



April 28, 2017

LAC-2017-03

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

FROM: JAMES C. WISNER
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING - PR

SUBJECT: Leasing Desk Guide, Chapter 22, Automated Advanced
Acquisition Program (AAAP)

- 1. Purpose.** This Lease Acquisition Circular (LAC) issues a new Leasing Desk Guide (LDG) Chapter, Chapter 22, Automated Advanced Acquisition Program (AAAP).
- 2. Effective Date.** This LAC and attachments are effective immediately.
- 3. Applicability.** This LAC and its attachments are mandatory and apply to all General Services Administration (GSA) real property leasing activities.
- 4. Cancellation.** None.
- 5. Instructions and Procedures.** Instructions and procedures are attached.

Attachment 1, LAC-2017-03 Summary and Filing Instructions

LAC-2017-03 Summary and Filing Instructions

Lease Acquisition Circular (LAC) 2017-03 issues the policy listed below:

Leasing Desk Guide Chapter 22, Automated Advanced Acquisition Program

This chapter issues a new Leasing Desk Guide Chapter 22, which establishes policy and practices for use of GSA's Automated Advanced Acquisition Program (AAAP).

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Chapter 22, Automated Advanced Acquisition Program (AAAP)	N/A	22-i – 22.3-44