



LAC-2019-05

December 19, 2019

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

FROM: JOHN D. THOMAS
ACTING ASSISTANT COMMISSIONER FOR THE OFFICE
OF LEASING – PR

DocuSigned by:
John D. Thomas
E3E2C68CB1274F8

SUBJECT: LEASE ACQUISITION CIRCULAR (LAC-2019-05) –
Revision to Leasing Desk Guide Chapter 6, Change in
Square Footage – Expansion and Reduction

- 1. Purpose.** This Lease Acquisition Circular (“LAC”) formalizes the policy for engaging and documenting communications with existing lessors of vacant underutilized space through a revision to Leasing Desk Guide (LDG) Chapter 6, Change in Square Footage – Expansion and Reduction.
- 2. Background.** This LAC is being issued as part of a Corrective Action Plan (CAP) in response to the GSA Office of Inspector General’s (OIG) [Audit Report Number A160133/P/6/18002](#) “GSA’s Public Service Does Not Track and Report All Unused Leased Space as Required.” In response to this audit, LDG Chapter 6 has been revised to formalize the policy for engaging and documenting communications with existing lessors of vacant underutilized space. Specifically, the Lease Contracting Officer (LCO) or his/her designee must formally request that GSA be released of its lease obligations for underutilized vacant space and document this communication in the lease file and/or any future lease buyout memo. See Part 2, Paragraphs 4 and 5 and Attachment 1 for full details on the revisions.

3. **Effective Date.** This LAC is effective as of the date of issuance unless modified, canceled, or reissued.
4. **Cancellation.** LDG Chapter 6, dated December 21, 2016, issued via LAC-2017-02.
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 attached.

Attachment 1, Summary and Filing Instructions

Attachment 2, Leasing Desk Guide Chapter 6: Expansion and Reduction, revised December 19, 2019

Attachment 1

LAC 2019-05 Summary and Filing Instructions

Lease Acquisition Circular (LAC) 2019-05 issues the policy listed below:

Leasing Desk Guide Chapter 6 (Revised) - Expansion and Reduction

This updated chapter reflects the following change with respect to vacant space mitigation:

The Lease Contracting Officer (LCO) or his/her designee shall formally request that GSA be released of its lease obligations for underutilized vacant space and document this communication in the lease file and/or any future lease buyout memo.

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Chapter 6, Expansion and Reduction	6.i – 6.2-26	6.i – 6.2-27

Cover Page for Attachment 2