



**Topic: Advanced Topics in Leasing – the Succeeding Lease Process**

**Date of Presentation: September 18, 2014**

**Link to Series Information: [CES Historical Topics](#)**

1. Do memos-to-file go on Fed Biz Ops as redacted OTFO?

Yes, memos to the file are posted on Fed Biz Ops as redacted OTFO (Other than Full and Open) because it is still considered a justification.

The Simplified Lease Acquisition procedures are used and the information is condensed down to a memo.

**NOTICE concerning Client Enrichment Series webinars:**

Please attempt to join promptly and be sure your phone is on MUTE.

To ensure the highest quality audio experience, participants joining beyond 10 minutes after the hour will be unable to gain access to the webinar until there is a momentary break in the presentation at approximately 20 minutes past the hour.

GSA is working on the audio quality issues presented by the current platform and at this time, the team believes this is the best way to minimize distractions. Please know we are working with the platform to explore all available options.

As always, all presentations and questions and answers will continue to be posted to our Client Enrichment Series site.

We thank you for understanding; please let us know if you have any questions.