



LAC-2019-01

February 5, 2019

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

A handwritten signature in black ink, appearing to read "Allison H. Azevedo".

FROM: ALLISON H. AZEVEDO  
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING  
- PR

SUBJECT: LEASE ACQUISITION CIRCULAR, Revised Leasing Desk  
Guide Chapter 12, FEMA Disaster Leasing

**1. Purpose.** This Lease Acquisition Circular (LAC) issues revisions to the Leasing Desk Guide, Chapter 12, FEMA Disaster Leasing, related to leases executed in support of disaster relief efforts on behalf of the Federal Emergency Management Agency (FEMA).

**2. Background.** Disaster Leasing is a specific type of emergency lease acquisition performed for the Federal Emergency Management Agency (FEMA) in support of disaster relief efforts under the Stafford Act and ordered by a Presidential disaster declaration. These acquisitions are performed using the authority under 41 U.S.C. 3304(a)(2) as implemented by FAR 6.302-2 and commonly known as Unusual and Compelling Urgency. This Leasing Desk Guide chapter provides the policies and procedures related to the procurement of space for FEMA disaster relief offices under unusual and compelling justifications. These types of lease acquisitions occur in an accelerated timeframe necessary to respond to the critical lifesaving and life sustaining activities following a disaster event. This chapter provides supplemental guidance to Chapter 2 and follows the basic outline of that chapter while highlighting important areas of difference or specialization that are applicable to these types of acquisitions.

3. **Effective Date.** This LAC is effective as of the date of issuance unless modified, canceled, or reissued.
4. **Cancellation.** LDG Chapter 12, Disaster Leasing, dated September 30, 2010.
5. **Applicability.** This LAC and its attachments apply to all General Services Administration (GSA) real property leasing activities.
6. **Instructions and Procedures.** All LCOs shall use the revised process issued through this LAC and outlined in this LDG chapter.

Attachment 1, Summary and Filing Instructions

Attachment 2, Leasing Desk Guide Chapter 12: FEMA Disaster Leasing.

**Attachment 1**

**LAC 2019-01 Summary and Filing Instructions**

Lease Acquisition Circular (LAC) 2019-01 issues the policy listed below:

***Leasing Desk Guide Chapter 12, FEMA Disaster Leasing***

This chapter issues a revised Leasing Desk Guide Chapter 12 outlining policy and practices for the procurement of leases executed in support of disaster relief efforts on behalf of FEMA.

**LDG Filing Instructions**

<b>Part</b>	<b>Remove Pages</b>	<b>Insert Pages</b>
Chapter 12, Disaster Leasing	12-i – 12-17	12-i – 12-50*
*Chapter 12, FEMA Disaster Leasing		

## **Cover Page for Attachment 2**