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MEMORANDUM TO ASSISTANT REGIONAL ADMINISTRATORS, PBS
1P, 2P, 3P, 4P, 5P, 6P, 7P, 8P, 9P, 10P, WP
REGIONAL REALTY SERVICES OFFICERS

FROM: CHRISTOPHER REUTERSHAN
ASSISTANT COMMISSIONER FOR
OFFICE OF NATIONAL CUSTOMER SERVICES
MANAGEMENT – PQ

SUBJECT: Lease Security Standards

1. Purpose. This Realty Services Letter issues lease security standards for new space requirements and instructions for competitive procurements based on the Interagency Security Committee's (ISC) *Security Standards in Leased Space*.
2. Background.
 - a. On April 20, 1995, the President directed the Department of Justice (DOJ) to assess the vulnerability of federal office buildings in the United States, particularly to acts of terrorism and other forms of violence.
 - b. On June 28, 1995, DOJ issued its report, *Vulnerability Assessment of Federal Facilities*.
 - c. On June 28, 1995, Executive Memo, *Upgrading Security at Federal Facilities*, directed that, where feasible, facilities, "...be upgraded to the minimum security standards recommended for its security level by the Department of Justice Study."
 - d. On October 19, 1995, Executive Order 12977 established the ISC "to establish policies for security in and protection of Federal facilities."
 - e. On October 15, 2001 the PBS Commissioner issued an Instructional Letter, *Implementation of the ISC Security Design Criteria for New Federal Office Buildings and Major Modernization Projects*. The instructional letter stated that for all existing owned and leased space, PBS will adhere to the minimum standards set out in the DOJ vulnerability study.
 - f. On April 26, 2002 the PBS Commissioner directed implementation of ISC design criteria regarding site selection, "...effective immediately, if a Regional Office cannot recommend a site for a new federal construction or lease construction project that will achieve the 50-foot standoff distance, an exemption must be issued by the Commissioner of PBS." This Realty Services Letter now governs all lease construction projects and eliminates the setback waiver process for lease construction.

- g. On July 8, 2003, the ISC subcommittee issued its report on leased building security standards.
 - h. On February 10, 2005, the ISC formally approved the report, *Security Standards for Leased Space*. A copy of the report is available on www.oca.gsa.gov.
 - i. On March 18, 2005, the PBS Commissioner informed the ISC of GSA's intention to implement the standards consistent with procurement law requirements that all offerors will compete on the same basis. See Addendum 1, paragraph 2.f.
3. Effective Date/Expiration Date. The attached instructions and the solicitation for offers (SFO) lease security standards are effective for SFOs created on or after the date of issuance and will expire 12 months from the date of issuance, unless extended.
4. Cancellation. None.
5. Applicability. All real property leasing activities.
6. Instructions/Procedures. The client agency and the Federal Protective Service (FPS) will jointly develop the program of security requirements in adherence with the ISC standards and federal procurement law and regulations.

Instructions and procedures are included in the following addenda:

- a. Addendum 1 – Lease Security Standards: Instructions for Lease Acquisitions
- b. Addendum 2 – SFO Lease Security Paragraphs
- c. Addendum 3 – Minimum Lease Security Standards
- d. Addendum 4 – Offeror's Pre-Lease Building Security Plan