



September 4, 2014

LAC-2014-04

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS
REGIONAL LEASING SERVICES OFFICERS

FROM: JAMES C. WISNER 
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING - PR

SUBJECT: Revisions to Leasing Desk Guide Chapter 6, Change in Square Footage - Expansion and Reduction

- 1. Purpose.** This Lease Acquisition Circular (LAC) issues revisions to the Leasing Desk Guide chapter entitled "Chapter 6, Change in Square Footage - Expansion and Reduction" to incorporate additional lease guidance on space expansions and space reductions, to incorporate guidance on the OMB's Freeze the Footprint initiative, and to incorporate implementation guidance on GSA's new Space Relinquishment Decision Tool, which gives decision-makers an analytical basis for financial decisions on whether to outlease or backfill vacant space, or to buyout a lease.
- 2. Effective Date.** This LAC and instructions are effective immediately and will expire 5 years after the date of issuance unless modified, cancelled, or reissued earlier.
- 3. Applicability.** The Desk Guide applies to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.
- 4. Cancellation.** Not applicable.
- 5. Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, LAC-2014-04 Summary and Filing Instructions

Attachment 2, Loose-leaf Leasing Desk Guide

LAC-2014-04 SUMMARY AND FILING INSTRUCTIONS

Revision of Leasing Desk Guide

This Lease Acquisition Circular (LAC) issues revisions to the Leasing Desk Guide chapter entitled "Chapter 6, Change in Square Footage - Expansion and Reduction" to incorporate additional lease guidance on space expansions and space reductions, to incorporate guidance on the OMB's Freeze the Footprint initiative, and to incorporate implementation guidance on GSA's new Space Relinquishment Decision Tool, which gives decision-makers an analytical basis for financial decisions on whether to outlease or backfill vacant space, or to buyout a lease.

Leasing Desk Guide Filing Instructions

Part	Remove Pages	Insert Pages
Chapter 6, Change in Square Footage - Expansion and Reduction	6.i, 6.ii, 6.1-1 - 6.2-7	6.i, 6.ii, 6.1-1 - 6.2-18

LOOSE-LEAF LEASING DESK GUIDE

The Leasing Desk Guide issuances follow this page.