



U.S. General Service Administration (GSA)

**GSA Order: Service of Process on GSA Employees Sued in Their Individual Work-related Capacities**

OGC 5050.2B

Office of the General Counsel

**Purpose:**

This Order conveys the agency's policy on service of process on GSA employees sued in their individual work-related capacities

**Background:**

GSA employees are sued occasionally in their individual work-related capacities. It is important that attorneys in GSA's Office of the General Counsel Divisions be made aware of work-related summonses and complaints served on GSA employees so any necessary coordination may be initiated with the United States Department of Justice.

**Applicability:**

The provisions of this directive apply to all GSA personnel.

**Cancellation:**

GSA Order CSL 5050.2A dated January 13, 2014, is cancelled.

**Summary of Changes:**

1. The updated order updates formatting and outdated language.

**Roles and Responsibilities**

1. A GSA employee who is served with a work-related summons and complaint, by mail or personal service, whether at home or at work, should promptly notify his or her servicing OGC Division in Central Office or the appropriate Region.

**Signature**

\_\_\_\_\_/s/\_\_\_\_\_  
Alex DeMots  
General Counsel

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Date