



February 21, 2020

MEMORANDUM FOR: AGENCIES UTILIZING DELEGATION OF LEASE
ACQUISITION AUTHORITY FROM GSA

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SUBJECT: LEASING ALERT (LA-20-02) – G-REX and FRPP Data Reconciliation

Purpose. This Leasing Alert establishes a Standard Operating Procedure for the reconciliation steps that will be taken annually to identify discrepancies between the inventory of delegated lease requests in the GSA Real Estate Exchange (G-REX) application and an agency's inventory of delegated leases reported to the FRPP database. This is in response to GAO Report Number 19-405 entitled "[Federal Real Property: GSA Needs to Strengthen Oversight of Its Delegated Leasing Program.](#)"

Effective Date. This Leasing Alert and attachments are effective as of the date of issuance unless modified, canceled, or re-issued.

Applicability. This Leasing Alert and its attachments are mandatory and apply to all federal agencies utilizing a delegation of GSA lease acquisition authority for real property leasing activities.

Cancellation. None

Instructions and Standard Operating Procedures. Instructions and procedures are in Attachment 1.

Attachment

Attachment 1 – Instructions and Standard Operating Procedures

Instructions:

GSA PBS will conduct inventory reconciliation annually between the GSA Real Estate Exchange (G-REX) application and the latest Federal Real Property Profile (FRPP) Fiscal Year database in accordance with the Standard Operating Procedure (SOP) defined below. GSA PBS will report identified discrepancies to the GSA Office of Governmentwide Policy (OGP) who will transmit them to the reporting agency for appropriate corrective action.

Standard Operating Procedures:

The following steps will be taken annually by Sep 30th.

1. GSA PBS will use the latest FRPP database to identify leases reported by the agency as being acquired with GSA General Purpose delegated authority.
2. Leases reported as being acquired with General Purpose authority will be matched against General Purpose lease delegation requests approved in G-REX.
3. GSA PBS will then report discrepancies between these lists to GSA OGP in two categories:
 - a. Leases reported as acquired with GSA's General Purpose authority in FRPP without a matching G-REX request as leases potentially acquired without a valid delegation.
 - b. Lease requests in GREX without a matching FRPP entry as leases potentially not being correctly reported in FRRP.

The discrepancies identified between FRPP and G-REX will be provided to GSA OGP. OGP will then transmit the list of discrepancies to the agency Senior Real Property Office (SRPO) or agency's FRPP reporting office for appropriate corrective action by the next annual FRPP submission deadline of December 15th.