



U.S. General Services Administration (GSA)

GSA Order: Seasonal Decorations

PBS 4200.2A

Office of Facilities Management

Purpose:

This Order updates a Public Buildings Service (PBS) policy regarding the use of PBS funds for the purchase of seasonal decorations and the display of seasonal decorations in space under the jurisdiction, custody, or control of the U.S. General Services Administration (GSA).

Background:

The Administrator of the General Services Administration (Administrator) has broad authority to issue policies relating to the management and operation of federally owned and leased buildings under the jurisdiction, custody, or control of GSA, including buildings for which management and operation has been delegated to other Federal agencies by the Administrator. This authority has been delegated to the Commissioner of the Public Buildings Service.¹

In accordance with the U.S. Department of Justice-Office of Legal Counsel Memorandum Opinion, 45 Op. O.L.C. __ (January 15, 2021), PBS may, consistent with fiscal law and the First Amendment's Establishment Clause, broaden its policy governing the purchase and display of seasonal decorations in the public spaces of Federal properties to allow for the display of religiously significant seasonal decorations that are reasonably calculated to improve employee morale. Additionally, under applicable fiscal law principles, agencies have broad discretion to choose decorations that are believed to contribute to a pleasant workplace atmosphere and are consistent with agency objectives.

Applicability:

This Order broadens PBS policy regarding the use of PBS funds to purchase seasonal

¹ GSA Order, PBS 5450.2, Delegations of Authority Manual, chapter 5, subsection 3, paragraph g, part 1 (August 5, 2020).

decorations and display them in the public spaces of federally owned and leased buildings under GSA's jurisdiction, custody, or control, including buildings for which management and operation has been delegated to other Federal agencies by the Administrator. Public spaces include public areas that are accessible to all occupants and visitors or shared open spaces, such as lobbies, food service areas including cafeterias and snack bars, and large conference rooms.

The seasonal decorations, including religiously significant seasonal decorations, must be consistent with the history and tradition of the season, and intended to improve employee morale. Additionally, decorations must contribute to a pleasant workplace atmosphere and be consistent with agency objectives.

Cancellation:

This Order supersedes GSA Order PBS 4200.2, *Seasonal Decorations*, issued December 26, 2018.

Roles and Responsibilities:

- The PBS Assistant Commissioner for Facilities Management, or designee, is responsible for the review and approval of the use of PBS funds for seasonal decorations.
- PBS Facility Managers or Lease Administration Managers (where GSA leases the entire building) are responsible for approving the types and locations of displays for seasonal decorations in public space of federally owned and leased buildings under GSA's jurisdiction, custody or control.
- Federal occupant agencies must follow their agency-specific processes for appropriateness, placement, and funding for display requirements in buildings for which management and operation have been delegated to other Federal agencies by the Administrator.
- PBS funds may only be used for seasonal decorations displayed in public spaces.

- Questions about the appropriateness of seasonal decorations that are not specifically addressed in this Order should be referred to the GSA Office of the General Counsel.

Signature

/S/ _____
Andrew Heller
Acting Commissioner
Public Buildings Service

12/5/2025 _____
Date