



December 21, 2016

LAC-2017-02

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

12/21/2016

X James C. Wisner

James C. Wisner

Signed by: JAMES WISNER

FROM: James C. Wisner
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING
- PR

SUBJECT: Update of Leasing Desk Guide (LDG) Chapter 6 – Change in
Square Footage – Expansion and Reduction

- 1. Purpose.** This Lease Acquisition Circular (LAC) issues a revised LDG Chapter 6, Change in Square Footage – Expansion and Reduction. This Chapter was updated to keep it current especially with respect to new procedures to monitor and increase space utilization, both from the standpoint of utilization rates in occupied space and minimizing vacant leased space. More specifically, this updated Chapter reflects the function of the new Central Office Center for Lease Project Delivery and the role of its Zone Managers.
- 2. Effective Date.** This LAC and its 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.** The following are canceled and replaced by this LAC:
 - a. LDG Chapter 6 (09/14).

5. Instructions and Procedures. Instructions and procedures are found in Attachment 1, LAC-2017-02 Summary and Filing Instructions.

Attachment 1, LAC-2017-02 Summary and Filing Instructions



Attachment 1: LAC-2017-02 Summary and Filing Instructions

Lease Acquisition Circular (LAC) 2017-02 issues the policy listed below:

Leasing Desk Guide Chapter 6 (Revised), Change in Square Footage – Expansion and Reduction

This updated Chapter issues a revised LDG Chapter 6 which reflects updated policy and practices for expansion and reduction actions. Among the changes include the following:

- New procedures to monitor and increase space utilization from the standpoint of utilization rates in occupied space and minimizing vacant leased space.
- Updates to reflect the function of the new Central Office Center for Lease Project Delivery and the role of its Zone Managers.

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Chapter 6 (Revised), Change in Square Footage – Expansion and Reduction	6.i – 6.2-18	6.i – 6.2-26