisfied.
- Non-grandfathered personnel:
 - Please upload your resume to support the experience requirement.

After you have completed the areas above, the LCO is ready to submit the application in FAITAS.

1. Complete all requirements as stated in the section above.
2. Log into [FAITAS](https://faitas.army.mil/Faitas/External/Login/?ReturnUrl=%2ffaitas). The direct link is here:
<https://faitas.army.mil/Faitas/External/Login/?ReturnUrl=%2ffaitas> .
3. Select **Manage Career – Certifications – My Certification Requests**.
 - a. Requirements already completed based on the FAITAS Training History are notated with green checks.
 - b. Uncompleted requirements are notated by a red **X**.
4. Complete any remaining requirements.
5. For GSA-only, Leasing Pricing training, please upload the PDF of the two courses

- from OLU. Please remember to label the attachments as follows: [Course Name], [Your Last Name], [Training Dates].
6. For the Project Management Training, please indicate the following in the remarks area of the application:
 - a. The Project Management Requirement is being met by: [Course Title], [Hours], [Source].
 - b. This course (*does or does not*) appear in my FAITAS Training History.
 7. Proceed through the remainder of the application.
 8. Please review the application carefully.
 9. Select, “**Submit Application**” when you are ready to submit the application to your supervisor.

Note: The processing times may vary. Please allow six to eight weeks for final processing. You can check the status of your application by logging into FAITAS. Select **Manage Career – Certifications – My Certification Request**.

Attachment A – ACRONYMS

(Presented in alphabetical order)

ACM – GSA’s Acquisition Career Manager

ACM – GSA’s Acquisition Certification Manager

CAO – GSA’s Chief Acquisition Officer

CL – Continuous Learning

CLP – Continuous Learning Point

COWP – GSA’s Contracting Officer Warrant Program

COWP Board – GSA’s Contracting Officer Warrant Boards

FAITAS – Federal Acquisition Institute Training Application System

FAITAS BCM – FAITAS Bureau Certification Manager

FAITAS BCLM - FAITAS Bureau Continuous Learning Manager

FAITAS BWM – FAITAS Bureau Warrant Manager

F&E – FAITAS Fulfillment & Equivalency Module

HCA – Head of Contracting Activity

LCP – Leasing Certification Program

OFPP – Office of Federal Procurement Policy (sits within OMB)

OMB – Office of Management and Budget

PDF – Portable Document Format

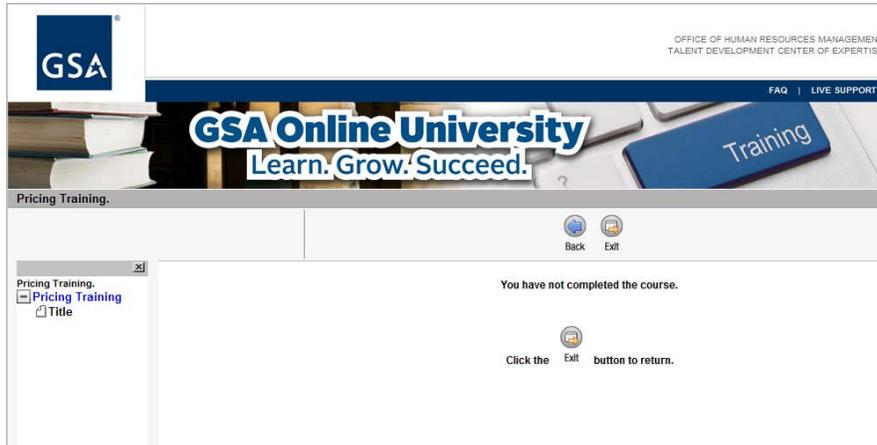
RPO – Regional Procurement Officer

SAT – Simplified Acquisition Threshold

SPE – GSA’s Senior Procurement Executive

Attachment B – How to Locate the GSA-Only Training

Step 1: Visit GSA’s Online University



Step 2: Conduct a Search for GSA Only Training using the GSA OLU Training Search Box.

Other Available Training for GSA Contractors:

COURSE TITLE	LENGTH	FY15 DUE DATE	NOTES
Annual Ethics Training	1.5 hours	N/A	-
FY14 Privileged Account Training	0.5 hours	N/A	This training is required for people with short name or privileged accounts
GSA Security Refresher Training	0.5 hours	N/A	Training must be completed by Secret or Top Secret Clearance Holders
GSA Social Media Awareness Training	0.5 hours	N/A	-
EASI Modules	Varies	N/A	-
No FEAR Act Training	0.5 hours	N/A	-
PBS P 3490.2 Document Security for SBU Building Info	1 hour	6/30/2015	This training is required for all PBS and GSA IT employees and contractors.
Green Purchasing for the Federal Acquisition Workforce	1.0 hours	N/A	-
Electrical Safety / Arc Flash Training	1.0 hours	N/A	-
FAS PCI-DSS Annual Training for 2014	1.0 hours	N/A	-
Pricing Training	2.5 hours	N/A	Please return here to complete a brief survey after you have completed the training.
Electronic Time and Attendance Management System (ETAMS) Training Modules	varies	N/A	-
Uniformed Services Employment and Reemployment Rights Act (USERRA) Training	0.5 hours	N/A	-
Plain Language	1.0 hour	N/A	-

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er Links

Attachment C – How to Request an Equivalency in FAITAS

If you have completed training that has already been determined to be equivalent to a course in FAITAS, you may be eligible to have your FAITAS Training History updated to include that training. This can occur through a Request for Equivalency submitted through the FAITAS Fulfillment & Equivalency Module. This process is also used for training completed via a commercial training provider that did not use FAITAS registration at the time the training was delivered.

How to Submit a FAITAS Equivalency Request for Leasing Courses

1. Obtain a [PDF](#) of the course completion certificate issued by the training provider.
2. Log into [FAITAS](#).
3. Manage Career > My Course Fulfillment/Equivalency Requests.
4. Click on the Add Course Equivalency Request button.
5. Select the applicable course for equivalency:
 - FCN 406 Lease Acquisition Training
 - FCN 407 Real Estate Law
 - FCN 408 Cost and Price Analysis of Lease Proposals
 - FCN 409 Techniques of Negotiating Federal Real Property Leases
 - FCN 410 Real Estate Appraisal Principles
 - FCN 411 Federal Real Property Lease Law
 - FCN 412 Lease Administration
 - And others that may be added (*as applicable*)
6. Enter in the additional course information as prompted by the FAITAS F&E menu page.
7. Click on Attach Supporting Documentation to upload the course completion certificate.
8. Enter an applicable remark in the comment field.
9. Click on the Submit For Approval button to formally submit the request.

Note: After you submit the request, it will be routed for comments by your supervisor and BCM. If they recommend approval, it is sent to the agency for final F&E action.