



April 2, 2020

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

FROM: JOHN D. THOMAS DocuSigned by:  
**John D. Thomas**  
ACTING ASSISTANT COMMISSIONER FOR OFFICE OF  
LEASING - PR E3F2C68CB4274F8

SUBJECT: Leasing Desk Guide Chapter 23, Lease Acquisitions Using  
Unusual and Compelling Urgency

1. **Purpose.** This Lease Acquisition Circular (LAC) issues Leasing Desk Guide, Chapter 23, Lease Acquisitions Using Unusual and Compelling Urgency.
  
2. **Background.**
  - a. On September 30, 2010, the Office of Leasing (OoL) issued Leasing Desk Guide (LDG) Chapter 12, Disaster Leasing. This chapter, which was subsequently revised on February 5, 2019 via LAC 2019-01, provides guidance on procuring emergency disaster leases on behalf of the Federal Emergency Management Agency (FEMA) under the Robert T. Stafford Act.
  
  - b. While FEMA disaster leasing makes up a significant percentage of emergency leasing actions, there are other types of emergency leasing actions performed using the authority under 41 U.S.C. 3304(a)(2) as implemented by the Federal Acquisition Regulation (FAR) 6.302-2 and commonly known as Unusual and Compelling Urgency. For example, an agency that loses their existing facility to a fire may require that PBS establish temporary or permanent replacement facilities in order to prevent further disruption to the agency's mission. This LDG chapter provides guidance for these types of emergency lease actions.

**3. Effective Date.** This LAC is effective as of the date of issuance unless modified, canceled, or reissued.

**4. Cancellation.** None.

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

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

Attachment 1, Summary and Filing Instructions

Attachment 2, Loose-leaf Leasing Desk Guide

**Attachment 1**

**LAC 2020-01 Summary and Filing Instructions**

Lease Acquisition Circular (LAC) 2020-01 issues the policy listed below:

***Leasing Desk Guide Chapter 23, Lease Acquisitions Using Unusual and Compelling Urgency***

This Lease Acquisition Circular (LAC) issues Leasing Desk Guide, Chapter 23, Lease Acquisitions Using Unusual and Compelling Urgency.

**LDG Filing Instructions**

| <b>Part</b>  | <b>Remove Pages</b> | <b>Insert Pages</b> |
|--|---------------------|---------------------|
| Chapter 23, Lease Acquisitions<br>Using Unusual and Compelling Urgency | n/a                 | 23-i – 23-26        |

## **Cover Page for Attachment 2**