April 28, 2016

LAC-2016-01

MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS
REGIONAL LEASE ACQUISITION OFFICERS

4/28/2016

X James C. Wisner

James C. Wisner

Signed by: JAMES WISNER

FROM: JAMES C. WISNER
Assistant Commissioner for Office of Leasing - PR

SUBJECT: Revisions to Leasing Desk Guide, Chapter 1, Requirements
Development

1.   Purpose. This Lease Acquisition Circular (LAC) issues revisions to the Leasing Desk Guide (LDG), Chapter 1, Requirements Development.

2.   Effective Date. This LAC and attachments are effective immediately.

3.   Applicability. This LAC and its attachments are mandatory and apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.

4.   Cancellation. LDG Chapter 1, dated September 30, 2010.

5.   Instructions and Procedures. Instructions and procedures are attached.

Attachment 1: LAC-2016-01 Summary and Filing Instructions

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LAC-2016-01 issues the policy below:

Leasing Desk Guide Chapter 1 (Revised), Requirements Development

This revised chapter updates the requirements development process to address policies including "Reduce the Footprint," GSA Order ADM 1097.1 "Location Factors to Consider," as well as a discussion of utilization rates. It expands the list of minimum requirements components and includes a discussion of the differences between agency special and Agency Specific Requirements (ASR) and considerations for using DID workshops. The chapter incorporates and updates delineated area/locational policy and guidance, previously found under LDG Chapter 2, "New and Replacing Leases" and describes various mapping tools, such as the Smart Location Calculator. The chapter also incorporates optional templates to document Rural Development Act (RDA) and Executive Order 12072 compliance and document consultation with local officials.

LDG Filing Instructions

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