



LAC-2020-02

September 10, 2020

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

FROM: JOHN D. THOMAS DocuSigned by:
John Thomas
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ACTING ASSISTANT COMMISSIONER FOR THE OFFICE
OF LEASING – PR

SUBJECT: LEASE ACQUISITION CIRCULAR (LAC-2020-02) -
Issuance of Leasing Desk Guide Chapter 24, Lease
Delegations

1. **Purpose.** This Lease Acquisition Circular (“LAC”) issues policy and procedures for the review, processing, and approving of lease delegation requests, and reiterates the requirements and responsibilities of Federal agencies receiving lease delegations as set forth in FMR Bulletin C-2, April 16, 2014.
2. **Background.** The GSA Lease Delegations Program is responsible for providing support, oversight, and guidance to Federal agencies using delegated leasing authority as an option to address space requirements. This Leasing Desk Guide chapter provides an overview and key guidance for GSA’s Lease Delegations Program. It outlines the different types of lease acquisition authority and distinguishes delegated authority from independent statutory authority. Additionally, the chapter describes the process for Federal agencies to request and obtain lease delegation authority from GSA, the policies that impact the decision to grant a lease delegation request, and the expectations of a Federal agency in procuring, managing and administering leases acquired with a GSA delegation.

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 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 Chapter 24.

Attachment 1, Summary and Filing Instructions

Attachment 2, Leasing Desk Guide Chapter 24: Leasing Delegations (dated September 10, 2020)

Attachment 1

LAC 2020-XX Summary and Filing Instructions

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

Leasing Desk Guide Chapter 24 - Leasing Delegations

This newly issued chapter provides policy and procedures for the GSA Leasing Delegation Program and expectations of Federal agencies receiving lease delegations from GSA.

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Chapter 24, Lease Delegations	N/A	24.i – 24.19