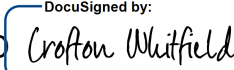


LAC 2023-02

October 2, 2023

MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS  
REGIONAL LEASING DIRECTORS  
REGIONAL LEASING SERVICES OFFICERS

FROM: CROFTON WHITFIELD   
ASSISTANT COMMISSIONER FOR THE OFFICE OF  
LEASING – PR

SUBJECT: LEASE ACQUISITION CIRCULAR (LAC-2023-02) –  
Revisions to Leasing Desk Guide Chapter 18, Sustainability  
and Environmental Considerations

1. **Purpose.** This Lease Acquisition Circular (LAC) issues a revised Chapter 18 for the Leasing Desk Guide, entitled Sustainability and Environmental Considerations. This revision updates sustainability policy to reflect current Executive Orders, Lease and Request for Lease Proposal (RLP) template updates, Leasing Alerts, and agency initiatives.
2. **Background.** The Public Buildings Service's Leasing Desk Guide (LDG) serves as a primary reference resource for leasing specialists and others that are involved in leasing space to the Federal Government. Chapter 18, which details sustainability and environmental-related policies and procedures for leases, was last updated September 19, 2012. Changes and additions to laws and regulations made since that time are addressed in leasing alerts and RLP and Lease updates. This LDG update reflects current sustainability initiatives and aligns with the most recent versions of the Global Lease and RLP templates.
3. **Effective Date.** This LAC is effective as of the date of issuance and remains in effect unless modified, canceled, or reissued.
4. **Cancellation.**
  - a. LAC-2012-05, which issued the previous version of LDG Chapter 18, dated September 19, 2012, is hereby canceled and replaced with this version of LDG Chapter 18.



GSA Public Buildings Service

b. LA-17-03, which established Green Globes as a nationally recognized green rating assessment for new construction projects, existing buildings, and interior spaces incorporated into LDG Chapter 18 and is hereby canceled.

**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 18.

**7. Attachments.** This LAC contains the following attachments:

Attachment 1, Summary and Filing Instructions

Attachment 2, Leasing Desk Guide Chapter 18: Sustainability and Environmental Considerations (dated October 2, 2023)



**Attachment 1**

**LAC 2023-02 SUMMARY AND FILING INSTRUCTIONS**

Lease Acquisition Circular (LAC) 2023-02 issues the policy listed below:

***Leasing Desk Guide Chapter 18 – Sustainability and Environmental Considerations***

This reissued Chapter 18 provides updated sustainability policy and procedures to reflect recent Executive Orders, Lease and Request for Lease Proposal (RLP) template updates, Leasing Alerts, and agency initiatives.

**LDG Filing Instructions**

<b>Part</b>	<b>Remove Pages</b>	<b>Insert Pages</b>
Chapter 18, Sustainability and Environmental Considerations	(Old) Chapter 18	18.1–18.20



## **Cover Page for Attachment 2**

[Leasing Desk Guide Chapter 18]