



GSA Public Buildings Service

April 27, 2022

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

FROM:

DocuSigned by:

A blue DocuSign signature box containing a handwritten signature in blue ink that reads "Gina DiTommaso". Below the signature, the name "GINA DITOMMASO" is printed in blue capital letters.

GINA DITOMMASO

ACTING ASSISTANT COMMISSIONER FOR THE OFFICE  
OF LEASING - PR

SUBJECT: LEASING ALERT (LA-22-03) – Lease Administration  
Manager (LAM) Contracting Officer's Representative (COR)  
and LAM COR/LAM Alternate Contracting Officer's  
Representative (ACOR) Appointment Letters

**1. Purpose.** This Leasing Alert issues a revised template for the Lease Administration Manager (LAM) Contracting Officer's Representative (COR) Appointment Letter and a new LAM COR/Alternate Contracting Officer's Representative (ACOR) Appointment Letter, to be issued by the Lease Contracting Officer (LCO) after lease award. These templates replace the Contracting Officer's Representative Designation Letter found under Attachment 1 of Leasing Desk Guide (LDG) Chapter 17, Lease Administration.

**2. Background.** LDG Chapter 17, Lease Administration, revised November 22, 2019, contains a template, Contracting Officer's Representative Designation Letter, which is to be issued by the LCO to the GSA PBS Lease Administration Manager (LAM) following lease award. This Leasing Alert replaces that template with the following two (2) templates:

- LAM Contracting Officer's Representative (COR) Appointment Letter (Attachment 1)
- LAM COR/LAM Alternate Contracting Officer's Representative (ACOR) Appointment Letter (Attachment 2)

Both of these templates were developed in collaboration with the Office of Facilities Management (OFM), in order to better reflect current LAM COR duties and processes and address audit findings.

3. **Effective Date.** This Leasing Alert and attachments are effective immediately.
4. **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.
5. **Cancellation.** None
6. **Instructions and Procedures.** Once the lease is awarded, the LCO shall use one of the two attached templates to appoint the LAM as his/her COR, sending copies of the letter to the COR's supervisor. LCOs may choose between the two versions of the letter, depending upon whether or not the region supports the use of ACORs. If the LAM COR /ACOR letter is used, the ACOR is only a temporary substitute solution for when the LAM COR is out on extended vacation or extended personal leave where the COR cannot perform his/her duty. It is not meant for a permanent solution or an appointment exceeding 12 weeks.

The LCO shall sign the appointment letter prior to sending. The LAM COR (and LAM ACOR, if applicable) shall acknowledge receipt by signing, dating, and returning the letter to the LCO. The LCO or his/her designee shall send copies of the acknowledged LAM COR (or LAM COR/ACOR) letter to the lessor and client agency, and upload it into G-REX. Note that this appointment letter is to be sent after lease award and not after space acceptance.

Once the LAM COR is appointed by the LCO, it is the responsibility of the COR or his/her supervisor to notify the LCO in the event the COR is unable or unavailable to perform COR duties under the lease. The LCO will then issue a new appointment letter to the new COR, obtain COR acknowledgement, send copies, and upload the letter into G-REX, as described above. Similarly, in the event that an appointed ACOR is unable or unavailable to remain as an ACOR, the ACOR or ACOR's supervisor must notify the LCO so that a new LAM COR letter or LAM COR/ACOR Letter can be issued.

Attachment 1, LAM COR Appointment Letter

Attachment 2, LAM COR/ACOR Appointment Letter

**COVER PAGE FOR ATTACHMENTS 1 AND 2**