

AGPMR ADVISORY

ADVISORY No. 17-03

EFFECTIVE: June 27, 2017

Title: USDA Lease Contracting Officer Warrant Program Requirements and Process Updates

1. SUBJECT

USDA Lease Contracting Officer Warrant Program had significant changes with the implementation of the Leasing Certification Program (LCP). This advisory covers new warrant package submission requirements, processes, and instruction for the LCP Certification and Continuous Learning Maintenance in FAITAS.

2. AUTHORITY/POLICY

Background: Office of Federal Procurement Policy (OFPP) Memorandum, dated May 7, 2014. <https://obamawhitehouse.archives.gov/sites/default/files/omb/procurement/memo/revisions-to-federal-acquisition-certification-in-contracting.pdf> The OFPP memorandum required all lease contracting personnel, regardless if they are warranted, to be registered in the Federal Acquisition Institute Training Application System (FAITAS).

September 25, 2015, GSA's Senior Procurement Executive, issued the Memorandum, Implementation of the GSA Leasing Certification Program (LCP). Federal Agencies whose leasing officers operate under delegated leasing authority must meet the new requirements. Lease Contracting Officers (LCOs) with lapsed certifications are not eligible to hold LCO warrants

USDA Certificates of Appointment

USDA LCO certificates of appointment identify the organization as USDA. Only individuals appointed under the provisions current regulations, acting within the scope of delegated real property leasing authority, may enter into, amend, and administer and/or terminate a lease on behalf of any Real Property Leasing Activity (RPLA) of USDA. If given authority to do so, an LCO from one USDA agency may perform lease acquisition or administration assistance to another USDA agency.

3. NEW LCO WARRANT REQUIREMENTS AND REQUEST PROCESS

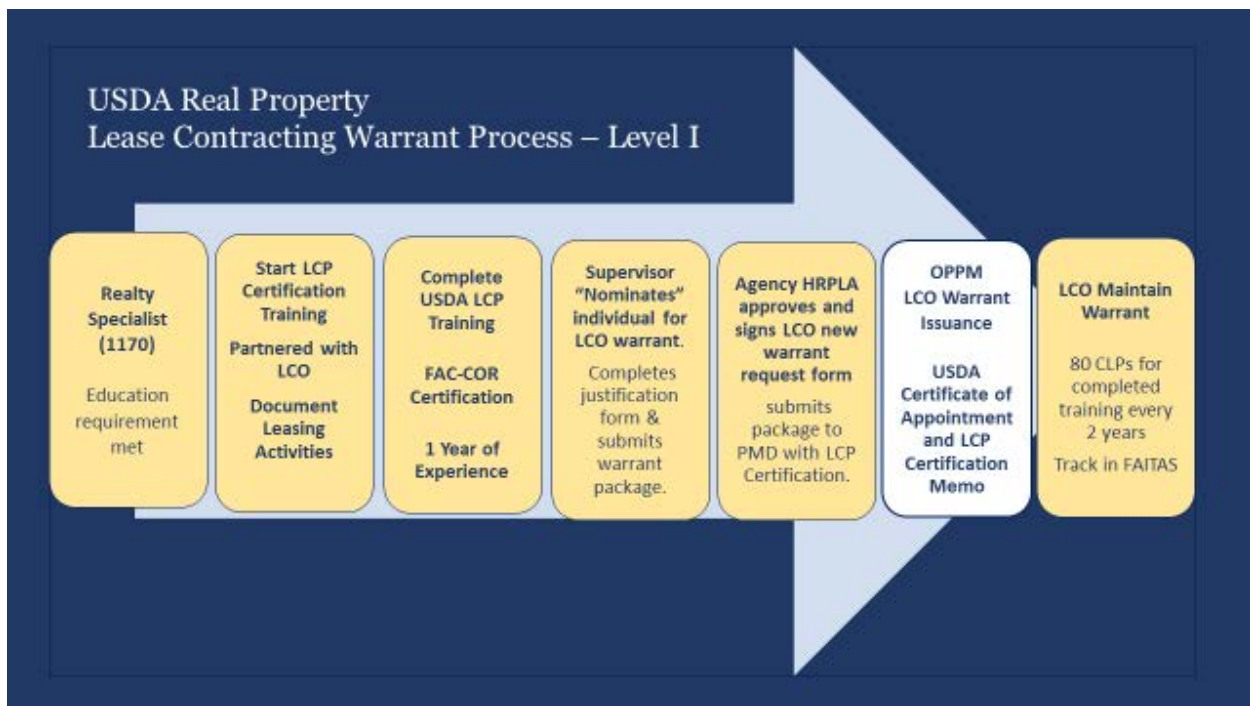
A USDA LCP certification module has been developed and activated in the FAITAS to track LCP and FAC COR certifications; including LCO certifications maintenance through continuous learning submissions in the system. **Effective June 27, 2017**, agencies will have their leasing personnel request LCP certification through FAITAS. Once complete, the LCP certification will be one of the important supporting documents required for submission with any LCO warrant request package.

Each HRPLA may establish procedures for nominating LCO candidates, documenting their qualifications through use of qualification statements (similar to that set forth in Appendix B), and requests for appointments (similar to that set forth in Appendix C). The HRPLA shall determine the need for agency LCOs based on such factors as volume of real estate activity, complexity of leases, and geographic location of leases.

LEASING CERTIFICATION PROGRAM – FAITAS

It is a Federal requirement that all lease contracting personnel must be registered in the FAITAS. Before a package can be submitted to OPPM nominating an individual for a certificate of appointment as an LCO, FAC COR and LCP certification must be complete in Federal Acquisition Institute Training Application System (FAITAS).

The picture below is a graphic displaying the recommended process and a summary of the requirements for a Level 1 LCO warrant process. Full LCP requirements charts for each level may be found in **APPENDIX A**.



EDUCATION: New Requirements for All Warrant/Warrant Level Increase Submissions

OFPP requires RPLOs at every level of warrant under the new leasing certification requirements to have a Baccalaureate degree **or** 24 semester business hours to meet education requirements.

EXPERIENCE: New Requirements for Each Level of LCP certification

- **Level I:** One year of lease contracting experience.
- **Level II:** Two years of lease contracting experience.
- **Level III** – Four years of lease contracting experience.

There is no exception to the experience requirements and candidates must provide evidence of their experience to the certifying official. Satisfaction of experience requirements from one certification level may be applied toward the satisfaction of experience requirements of a higher certification level.

FAC-COR CERTIFICATION

LCP Curriculum includes Federal Acquisition Contracting – Contracting Officer Representative (FAC-COR) Certification. COR (Contracting Officer Representative) Certification is a foundational element of the GSA LCP. FAITAS provides options of courses available to meet the requirement at each certification level.

- When LCOs apply for FAC-COR certification, leasing experience can be used to meet the FAC-COR experience requirement. LCOs under the LCP do not require a COR Appointment Designation Memorandum because they are Lease *Contracting Officers*; however, a statement of experience as LCO will need to be uploaded in FAITAS in place of the memorandum
- 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 ensure that their COR certification is current prior to requesting leasing certification.
- For Level II certification, LCO must have a minimum of one (1) year experience as LCO and as COR.
- When applying for the LCP 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 recertify in FAITAS prior to requesting LCP certification.

USDA includes requirements under the LCP for LCOs to also complete the following as part of their FAC- COR certification. The following courses are included and completion certificates must be submitted as part of the USDA requirements for the LCP certification in FAITAS:

- A new USDA COR must complete the **CPARS Overview**, and **CPARS Quality and Narrative Writing** courses.

- Individuals holding a current FAC-COR certification must complete the **CPARS Overview**, and **CPARS Quality and Narrative** courses within their current Certification 2-year continuous learning period, if the courses were not previously completed.
- The CPARS courses are available online at www.cpars.gov, under the Training tab.
- The same or similar continuous learning should not be repeated within a 4-year period. Repeated courses will not be applied to retain the FAC-COR certification. Continuous learning relevant to the work to be performed as a COR under the contract should be completed. COR continuous learning points may be applied toward the 80 CLP requirement that LCOs must complete every two years for warrant maintenance.

For a complete reference to the FAC COR requirements, refer to **ACQUISITION OPERATING PROCEDURE (AOP) Number 2 (dated 2/20/15):**

<http://www.dm.usda.gov/oppm/pod/docs/AOP2-FAC%20COR%202015%20Feb%202020.pdf>

The Acquisition Career Management (ACM) Guide - Leasing Certification Program (LCP), provides detailed information on how to request certification, training and other requirements, how to apply for reciprocity in FAITAS, how to register in FAITAS and much more.

4. **NOMINATION AND SUBMISSION REQUIREMENTS FOR LCO WARRANT**

To nominate an individual for appointment as a Real Property Lease Contracting Office the following documents must be submitted in the warrant request package:

Nomination for Lease Contracting Officer Warrant Requirements LCP Certification/ Education/Real Property Leasing Experience Form. This form is to be used for both new warrant or warrant increase requests. This document has two forms that should be completed by submitting agency: **(See Appendix D)**

- **Requesting Office Warranted Position Justification and Nomination Form.** The requesting office/supervisor must complete the form information and submit with all new leasing warrant requests. This form meets requirements per General Services Administration Acquisition Manual (GSAM) 501.603-2 Selection and GSA form 3410. The form should identify workload requirements to justify need for warrant type and level being requested so that there is a clear and convincing need to appoint an LCO. This form also nominates the individual confirming their leasing experience. It is here that the supervisor certifies that the candidate's experience and training meet the established GSA minimum qualifications for education, experience, and the LCP requirements for the warrant level requested have been completed.
- **Official Signatures Form** (of the USDA LCO Warrant Nomination -Certifications form) is signed by the Agency HRPLA who concurs with the nomination an individual, certifying that the individual has the experience, education, and training to manage the responsibilities for the LCO warrant level requested. PMD completes the information under the Approvals Signatures including the “Date Received by OPPI”, “FAC-COR

Certification Date,” and “LCP Certification Date” which is confirmed by documentation in package submission.

- Note: OPPM Approval Signatures include the USDA LCO warrant package reviewer, OPPM/PMD Division Chief and the signature of the USDA Appointing Official (AO).

Qualification Requirements (See Appendix A):

- Education Documentation;
- FAC-COR certification described for LCP warrant level requested;
- LCP Certification and all supporting certificates for training completed - Exhibit 2: LCP Certification Requirements. LCP requirements are cumulative i.e. LCP Level I Certification requires completion of all LCP Level 1 requirements.
- Document detailing lease contracting experience

Qualification Statement (See Appendix B)

Request for Appointment (See Appendix C)

These forms along with other reference documents may be found on the [PMD SharePoint site](https://ems-team.usda.gov/sites/OPPM-PMD/SitePages/Home.aspx) posted at the New URL: <https://ems-team.usda.gov/sites/OPPM-PMD/SitePages/Home.aspx>. Resources may be found by clicking on the RPLWs link, click link for “Shared Documents” open the folder: “USDA Warrant Request Form - LCP Certification Submission” and are available in PDF fillable version.

5. WARRANT MAINTENANCE:

The LCO warrant and the LCP certification have been aligned into one (1) continuous learning period. The **Certification Date** is the new date that will be used for managing continuous learning in FAITAS for warrant maintenance. OFPP policy requires that all warranted contracting personnel to attain **80** Continuous learning points (CLPs) every two years.

Part of maintaining the warrant is tracking FAC-COR maintenance. The requirement of continuous learning within two year period of certification:

Level 1 = 8 hours, Level 2 = 40 hours

COR Maintenance CLPs may be applied toward the 80 LCO warrant maintenance. Continuous learning relevant to the work to be performed as a COR under the contract should be completed. The same or similar continuous learning should not be repeated within a 4-year period.

Note: LCP (Warrant) including FAC-COR Maintenance will be tracked in FAITAS and submitted via CL Achievement Request.

6. USDA INTERAGENCY EMPLOYMENT TRANSFER:

If an LCO transfers employment positions from one USDA agency to another, the departing agency leasing lead must contact PMD LCO program staff to provide notification that LCO is no longer with their agency. Leasing Agency Lead of agency employing LCO must notify PMD of LCO's new position title, start date, and contact information. If there is no break in employment, the USDA Certificate of Appointment and warrant signature authority remains valid with the same certification date and warrant maintenance period.

7. SIGNATURE & CONTACT

If you have questions or comments regarding this Advisory, please contact Paul Walden, Chief Property Management Division on (202) 720-7283, or by sending an email to Paul.Walden@dm.usda.gov.

EXPIRATION DATE: Effective upon issue date until canceled.



Paul Walden, Chief, PMD

AGPMR Advisories are posted on the USDA World Wide Web site at the following URL: <http://www.dm.usda.gov/pmd/>. If you have questions or comments regarding this advisory, please contact Paul Walden, Chief Property Management Division by telephone at (202) 720-7283, or via email at Paul.Walden@dm.usda.gov.

APPENDIX A

LCO WARRANT QUALIFICATION REQUIREMENTS

The GSA, SPE Memo dated September 25, 2015, implemented the Leasing Certification Program (LCP) experience, education and training requirements for warranted USDA LCOs. The LCP training requirements are cumulative and must be met as defined in competency areas. An individual must meet the following requirements to qualify for a certificate of appointment to act on behalf of USDA as a Lease Contracting Officer (LCO).

LCP CERTIFICATION CHECKLIST FOR FAITAS

- Nomination form filled out and signed by supervisor
- Education Requirements
- Years of Leasing Experience deemed compatible for warrant request **Note:** A write up of leasing experience should be documented or must be included in resume
- LCP Training Complete (LCP certification is requested and maintained in FAITAS Requirements charts found at the end of this appendix)
- FAC COR certification active
- Resume

FAC COR CERTIFICATION

FAC-COR certification is required and must not lapse; it is tied to LCP warrant authority. FAC COR certification is requested and maintained in FAITAS.

EDUCATION REQUIREMENTS

Applicable to New Warrant and Warrant Level Increase Submissions. OFPP requires LCOs at every level of warrant under the LCP, at all certification levels a baccalaureate degree from an accredited institution or 24 college semester hours of business credits.

Grandfathered LCOs: Per the SPE Memo, LCOs with active leasing warrants on or prior to September 30, 2015 are grandfathered into the education requirement at the warrant level they held on September 30, 2015. They must have met the LCP requirements for their warrant authority prior to the LCP implementation deadline and maintained their warrant. The education requirement must be met to increase warrant authority; the Grandfather provision cannot carry forward for warrant authority increase.

Non-grandfathered Personnel: All non-grandfathered personnel (LCO warrant requests after 9/30/2015) those who have completed the LCP will need to submit either a diploma or academic

transcript to validate the education requirement. (**Note:** for security reasons, please redact all PII prior to upload into FAITAS.)

Applicants at grades 5 through 12: Applicants for permanent warrants simplified acquisition level or higher must have completed a four year course of study leading to a bachelor's degree or 24 semester hours in any combination of the designated educational fields listed below. These requirements apply to all candidates for permanent warrants, regardless of job series.

Applicants at grades 13 and above: Applicants for permanent warrants simplified acquisition level I to advanced Level II must have completed a four year course of study leading to a bachelor's or at least 24 semester hours in any combination of the designated fields listed below. 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.

EXPERIENCE

There is no exception to the experience requirements and candidates must provide evidence of their experience to the certifying official. Satisfaction of experience requirements from one certification level may be applied to the satisfaction of experience requirements of a higher certification level.

LEASE CONTRACTING OFFICER WARRANT AUTHORITIES

SIMPLIFIED ACQUISITION/LEVEL I

Obligation Authority up to \$150,000 average net annual rental. (Includes all options and excludes all operating costs (e.g., janitorial service and utilities))

1. At least one year of current real property lease contracting experience to demonstrate his or her ability to execute leasehold contracts in accordance with Federal leasing procedures.
2. Proof of Education – Baccalaureate Degree or higher, OR 24 credit Business hours.
3. FAC-COR certification Level 1 or higher.
4. Successful completion of the following training courses on the chart USDA Leasing Certification Program Level I.

INTERMEDIATE/LEVEL II

Obligation Authority up to \$10,000,000 average net annual rental.

1. At least two years of current, progressively complex, and responsible real property leasing contracting experience. Detail experience involving negotiations, market surveys, appraisals, and so forth along with related staff/policy support activity that has demonstrated his or her ability to execute lease contracts in accordance with Federal leasing procedures. Demonstration of leasing actions and experience should be presented in resume or similar document submitted with warrant package for review.
2. Proof of Education Baccalaureate Degree or higher, OR 24 credit Business hours.
3. FAC-COR Certification of Level II or higher
4. Required successful completion of the following training courses on the chart USDA Leasing Certification Program Level II. LCP training requirements are cumulative. All LCP Level I requirements must be completed as well as LCP II before a Level II Lease Contracting warrant may be issued.

SENIOR/LEVEL III

Obligation Authority Unlimited

1. At least four years, current and consecutive, of progressively complex and responsible real property leasing contracting experience involving negotiations, market surveys, appraisals, etc., or related staff/policy support activity that has demonstrated his or her ability to execute lease contracts in accordance with Federal leasing procedures. Demonstration of leasing actions and experience should be presented in resume or similar document submitted with warrant package for review.
2. Proof of Education - Baccalaureate Degree or higher, OR 24 credit Business hours.
3. Maintain FAC-COR Certification Level II (40 CLPs every two years)
4. Required successful completion of the following training courses on the chart USDA Leasing Certification Program Level III. LCP training requirements are cumulative. All LCP Level I and II requirements must be completed for a Level III Lease Contracting warrant may be issued.

Note: Neither the Senior nor Intermediate Level II Warrant Holders may execute leases above prospectus levels.

The SPE issued memo, effective October 1, 2015, establishing GSA's LCO certification program can be [downloaded memo here](#) [PDF - 498.56 KB]. For additional information on LCP competency models, FAC-C reciprocity or other potential certification reciprocity to the LCP requirements, please download the [ACM Guide to the Leasing Certification Program](#) [PDF - 576.88 KB] that provides information for LCOs, supervisors, and Bureau Certification Managers. Equivalency options applied to LCOs warranted prior to 9/30/15 to assist meeting the LCP requirements.

To assist navigating the new training requirements, make sure to download the [LCP Training Planner](#) [XLSX - 32.27 KB], an Excel spreadsheet allowing individuals to "check off" the courses already taken through required leasing training, attaining FAC-COR or FAC-C or other opportunities.

Referenced GSA memorandums, training requirements, warrant nomination forms, training opportunities, and other resources may be found at the PMD SharePoint site <https://ems-team.usda.gov/sites/OPPM-PMD/SitePages/Home.aspx>. Found under the RPLWs link, click on link for "Shared Documents," and open the folder titled "GSA- Leasing Certification Program (LCP)". USDA leasing policy, USDA Leasing Handbook, and new leasing requirements from GSA may be found under the RPLeasing link.

USDA LCP CERTIFICATION REQUIREMENTS CHARTS

FOLLOW ON NEXT PAGE.

USDA LCP Certification Requirements

USDA Leasing Certification Program - Level I

Leasing Certification Program (LCP) Level I			
Type of Assignment	Leasing Contracting Officer		
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
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
Professional Skills Training	HBS 408 Customer Focus	2	Online
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.		

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USDA - Leasing Certification Program Level II

Leasing Certification Program (LCP) Level II			
Type of Assignment	Lease Contracting Officer Duties		
Prerequisite Requirements	All Level I Certification Requirements		
Other Certification	Requirement	Hours to Completion	Online/ Classroom
	FAC-COR Level II Certification ⁱ	40	
Leasing Training	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
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
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.		

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USDA- Leasing Certification Program - Level III

GSA Leasing Certification Program (LCP) Level III			
Type of Assignment	Leasing Contracting Officer		
Prerequisite Requirements	All Level II Certification Requirements		
Other Certification	Requirement	Hours to Completion	Online/ Classroom
	N/A		
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		
Professional Skills Training	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
	Leadership ⁱⁱⁱ	32	As Applicable
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.		

i - FAC-COR Certification (COR – Level I – minimum 8 hours) (COR – Level II – minimum 40 training hours)

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.

iii - For Construction Fundamentals, Federal Budgeting Fundamentals, Real Estate Finance and Marketing Fundamentals, and Leadership, there are several options available to satisfy these requirements.

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

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LCP AND WARRANT MAINTENANCE TRAINING

Courses under the LCP that provide options for training are under the categories of Project Management, Construction Fundamentals, Leadership, and Federal Budget Process. GSA provided a crosswalks for each LCP level. These crosswalks provided equivalencies to assist LCOs warranted on September 30, 2015. New warrant requests may not use the equivalency provided but the crosswalks do provide a list of options that can meet LCP requirements that do not name a specific course to meet that requirement, i.e. project management, construction fundamentals, federal budget fundamentals and leadership. These lists also provide be a good resource for warrant maintenance. LCP Crosswalks may be found on PMD SharePoint site: <https://ems-team.usda.gov/sites/OPPM-PMD/SitePages/Home.aspx>. RPLWs link, under Shared Documents link.

Training is offered from various professional organizations and learning facilities. GSA Approved Organizations and Companies that offer training that may be used to meet the LCP requirements or for warrant maintenance:

- DAU – Defense Acquisition University <https://www.dau.mil/>
- Army Corps of Engineers Real Estate Division
<http://www.usace.army.mil/cere/pages/default.aspx>
- Appraisal Institute - <http://www.appraisalinstitute.org/>
- BOMI - Independent Institute for Property and Facility Management Education
<http://www.bomi.org/>
- Building Owners and Managers Association www.boma.org
- CCIM - Certified Commercial Investment Managers Institute <http://www.ccim.com/>
- FAI – Federal Acquisition Institute <https://www.fai.gov/drupal/>
- Federal Highway Administration – Planning, Environment and Realty
<https://www.fhwa.dot.gov/hep/>
- Institute of Real Estate Management <http://www.irem.org/>
- Federal Highway Administration – Planning, Environment and Realty
<http://www.fhwa.dot.gov/realestate/>
- Government Training LLC <http://www.governmenttraininginc.com/>
- Institute of Real Estate Management <http://www.irem.org/>
- Management Concepts - <http://www.managementconcepts.com/Training.aspx/>
- NPI – Northwest Procurement Institute <http://www.npi-training.com/>
- RS Means Seminars <https://www.rsmeans.com/products/seminars/locations.aspx>
- Red Vector <https://www.redvector.com/>
- NAOIP Commercial Real Estate Organization <https://www.naiop.org/>

APPENDIX B

LCO QUALIFICATIONS STATEMENT

The LCO candidate may complete the GSA 3409 found at <http://www.gsa.gov/portal/forms/download/114850>, or a form substantially the same that includes the following information:

1. Name
2. Title, series, grade;
3. Office address, phone number, and email address;
4. Relevant real property leasing experience;
5. Other relevant special qualifications, certifications, or skills
6. Relevant honors, awards, or fellowships received;
7. Education documentation (Diploma or transcripts displaying 24 credits of business hours.)
8. Real property leasing related training;
9. LCP Certification date and level;
10. FAC-COR Certification date and level.

APPENDIX C

REQUEST FOR APPOINTMENT

1. Nomination for Lease Contracting Officer Warrant Requirements LCP Certification/Education/Real Property Leasing Experience Form (two forms)
 - a. Requesting Office Warranted Position Justification and Nomination Form: The requesting office/supervisor must complete the form information identifying workload requirements to justify need for warrant type and level being requested. With this form, the supervisor certifies that the candidate's experience and training meet the established GSA minimum qualifications for education, experience, and the LCP requirements for the warrant level requested have been completed.
 - b. Official Signatures Form: (of the USDA LCO Warrant Nomination -Certifications form) Signed by the Agency HRPLA who concurs with the nomination of said individual, certifying that the individual has the experience, education, and training to manage the responsibilities for the LCO warrant level requested.
2. Memo with the following information shall be included in the Request for Appointment for USDA Real Property Lease Contracting Officer:
 - a. Candidate's full name, title, series, and grade.
 - b. Organizational level (Office/Branch/Division/Location).
 - c. Specify any limitations on the scope of the authority, other than limitations contained in applicable laws or regulations (e.g., type of contract, or dollar threshold).
3. Include a statement that the candidate's current conflict of interest disclosure statement is on file in the appropriate personnel office.
4. Current FAC-COR Certification Certificate
5. LCP Certification Certificate

APPENDIX D

Official Signatures Form

USDA LCO Warrant Nomination/Certifications

As an agency official authorized to select and nominate qualified individuals as Contracting Officers for the United States Department of Agriculture, I hereby nominate [_____] for a USDA Real Property Lease Contracting Officer (LCO) Warrant. I certify that this individual meets the experience, training and educational requirements for the [_____] warrant level. Leasing Certification Program supporting documents have been provided with attached warrant request package submittal.

Nominating Agency Head of the Real Property Leasing Activity (HRPLA):

Name: _____ Title: _____
Signature: _____ Date: _____

Approval Signatures

United States Department of Agriculture (USDA) - Departmental Management (DM)
Office of Procurement and Property Management (OPPM)

Date Received by OPPM: _____
FAC-COR Certification Date: _____ LCP Certification Date: _____

USDA LCO Program Manager (Warrant Package Submittal Review)

Signature: _____ Date: _____

OPPM/PMD Division Chief (Recommend for LCO Warrant Issuance) Signature:

Date: _____

APPROVING OFFICIAL: OPPM Director (Warrant Authority Approval/Issuance)

Signature: _____ Date: _____

Certificate of Appointment Number: _____ Issuance Date: _____