



OCT 23 2007

MEMORANDUM TO ASSISTANT REGIONAL ADMINISTRATORS, PBS
REGIONAL REALTY SERVICES OFFICERS

THRU: ANTHONY E. COSTA
DEPUTY COMMISSIONER - PD

FROM: SAMUEL J. MORRIS, III
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REAL ESTATE ACQUISITION DIVISION- PQC

SUBJECT: Leasing Delegations Approval and Oversight

1. Purpose. This Realty Services Letter (RSL) issues revised policy and criteria to consider when authorizing use of a leasing delegation for general purpose space under FMR 102-72.30 (b) and specifies the minimum assurances a requesting agency must provide to obtain a delegation of authority from the General Services Administration (GSA) for general and special purpose leases of real property.
2. Background.
 - a. In 1996, GSA offered all agencies a conditional, general purpose delegation of leasing authority.
 - b. FMR 102-73.155 describes the types of space that may be acquired with categorical delegations as well as any limiting factors as to lease term. FMR 102-73.160 through 102-73.225 identified agencies that have been granted special purpose space delegations and describes the types of space that may be acquired and any limiting factors as to term.
 - c. In 2005, GSA issued RSL PQ-2005-10, (*General Purpose, Categorical, and Special Purpose Lease Delegations*), that issued instructions, procedures and reporting requirements for lease delegations.
 - d. GSA is authorized to condition delegation requests. Delegations must meet the requirements as detailed in 41 CFR Parts 102-71 through 102-74. Furthermore, as required by Federal Management Regulation (FMR) section 102-72.15, "Delegations must be in the Government's best interest, which means that GSA must evaluate such factors as whether a delegation would be cost effective for the Government in the delivery of space."
 - e. FMR Bulletin 2008 B-1 provides notification and reporting requirements for all delegations of real property leasing authority and restricts General Purpose leasing delegations to procurements of 19,999 rentable square feet of space or less.
3. Effective Date/Expiration Date. This RSL is effective immediately and will expire 12 months from the date of issuance unless modified, cancelled, or reissued earlier.
4. Cancellation. RSL PQ-2005-10, *General Purpose, Categorical, and Special Purpose Lease Delegations*, is cancelled.

5. Applicability. This RSL applies to all real property general purpose leasing activities.

6. Instructions/Procedures.

- a. FMR Bulletin 2008-B1 requires customer agencies submit their request for General Purpose leasing delegations and for Special Purpose leasing delegations in excess of 2,500 square feet to the Assistant Commissioner for the Office of Real Estate Acquisition, Public Buildings Service (PQC) which will house the leasing delegations oversight team.
- b. Prior to approving a leasing delegation authority request, PQC will consult with the specific region about the availability of federally controlled owned or leased space. We will request that the region review the community housing plan to determine the availability of federally controlled space in the near term, and to assess GSA activities in the specific market.
- c. The Office of Real Estate Acquisition will grant no leasing delegation request until the requesting agency satisfactorily demonstrates that they have the organizational structure to acquire the space and administer the lease in accordance with federal laws and regulations, and that it is both cost effective and in the best interests of the Government to authorize the delegation.
- d. Until PQC fully staffs the delegations oversight team, regional support to review document submissions from agencies supporting their compliance with all laws, regulations and requirements governing leasing may be requested.

Attachment – FMR Bulletin 2008-B1