



November 9, 2017

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

FROM:   
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LEASING - PR

SUBJECT: LEASING ALERT (LA-FY18-02) System for Award  
Management (SAM) Registration Revisions to LDG Chapter  
17, Lease Administration

- 1. Purpose.** This Leasing Alert issues revisions to LDG Chapter 17, Lease Administration, by replacing all references to "Central Contract Registration" or "(CCR)" with "System for Award Management" or "(SAM)." The chapter also removes all of the guidance listed under part 10 of the chapter, now titled as "System for Award Management (SAM)," noting instead that it is "under development."
- 2. Background.** None.
- 3. Effective Date.** This Leasing Alert is effective as of the date of issuance unless modified, canceled, or reissued.
- 4. Cancellation.** LDG Chapter 17, Lease Administration, revised via Leasing Alert FY17-08.
- 5. Applicability.** This Leasing Alert 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.**

Attachment 1: Leasing Alert LA FY18-02 Summary Instructions  
Attachment 2: LDG Chapter 17, Lease Administration

## **LA-FY18-02 Summary and Filing Instructions**

Leasing Alert FY18-02 issues the policy listed below:

### ***Leasing Desk Guide Chapter 17 (Revised), Lease Administration***

This Leasing Alert issues a revised Leasing Desk Guide Chapter 17 which replaces references to "Central Contractor Registration" or "CCR" with "System for Award Management" or "SAM" and temporarily deletes guidance under part 10, now "System for Award Management (SAM)." The former CCR guidance in part 10 was inaccurate. Guidance for Part 10 SAM is being revised and will be issued through a subsequent Leasing Alert.

**COVER PAGE FOR ATTACHMENT 2**