

For: National and State Offices

State Office Real Property Leasing Officers (RPLO's)

Approved by: Acting Deputy Administrator, Field Operations



1 Establishing State Office RPLO's

A Background

In November 2006, OGC advised FSA that the Appropriations Bill for FY's 2006 and 2007 excluded language that would have continued FSA's independent authority to enter into leasing or general purpose space. Before this, FSA was not bound by the USDA requirement that prohibits individuals who are not warranted under GSA's qualification and certification procedures from exercising authority to enter into leases for the U.S. Government. Historically, FSA State Administrative Officers and CED's had assumed the responsibility as leasing officials at the field level, although a majority was not warranted.

As a result of this change, FSA must now manage its leasing function following the requirements of the GSA Acquisition Manual, Part 570 and the USDA Leasing Handbook, dated September 2004. The USDA, Office of Procurement and Property Management issued FSA a 1-year conditional delegation of leasing authority subject to several conditions, which included establishing an FSA process that would ensure that all real property lease actions are approved and signed by a warranted RPLO.

B Purpose

This notice:

- outlines analysis and staffing decisions for establishing FSA RPLO positions
- identifies RPLO locations and offices served
- identifies the next steps in filling RPLO positions.

Disposal Date	Distribution
January 1, 2009	National and State Offices

Notice AO-1404

1 Establishing State Office RPLO's (Continued)

C Establishing FSA RPLO Positions

Since FSA has historically managed a large majority of Service Center leases, it was determined that it was critical to establish additional RPLO positions to efficiently handle the volume of leasing activity that resulted from FSA leasing changes. To determine the potential staffing requirements associated with this change, MSD:

- reviewed leasing staffing models from two USDA agencies
- recognized the significant training and experience requirements necessary for individuals to obtain real property leasing warrants, both for the initial warrant and the yearly recertification.

After completing the analysis of FSA's nationwide real property leasing activity and the associated workload, it was determined that warranted RPLO's would be established at the State Office level to provide leasing support to an assigned group of State Offices. The number of RPLO's assigned to a group of State Offices was based on the combined leasing workload for the State Offices. In consideration of available staffing resources, it was not possible to authorize an additional staff year for each State Office. Therefore, State Offices with smaller lease activity were grouped together and will be serviced by a host State Office. A total of 16 State Office RPLO positions were proposed through the analysis.

D RPLO Locations and State Offices Served

Exhibit 1:

- provides an outline of the RPLO proposal
- identifies the location of the host RPLO position and the State Offices that it will service, as applicable.

DAFO and MSD have already communicated with the State Offices involved to ensure concurrence with the plan. Host State Offices will be provided an additional GS full-time equivalent (FTE) to cover the establishment of the new position.

E National Office Action

DAFO shall work with State Offices and HRD to review and finalize the RPLO position descriptions.

Positions will be advertised through a National vacancy announcement process.

RPLO Position Plan

RPLO Position Host State Office	State Office Serviced
Illinois	Illinois
Iowa	Iowa
Ohio	Ohio
Indiana	Indiana Michigan
Wisconsin	Minnesota Wisconsin
Montana	Alaska Montana North Dakota Oregon Wyoming Washington
Nebraska	Idaho Nebraska South Dakota
Arkansas	Arkansas Florida South Carolina Puerto Rico
Alabama	Alabama Georgia
Kentucky	Kentucky Tennessee
Louisiana	Louisiana Mississippi
Oklahoma	Arizona California Colorado Hawaii Nevada New Mexico Oklahoma Utah
Kansas	Kansas
Texas	Texas (two FTE's)

Note: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, Vermont, Rhode Island, New York, Pennsylvania, West Virginia, North Carolina, and Virginia leases will be serviced by MSD, Property and Facilities Management Branch. Missouri will be serviced by MSD, Kansas City Administrative Services Branch.