April 28, 2017

LAC-2017-03

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

JAMES WISNER
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING - PR

FROM: JAMES C. WISNER

SUBJECT: Leasing Desk Guide, Chapter 22, Automated Advanced Acquisition Program (AAAP)

1. **Purpose.** This Lease Acquisition Circular (LAC) issues a new Leasing Desk Guide (LDG) Chapter, Chapter 22, Automated Advanced Acquisition Program (AAAP).

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.

4. **Cancellation.** None.

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

Attachment 1, LAC-2017-03 Summary and Filing Instructions
LAC-2017-03 Summary and Filing Instructions

Lease Acquisition Circular (LAC) 2017-03 issues the policy listed below:

*Leasing Desk Guide Chapter 22, Automated Advanced Acquisition Program*

This chapter issues a new Leasing Desk Guide Chapter 22, which establishes policy and practices for use of GSA’s Automated Advanced Acquisition Program (AAAP).

**LDG Filing Instructions**

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