

Date: March 24, 2024

From: Associate Executive Director, Office of Real Property (003C7)

Subj: Office of Construction and Facilities Management Real Property Policy Memorandum 2024-01: VA Real Property Leasing Acquisition Regulations and Policies (VIEWS 11527106)

To: All VA Leasing Professionals

1. The purpose of this policy memorandum is to notify VA leasing professionals of the acquisition regulations and policies applicable to VA's acquisition of leasehold interests.
2. VA leasing professionals are required to follow the General Services Acquisition Manual (GSAM) Part 570 and as referenced therein, the Federal Acquisition Regulation (FAR), in addition to the General Services Administration, Public Building Service's (PBS) Leasing Desk Guide ("GSA LDG") and VA's Supplement to the GSA LDG, which serves as the governing document for VA's real property lease acquisition and procurement policy. VA leasing professionals are also required to comply with the Office of Construction and Facilities Management (CFM) and CFM Office of Real Property (ORP) issued policies, VA Directives, GSA Acquisition Letters and Class Deviations, PBS Lease Acquisition Circulars (LAC), PBS Realty Service Letters (RSL) and PBS Leasing Alerts applicable to delegated agency leasing activities, unless this office issues further guidance for VA implementation.
3. VA's Acquisition Regulation (VAAR), VA's Acquisition Manual (VAAM), VA Procurement Policy Memorandums and Acquisition Policy Flashes issued by the Office of Acquisition and Logistics do not apply to VA's real property lease acquisitions.
4. To be consistent with VA policies on updating directives and handbooks, CFM ORP issued policies and procedures are subject to renewal every five years. Policies and procedures will be updated whenever substantive changes are needed, even if this precedes the five-year renewal requirement. CFM ORP issued policies are located on the VA internet at [VA Real Property Policy Program](#) along with other real property policies and guidance.
5. In the event policy or other guidance issued by any other VA organization pertaining to real property lease acquisitions conflicts with policy or guidance issued by ORP, ORP policy/guidance shall control.

Page 2.

Subj: Office of Construction and Facilities Management Real Property Policy
Memorandum 2024-01: VA Real Property Leasing Acquisition Regulations and Policies
(VIEWS 11527106)

6. Please direct questions regarding this policy to the Director, ORP Real Property Policy and Programs, via email VACO003C7APolicyandProgramsTeam@va.gov.

John D. Thomas