

LSOs, Leasing Directors, and all,

Up until this time, GSA assigned lease contract numbers for identification and control purposes in the following format: "GS" denotes the General Services Administration, "01" represents the location of the acquisition activity (Region 1), "B" indicates the acquisition service (PBS) and "1" represents the first contract made by the acquisition activity. An example of this general system of formatting is "GS-01B-00001." We recognize that some regions have used a "P," instead of "B," to identify the acquisition service awarding the lease contract.

In addition, GSA has also used an 8-character numbering system in its information systems to identify leases where "L" denotes a Lease, the 2-letter state abbreviation to identify the state where the lease is located, and a 5-digit number assigned by the acquisition service. An example of this numbering system is "LMA00001," which would identify a lease in Massachusetts. GSA has used these two lease numbering systems interchangeably for many years.

Now, in order to standardize and align these lease numbering systems and to provide additional information, we are revising the lease contract numbering format. The new format, GS-rrP-Lssxxxx, is defined as follows:

- GS = General Services Administration.
- rr = GSA Region (using 2-digit number format).
- P = PBS, representing the the acquisition service awarding the lease contract.
- L = Lease contract.
- ss = 2-letter state abbreviation to identify the state where the lease is located.
- xxxxx = 5-digit number assigned by the acquisition service.

So, using the example of a lease located in Massachusetts, GSA would assign the following Lease number "GS-01P-LMA00001." The 8-character Lease Number will remain unchanged in REXUS and eLease. In the example above, it would still be entered as LMA00001.

Effective immediately, this new lease number format must be used in all lease documents and communications concerning lease documents. In Pegasys and G-REX, GSA associates should use the new 13-character lease contract number format and the 8-character lease number. As mentioned previously, in REXUS and eLease, GSA associates should continue to use the 8-character lease number. (For leases awarded using the old lease number format, GSA associates should continue to use the oldlease number format when referencing these leases.)

In the near future, we will be issuing a Lease Acquisition Circular (LAC) to formally document this policy change.

If you have any questions, please call me at 202-501-2454.

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