



JUN 27 2005

MEMORANDUM FOR ALL CONTRACTING ACTIVITIES

FROM:

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CHIEF ACQUISITION OFFICER
OFFICE OF THE CHIEF ACQUISITION OFFICER

SUBJECT:

Training Requirements for Realty Leasing Contracting Officers

1. Purpose. This Acquisition Letter makes a change to the leasing training requirement for the Contracting Officer Warrant Program. The number of hours required for the course entitled, Real Estate Appraisal Principles, in the curriculum for lease acquisition warrants, is changed from 40 hours to 30 hours.

2. Background. The GSAM currently requires leasing specialists to take a 40 hour appraisal course. The training provider is the Appraisal Institute. Their courses are recognized by all states for the licensing of appraisers to operate in the state. The Appraisal Institute has reduced the current course, Real Estate Appraisal Principles, from a 40 hour course to a 30 hour course. The course was changed from 40 hours to 30 hours to better align individual state training requirements for licensed appraisers and trainees. Therefore, the number of hours required for the Real Estate Appraisal Principles course, in the curriculum for lease acquisition warrants, is changed from 40 hours to 30 hours.

3. Effective Date. Date of issuance.

4. Termination Date. This Acquisition Letter remains in effect until the GSAM is amended.

5. Changes. The Real Estate Appraisal Principles course prescribed in Figure 501-2, entitled, Warrant Requirements for Personal Property Disposal, Real Property Disposal, and Realty Leasing Contracting Officers, is changed from 40 hours to 30 hours.

6. Instructions/procedures: Figure 501-2, Warrant Course Requirements, replaces the version revised by MV Acquisition Letter 04-03.

Warrant Requirements for Personal Property Disposal, Real Property Disposal, and Realty Leasing Contracting Officers

Course	Hrs.	Personal Property Disposal	Real Property Disposal	Realty Leasing	B	SA	Int.	Sr.
Simplified Acquisitions	40					X	XI	XI
Contract Formation I	40						XI	XI
Federal Real Property Leasing or Basic Lease Contracting	40					X	XI	XI
Cost and Price Analysis of Lease Proposals	40						XI	XI
Real Estate Law or Federal Real Property Lease Law	40						X	XI
Real Estate Appraisal Principles	30							X
Techniques of Negotiating Federal Real Property Leases	40					X	XI	XI
Personal Property Sales	80				X	X	X	X
Personal Property Utilization & Disposal	32				X	X	X	X
Disposal by Negotiation	24						X	X
Disposal Contract Law	40							X
Utilization & Disposal of Real Property	32						X	X
Fleet Sales	40				X	X	X	X
	Indicates Required Course	X= Required course: permanent warrant I = Required course: interim warrant						
	Required for Personal Property Disposal Warrant; <u>fleet managers associates only.</u>	B = Basic warrant SA = Simplified acquisition warrant Int = Intermediate Sr = Senior warrant						
	Required for Fleet Sales Associates only							

Figure 501-2. Warrant Course Requirement

Revision: Acquisition Letter V 05-13