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## **Chapter 7: DOE Acquisition of Leased Space**

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While the predominant amount of leased space occupied by the Department of Energy is furnished by the General Services Administration, DOE does exercise its statutory authority to procure certain types of mission-related leased space, and has, in recent years, begun to make greater use of its delegated leasing authority from GSA to obtain general purpose space. In addition, DOE is responsible for overseeing the lease procurements of its contractors when the rental is directly reimbursed under the DOE contract. Thus, it is important to understand not only how GSA provides leased space to Federal agencies (Chapter 6), but to have knowledge of the DOE leasing process to plan, acquire, and manage leasehold workspace to meet DOE needs.

In June 1990, DOE issued the *United States Department of Energy Leasing Handbook*. Its purpose was to provide DOE real estate personnel with information and guidance in their execution of the Department's leasing program. This handbook has proven to be a very useful tool to those in the field responsible for lease contracting; it has provided an easily followed procedure for establishing space requirements and procuring the needed space. Although the handbook is comparatively new, recent modifications in leasing procedure by the General Services Administration and policy clarifications by DOE (e.g., contractor oversight responsibilities) have made it somewhat out of date. Therefore, as part of the development of this Desk Guide, the *Leasing Handbook* has been revised to reflect the current (as of early calendar 1997) policies and practices in leasehold acquisition. The new Handbook may be found in Appendix 7. It should be noted that further revisions are planned.

The essential changes have occurred as a result of actions by the General Services Administration to streamline the leasing process. In response to assertions from its customer agencies and oversight authorities that the process had become cumbersome and inefficient, GSA has taken action to simplify procedures and modify complicated forms, eliminate duplicative management reviews, and initiate new market survey, cost analysis and negotiation practices. While the basic elements of leasing (requirements development, advertising/market survey, solicitation issuance, negotiation, award, and occupancy) remain the same, the methods and procedures have been greatly simplified and should produce a more efficient, private sector-like lease procurement process. The new policies and procedures are covered in Chapter 6 and in the new DOE Leasing Handbook. Any deviations from the Handbook require the approval of the Certificated Realty Specialist.