
Sent: Monday, May 20, 2024 3:15 PM
To: VA LCOs and Staff

Subject: Office of Construction and Facilities Management's Office of Real Property's VA-Wide Leasing Policy Alert 2024-09: Issuance of Revised Department of Veterans Affairs Supplement to the General Services Administration Leasing Desk Guide

Attachments: VA Supplement to General Services Administration Leasing Desk Guide - Signed 05202024.pdf

Office of Construction and Facilities Management's Office of Real Property's VA-Wide Leasing Policy Alert 2024-09: Issuance of Revised Department of Veterans Affairs Supplement to the General Services Administration Leasing Desk Guide

This policy alert issues the attached revised Department of Veterans Affairs (VA) Supplement to the General Services Administration (GSA) Public Building Service (PBS) Leasing Desk Guide (LDG) "VA Supplement", which establishes updated VA supplemental guidance for VA leasing professionals to use in conjunction with GSA's LDG. To the extent GSA updates the LDG, those updates shall be implemented unless this office issues guidance to the contrary.

VA leasing professionals are required to follow policies and procedures in GSA's LDG, as supplemented by the attached VA Supplement. Additionally, VA leasing professionals are required to comply with CFM ORP issued policies, VA Directives, GSA's Acquisition Manual (GSAM), and Federal Acquisition Regulation (FAR) as applicable to real property leases. Further, GSA Acquisition Letters, Class Deviations, PBS Lease Acquisition Circulars (LAC), PBS Realty Service Letters (RSL) and PBS Leasing Alerts applicable to delegated agency leasing activities apply to VA, unless this office issues further guidance for VA implementation.

The revised VA Supplement incorporates VA's individual, previously issued real property leasing policies as well as additional real property leasing guidance to provide a single source for VA leasing professionals.

The revised VA Supplement incorporates enterprise policy updates in a comprehensive, user-friendly format accessible at [VA Supplement to the General Services Administration Leasing Desk Guide - Office of Construction & Facilities Management](#).

Due to the publishing of the VA Supplement, the following OCFM RPPM policies are hereby rescinded:

- OCFM RPPM 2017-05 – Procedures for Budgetary Treatment of Leases
- OCFM RPPM 2018-04 – Award of Build-to-Suit Lease Contracts
- OCFM RPPM 2018-05 – Quantification of Space & Form of Advertisement
- OCFM RPPM 2018-06 – Adoption of GSA's Leasing Desk Guide
- OCFM RPPM 2018-08 – Market Survey Composition, Procurement Integrity & Template Documents
- OCFM RPPM 2018-10 – Clarification on Leasing Policy Authority
- OCFM RPPM 2021-01 – Interim Digital Signature Policy for RP Lease Documents
- OCFM RPPM 2021-02 – Clarification Regarding VA Draft Handbook 7815
- OCFM RPPM 2021-05 – Real Property Lease Actions Reporting Requirements
- OCFM RPPM 2021-07 – VA Rule of Two and Lease Business Size Review Requirements
- OCFM RPPM 2022-05 – Clarification Regarding GSA Leasing Alert LA-FY17-03 Green Building Rating Certification for New Construction and Tenant Interiors: LEED and Green Globes (VIEWS 6476209)
- OCFM RPPM 2022-08 – Rescission of OCFM RPPM 2021-06 7-6-2022

The VA Supplement to the GSA Leasing Desk Guide is reviewed every 5 years for adherence and relevance to statutory and regulatory requirements. Chapters and appendices in the desk guide may be updated whenever substantive changes are needed, even when this precedes the 5-year update.

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 Office of Real Property (ORP), ORP policy/guidance shall control.

NOTE: The attached VA Supplement to the GSA Leasing Desk Guide is current at the time of policy issuance. Leasing professionals should always access the most current version at [VA Supplement to the General Services Administration Leasing Desk Guide - Office of Construction & Facilities Management](#).

Please submit any questions or concerns to CFM ORP Policy and Programs at VACO003C7APolicyandProgramsTeam@va.gov.