



GSA Public Buildings Service

LAC-2023-01

March 15, 2023

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

FROM:

CROFTON WHITFIELD
ASSISTANT COMMISSIONER FOR THE OFFICE OF
LEASING – PR

DocuSigned by:

Crofton Whitfield

4676964D658B44F

CHAD GILCHRIST
ACTING ASSISTANT COMMISSIONER FOR THE OFFICE
OF PORTFOLIO MANAGEMENT AND CUSTOMER
ENGAGEMENT – PT

DocuSigned by:

Chad Gilchrist

2622542B4D6D47B

SUBJECT:

LEASE ACQUISITION CIRCULAR (LAC-2023-01) -
Issuance of Leasing Desk Guide Appendix F, Determination
of Operating or Capital Lease Classification for Budget
Scoring

- 1. Purpose.** This Lease Acquisition Circular (“LAC”) issues a revised Appendix F for the Leasing Desk Guide, entitled Determination of Operating or Capital Lease Classification for Budget Scoring. This new Appendix F updates the policy and procedures for the scoring of prospective leases for budget purposes and incorporates by reference the Office of Portfolio Management and Customer Engagement’s (“PT”) Scoring Guidance issued in 2022.
- 2. Background.** The Public Buildings Service’s Leasing Desk Guide (“LDG”) serves as a primary reference resource for leasing specialists and others that are involved in leasing space to the Federal Government. Appendix F, which details the lease scoring classification processes and procedures necessary for budget

scoring of leases, is revised to reflect current scoring policies and procedures to fully align with the June 2022 update of PT's Scoring Guidance, Scoring Quick Reference Guide, and Scoring Workbook v6.0. As such, this LAC does not issue new policy, but instead consolidates existing scoring policies into an updated LDG Appendix F.

3. **Effective Date.** This LAC is effective as of the date of issuance unless modified, canceled, or reissued.
4. **Cancellation.** The previous version of LDG Appendix F dated March 4, 2011 is hereby canceled and replaced with this latest version of LDG Appendix F.
5. **Applicability.** This LAC and its attachments apply to all GSA real property leasing and to activities delegated by GSA to other Federal agencies.
6. **Instructions and Procedures.** Instructions and procedures are detailed in the attached Leasing Desk Guide Appendix F.

Attachment 1, Summary and Filing Instructions

Attachment 2, Leasing Desk Guide Appendix F: Determination of Operating or Capital Lease Classification for Budget Scoring (dated March 15, 2023)

Attachment 1

LAC 2023-01 Summary and Filing Instructions

Lease Acquisition Circular (LAC) 2023-01 issues the policy listed below:

Leasing Desk Guide Appendix F - Determination of Operating or Capital Lease Classification for Budget Scoring

This re-issued Appendix F provides updated policy and procedures for the budget scoring of all leases in compliance with OMB Circular A-11 as further provided in PT's Scoring Guidance, Scoring Quick Reference Guide, and Scoring Workbook v6.0

LDG Filing Instructions

| Part | Remove Pages | Insert Pages |
|---|---------------------|---------------------|
| Appendix F, Determination of Operating or Capital Lease Classification for Budget Scoring | (Old) Appendix F | F-1 – F-11 |

Cover Page for Attachment 2

[Leasing Desk Guide Appendix F]