
TECHNICAL HANDBOOK FOR
ENVIRONMENTAL HEALTH AND ENGINEERING
VOLUME IV - REAL PROPERTY
PART 33 - LEASING

33-5.3 OBJECTIVE

The guidelines in this document are developed to ensure that real property leases are executed by persons having appropriate authority, experience and training.

33-5.4 DESCRIPTION OF PROGRAM

The IHS realty leasing program is administered by the Office of Environmental Health and Engineering, Division of Facilities Operations which reviews and approves the agency's space requests and authorizes the LCOs at the Division of Engineering Services (Dallas and Seattle) and the Alaska Area Native Health Service to exercise their delegated leasing authority to perform all functions with respect to the acquisition of space. The Director, Division of Acquisition Policy, Office of Management Services, IHS, acting as Head of the IHS Contracting Activity, appoints and terminates qualified individuals as LCO. The Director, Division of Facilities Operations, Headquarters identifies candidates for the realty lease contracting officer warrant program from employees in the 1102 and 1104, or 1170 job classification series.

33-5.5 LCO TRAINING REQUIREMENTS

Every LCO candidate must complete the minimum training requirements as defined in the GSA Acquisition Regulation System found at the following GSA website <http://www.acqnet.gov/GSAM/gsam.html> (General Service Administration Acquisition Manual (GSAM)). The preferred source for training is the Government-wide contract for acquisition training established by the General Services Administration. Training may also be provided by other Federal Government training organizations, accredited colleges and universities, or the private sector, provided that the course uses the approved student and instructor textbooks and tests that are part of the Government-wide acquisition curriculum.

Following their appointment, every LCO must attend specific acquisition related training every two years. Courses for this training may be recommended by the Lead Realty Officer.

33-5.6 CERTIFICATES OF APPOINTMENTS

The LCO warrants shall become effective when the Standard Form (SF) 1402, Certificate of Appointment, is signed by the Director, Division of Acquisition Policy (see Exhibit 1, "Certification of Appointment"). The following language shall be included on the SF 1402:

This appointment as lease contracting officer allows you to award and administer contracts for (1) the advertising of proposed real estate leasing transactions in local newspapers; (2) the acquisition of leasehold interests in real property; and (3) the alteration of space in buildings which the Indian Health Service has leased provided the alterations are performed by the lessor.

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Limitations on the authority granted to the LCO shall be specified on the SF-1402.

The original SF-1402 shall be provided to the LCO with copies provided to:

- Director, Division of Acquisition Policy, Office of Management Services, Headquarters;
- IHS Lead Realty Officer, Division of Facilities Operations, Office of Environmental Health and Engineering, Headquarters;
- LCO's immediate supervisor; and
- The servicing personnel office for inclusion in the individual's personnel file.

33-5.7 INTERIM APPOINTMENTS

If it is essential to appoint a LCO who does not fully meet the leasing qualifications, an interim appointment may be made by the Director, Division of Acquisition Policy under the following conditions:

- Concurrence of the Director, Division of Facilities Operations, Office of Environmental Health and Engineering;
- The appointment shall be for a limited and specified period of time;
- All training required for a permanent warrant at the 'simplified acquisition' level must be completed within 1 year of the interim appointment;
- All training and formal education required for a permanent warrant above the 'simplified acquisition' level must be completed within 3 years of the interim appointment;
- The candidate must have a clear understanding of the policies, procedures and responsibilities governing a realty lease contracting officer for real property leases; and
- The candidate must have a clear understanding of the IHS policies and procedures for a realty lease contracting officer prior to appointment.

Note: There are several levels of warranted authority which are based on the dollar value of individual transactions. For more information on the various warrant levels and training requirements, see GSA website <http://www.acqnet.gov/GSAM/gsam.html> (General Service Administration Acquisition Manual (GSAM)).

