



GSA Office of Governmentwide Policy

SPE Memorandum SPE-2021-06
January 27, 2021

MEMORANDUM FOR PBS HEADS OF CONTRACTING ACTIVITY

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SUBJECT: Updates to GSA Leasing Certification Program

I. BACKGROUND

The purpose of this memorandum is to update the General Services Administration (GSA) Leasing Certification Program (LCP) curriculum.

In October 2014, the Office of Federal Procurement Policy (OFPP) required all contracting professionals to obtain the Federal Acquisition Certification in Contracting (FAC-C). Under the authority of the Senior Procurement Executive (SPE), a GSA tailored certification program specifically for Leasing Contracting Officers (LCOs) was determined to be more applicable. GSA implemented the “Leasing Certification Program (LCP)” tailored around the leasing of real property as an alternative to the FAC-C. The GSA-developed program leveraged current leasing training requirements along with selected project management and acquisition training for Leasing Contracting Officers. GSA's Contracting Officer Warrant Program requires completion of the LCP for warrant issuance to LCOs.

In February 2020, the GSA Acquisition Workforce Division and PBS Office of Leasing reviewed the curriculum and identified updates based on current business practice and needs. The updated curriculum is consistent with LCP competency requirements, provides broader options for learning materials, and reflects current needs for the program.

II. APPLICABILITY

- Existing certifications remain valid.
- Employees who will complete an existing certification prior to October 1, 2021, should continue on the current path.
- Employees who will not complete the current certification by October 1, 2021, should follow the new curriculum.
- The updated curriculum applies to new certifications issued on or after October 1, 2021.

a. GSA personnel - The updated GSA LCP curriculum becomes effective October 1, 2021, and applies prospectively to all GSA Leasing Contracting Officers (LCOs), regardless of job series.

b. Non-GSA personnel - Federal agencies that are relying upon a GSA delegation of authority for leasing are also subject to this policy. In accordance with GSA FMR Bulletin C-2 (79 FR 21464), Delegations of Lease Acquisition Authority, paragraph 4(c):

"The authority to lease granted by a delegation may only be exercised by a warranted realty contracting officer fully meeting the experience and training requirements of the Contracting Officer Warrant Program, as specified in section 501.603 of the General Services Administration Acquisition Manual (GSAM) and further revised ... from time to time."

III. POLICY

A. Education:

The education requirement remains a baccalaureate degree **or** 24 semester hours of business credits.

B. Experience:

Real property leasing experience must be commensurate with the GS-1170 qualifications standard. See the Attachments for further details.

C. Training:

See the Attachments for details on the updated training requirements. Most notably, the Federal Acquisition Certification for Contracting Officer Representatives (FAC-COR) is no longer required. These courses have been removed and replaced with training that focuses on Program/Project Management.

The same training may not be used to satisfy multiple requirements (e.g. a course used to satisfy requirements for Level I may not be used to satisfy requirements for Level II or Level III).

For GSA: Any course substitution/equivalency request must be approved **IN ADVANCE** by the leasing [acquisition career management staff](#) and the Office of Leasing.

D. Continuous Learning:

The requirement to attain 80 Continuous Learning Points (CLPs) every two years remains unchanged and is still applicable for all LCP certification holders. Mandatory training may also be required as part of continuous learning. For the current mandatory training list, please contact the Office of Leasing, [LCP Program Manager](#).

For GSA: See the [Continuous Learning page](#) on the Acquisition Portal for guidance on obtaining CLPs.

E. Waivers:

Waivers for the LCP certification will only be granted in exceptional and compelling circumstances.

For GSA: The Head of the Contracting Activity (HCA) must provide a written justification, including the reason for and proposed conditions of the waiver and a plan to complete the requirements, through the Office of Leasing and the Acquisition Career Manager (ACM) to the SPE. The SPE holds sole discretion on whether to grant the waiver and its conditions.

IV. CANCELLATION

This memorandum cancels and replaces SPE memorandum 2015-09-25.

IV. POINTS OF CONTACT

For GSA: Questions regarding this memorandum may be directed to leasing@gsa.gov.

For Delegated Agencies: Questions regarding this memorandum may be directed to lcp-delegatedagency@gsa.gov.

Attachments

- Attachment A – Frequently Asked Questions
- Attachment B – Leasing Certification Program – Overview
- Attachment C – Leasing Certification Program – Level I Details
- Attachment D – Leasing Certification Program – Level II Details
- Attachment E – Leasing Certification Program – Level III Details

Attachment A – Frequently Asked Questions (FAQs)

1. How will these changes impact current LCP certification holders?

The curriculum changes will prospectively apply to new certification applicants. If you currently hold an LCP certification, you will only be subject to the new curriculum changes if you seek a higher level LCP certification after October 1, 2021. Otherwise, we advise that you continue to obtain 80 CLPs every two years in order to keep your certification current, including completing any mandatory training courses.

2. Will I have to start over if I'm in the process of completing the training for a certification on October 1, 2021?

GSA will accept certification requests based upon completion of the legacy curriculum until March 31, 2022 to allow sufficient time for transition.

3. How will these changes impact my warrant?

The curriculum changes will not impact the warrants of current LCOs who hold active certifications in good standing.

4. Will the warrant thresholds change?

This policy does not change leasing warrant thresholds.

5. How will the career management system of record be used to support the Leasing Certification Program?

The LCP curriculum will be updated in the career management system of record, such as the Federal Acquisition Institute Training Application System (FAITAS), FAI Cornerstone OnDemand (CSOD) or a successor system. Please note that the course numbers identified in the Attachments

may change and updates will be shared via the Acquisition Portal, the [Office of Leasing Training Webpage](#) and external GSA websites.

For GSA: The legacy curriculum will be available for viewing on the Acquisition Portal for a short period following the transition on October 1, 2021.

6. I already have a FAC P/PM certification. Should I re-take the Project Management training in the LCP curriculum?

If you already have a FAC P/PM certification in good standing and are working toward an LCP certification, you are exempt from taking the project management training at the commensurate level. This exemption particularly applies to those who attained the FAC-P/PM through a legacy curriculum.

7. Where can I go for additional information?

For GSA: For additional information, including the GSA Guide to the Leasing Certification Program and other implementation details, please visit the Acquisition Portal and the Office of [Leasing Training Webpage](#). You can also contact your leasing [acquisition career management staff](#).

For Delegated Agencies: For additional information, including an ACM Guide to the Leasing Certification Program and other implementation details, please visit the external GSA website at <https://www.gsa.gov/policy-regulations/policy/acquisition-policy/office-of-acquisition-policy/gsa-real-property-leasing-certification-program>. You can also contact lcp-delegatedagency@gsa.gov.

Attachment B – Leasing Certification Program – Overview

Legacy LCP Requirements				
Training	I	II	III	Total
FAC-COR Certification	10	40	*	50
Leasing	82.5	96.5	62 – 72	241 – 251
Project Management	24	24	32	80
Acquisition	33.5	49 – 57	0	82.5 – 90.5
Professional Skills	2	16	44	62
Total	152	225.5 – 233.5	138 – 148	515.5 – 533.5

** A current Level II FAC-COR Certification or higher is required.*

New LCP Requirements, Effective 10/1/2021				
Training	I	II	III	Total
FAC-COR Certification	N/A	N/A	N/A	0
Leasing	76	96	64	236
Project	82 - 96	92 - 96	0	174 - 192

Managem nt				
Acquisition	15.5	18	0	33.5
Professiona l Skills	0	16	44	60
Total	173.5 - 187.5	222 - 226	108	503.5 - 521.5

In addition, previous education and experience requirements for each level remain in effect.

Attachment C – Leasing Certification Program – Level I Details

GSA Leasing Certification Program (LCP) Level I			
Prerequisites	N/A		
Other Certification Requirement	FAC P/PM Certification is not required but is recommended.	Training Hours	Delivery Method
Leasing	FCN 406 Lease Acquisition Training (LAT)	36	Instructor-led
	FCN 407 Real Estate Law or FCN 411 Federal Real Property Lease Law	40	Instructor-led
Project Management*	FAC P/PM Training 130 Suite: <ul style="list-style-type: none"> ● FPM 131 Fundamentals of Project & Program Management (32 CLPs) ● FPM 132 Fundamentals of Contracting (24 CLPs) ● FPM 133 Fundamentals of Business, Cost, Financial Management (24 CLPs) ● FPM 134 Fundamentals of Leading Projects and Programs (16 CLPs) <p style="text-align: center;">- or -</p> FAC P/PM Training 120 Suite:	96	Online and/or Instructor-led
		82	

	<ul style="list-style-type: none"> ● FPM 120 Acquisition Fundamentals of Project and PM (40 CLPs) ● FPM 120A Project Management Basics (20 CLPs) ● FPM 120B Project Management and Project Lifecycle (22 CLPs) <p>Note: Although the FAI refers to FPM 120A, FPM 120B, and FPM 121 as the Entry Level Training track, PBS requires applicants to complete FPM 101, FPM 132, FPM 103, and FPM 134. (FPM 101 and FPM 103 are in-house training deliveries, tailored to the PBS acquisition workforce.)</p>		
<p>Acquisition</p>	<p>CLM 003 Overview of Acquisition Ethics</p> <p>FAC 043 Ethics and Procurement Online Integrity for the Acquisition Workforce</p> <p>FAC 031 Small Business Programs</p> <p>HBS 428 Negotiating</p> <p>CLC 047 Contract Negotiation Techniques</p> <p>FAC 038 How to Integrate Green into Procurement</p> <p>CLC 004 Market Research</p>	<p>2</p> <p>1</p> <p>2.5</p> <p>2</p> <p>2</p> <p>2</p> <p>3</p>	<p>Online</p> <p>Online</p> <p>Online</p> <p>Online</p> <p>Online</p> <p>Online</p> <p>Online</p>

	CLC 065 Suspension and Debarment	1	Online
	LCP TOTAL	173.5 - 187.5 hrs <i>(approximately 13 Instructor-led 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.		

** If you already have a FAC P/PM certification in good standing and are working toward an LCP certification, you are exempt from taking the project management training at the commensurate level. This exemption particularly applies to those who attained the FAC P/PM through a legacy curriculum.*

Attachment D – Leasing Certification Program – Level II Details

GSA Leasing Certification Program (LCP) Level II			
Prerequisites	To apply for LCP Level II, personnel must have a current LCP Level I Certification		
Other Certification Requirement	FAC P/PM Certification is not required but is recommended.	Training Hours	Delivery Method
Leasing	FCN 408 Cost and Price Analysis of Lease Proposals	40	Instructor-led
	FCN 409 Techniques of Negotiating Real Property Leases	40	Instructor-led
	Training on Construction Fundamentals**	16	As Applicable
Project Management *	FAC P/PM Training 230 Suite: <ul style="list-style-type: none"> ● FPM 231 Applications in Project Management (32 CLPs) ● FPM 232 Applications in Contracting (24CLPs) ● FPM 233 Applications in Business, Cost, Financial Management (24 CLPs) ● FPM 234 Applied Leadership in Project and Program Management (16 CLPs) <p style="text-align: center;">- or -</p> FAC P/PM Training 330 Suite:	96	Online and/or Instructor-led

Acquisition	FFM BP3 or FFM 406 Federal Budgeting Fundamentals	16	Instructor-led
	HBS 426 Marketing Essentials	2	Online
Professional Skills	Training on Leadership**	16	As Applicable
	LCP TOTAL	222 - 226 hrs (approximately 15 Instructor-led days)	
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.		

** If you already have a FAC P/PM certification in good standing and are working toward an LCP certification, you are exempt from taking the project management training at the commensurate level. This exemption particularly applies to those who attained the FAC P/PM through a legacy curriculum.*

*** Where the term "Training on ..." is used in the updated curriculum, the workforce member has discretion to complete any training course, in the specified competency, offered by a College/University or recognized educational institution or academic provider that meets or exceeds required training hours.*

*** For GSA: **Before pursuing a learning opportunity**, such as publications, events or experiential learning, to meet the hourly requirement for this topic, please contact your leasing [acquisition career management staff](#) to ensure that the LCP curriculum requirements will be met. If you complete the learning opportunities without obtaining pre-approval, your certification request may be denied for failure to complete the curriculum*

requirements. For more information on the various options for earning CLPs, please refer to [the Acquisition Portal](#).

Attachment E – Leasing Certification Program – Level III Details

GSA Leasing Certification Program (LCP) Level III			
Prerequisites	To apply for LCP Level III, personnel must have a current LCP Level II Certification.		
Other Certification Requirement	FAC-PPM Certification is not required but is recommended.	Training Hours	Delivery Method
Leasing	FCN 410 Real Estate Appraisal Principles	32	Instructor-led
	Training on Construction Fundamentals*	8	As Applicable
	Any Real Estate Finance and Marketing course offered by a College/University or recognized educational institution or academic provider that meets or exceeds required training hours	24	As Applicable
Professional Skills	Training on Leadership Development*	32	As Applicable
	CLC 045 Partnering	2	Online
	HBS 424 Leading and Motivating	2	Online
	CLC 044 Alternative Dispute Resolution	4	Online
	HBS 440 Team Leadership	2	Online
	HBS 407 Crisis Management	2	Online

	LCP TOTAL	108 Hours (approximately 7.5 Instructor-led 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.	

** If you already have a FAC P/PM certification in good standing and are working toward an LCP certification, you are exempt from taking the project management training at the commensurate level. This exemption particularly applies to those who attained the FAC P/PM through a legacy curriculum.*

*** Where the term “Training on ...” is used in the updated curriculum, the workforce member has discretion to complete any training course, in the specified competency, offered by a College/University or recognized educational institution or academic provider that meets or exceeds required training hours.*

*** For GSA: **Before pursuing a learning opportunity**, such as publications, events or experiential learning, to meet the hourly requirement for this topic, please contact your leasing [acquisition career management staff](#) to ensure that the LCP curriculum requirements will be met. If you complete the learning opportunities without obtaining pre-approval, your certification request may be denied for failure to complete the curriculum requirements.*