

DATE: February 7, 2023
TO: Center Directives Manager
Langley Research Center
FROM: Director, Center Services Office
SUBJECT: MEMO Authorizing Continued Use of Expired Langley Directive
LAPD 9050.8E, Use of Langley Research Center Facilities and Grounds for Non-
Official Events, Expiring September 30, 2022
REF A: NASA Requirement Waiver for NPR 1400.1 (3.5.2.6), NRW 1400-37



In accordance with reference A, I authorize the continued use of the expired subject directive.

LAPD 9050.8E, Use of Langley Research Center Facilities and Grounds for Non-Official Events
The subject directive has been reviewed prior to the expiration date and a summary of the required changes is yet to be determined.
The directive was assessed for the risk of continued use after expiration versus the risk of not having the directive available after expiration. The result of that risk assessment is: due to responsibilities and authorities defined in the document, it is more important to have an operating guide document than not; therefore the current LAPD should remain available for use until it is revised.
Justification for the delay is: Applicable NASA Policy Directive (NPD) 9050.6K, is currently undergoing review and modification. A review and modifications of this LAPD will depend upon the changes/modifications made to the current NPD 9050.6K.
The updated directive will be submitted for Center wide review no later than August 31, 2023.

Please refer any questions or concerns regarding the continued use of this directive to Lindsay Rogers.

Lindsay Rogers

Digitally signed by Lindsay Rogers
Date: 2023.02.16 11:37:29 -05'00'

Director, Center Services Office

Date

cc:
22/William "Gene" Griffith

National Aeronautics and Space Administration
Langley Research Center
100 NASA Road
Hampton, VA 23681-2199



October 25, 2022

Reply to Attn of 10

TO: 22/Center Directives Manager

FROM: 10/Executive Officer

SUBJECT: Authorizing Continued Use of LAPD 9050.8, Use of Langley Research Center Facilities and Grounds for Non-Official Events, Expiring September 30, 2022

REF: [NASA Requirement Waiver for NPR 1400.1 \(3.5.2.6\), NRW 1400-37](#)

In accordance with reference A, I authorize the continued use of the expired subject directive.

The subject directive has been reviewed prior to the expiration date and an evaluation of the current Exchange operations is presently underway.

The directive was also assessed for the risk of continued use after expiration versus the risk of not having the directive available after expiration. The results of that risk assessment are the changes are not sufficiently substantive to warrant making the directive unavailable. Justification for the delay is the center review will not be completed before directive expiration. The updated directive will be submitted for center-wide review no later than February 6, 2023.

Please refer any questions or concerns regarding the continued use of this directive to me.

Lindsay
Rogers

Digitally signed by
Lindsay Rogers
Date: 2022.10.27
14:30:32 -04'00'

Lindsay M.
Rogers
Executive
Officer
Office of the
Director

cc:
22/W. G. Griffith

National Aeronautics and Space Administration
Langley Research Center
100 NASA Road
Hampton, VA 23681-2199



August 19, 2022

Reply to Attn of: 10


TO: 22/Center Directives Manager
FROM: 10/Executive Officer
SUBJECT: Authorizing Continued Use of LAPD 9050.8, Use of Langley Research Center Facilities and Grounds for Non-Official Events, Expiring September 30, 2022
REF: [NASA Requirement Waiver for NPR 1400.1 \(3.5.2.6\), NRW 1400-37](#)

In accordance with reference A, I authorize the continued use of the expired subject directive.

The subject directive has been reviewed prior to the expiration date and an evaluation of the current Exchange operations is presently underway.

The directive was also assessed for the risk of continued use after expiration versus the risk of not having the directive available after expiration. The results of that risk assessment are the changes are not sufficiently substantive to warrant making the directive unavailable. Justification for the delay is the center review will not be completed before directive expiration. The updated directive will be submitted for center-wide review no later than October 14, 2022.

Please refer any questions or concerns regarding the continued use of this directive to me.

LINDSAY ROGERS  Digitally signed by LINDSAY ROGERS
Date: 2022.08.19 14:02:48 -04'00'

Lindsay M. Rogers
Executive Officer
Office of the Director

cc:
22/W. G. Griffith



Subject: Use of Langley Research Center Facilities and Grounds for Non-Official Events

Responsible Office: Office of Human Capital Management (OHCM)

1. POLICY

It is the policy of LaRC to ensure that:

- a. When not being used for official purposes, NASA Langley Research Center (LaRC) facilities and grounds may be used for non-official purposes by outside groups, such as on-site LaRC contractors, private organizations, private businesses and industries, or the Langley Air Force Base, if such use does not interfere with LaRC's or NASA official mission. The LF 268, NASA Langley Research Center Facility Usage Request, contains a list of facilities primarily affected by this policy. However, this policy applies to all facilities located on LaRC, even those not specifically identified in LF 268. Any question regarding the use of other facilities not set forth in LF 268 will be determined on a case-by-case basis consistent with this policy.

NOTE: For this LAPD, official functions are those relating to, affiliated with, or supporting a core mission of NASA or NASA LaRC, as defined by strategic plan documents such as NPD 1001.0, the current NASA Strategic Plan. Unofficial or non-official activities are events conducted on-Center by private organizations, academia, or other Federal departments or agencies that are not directly related to or affiliated with NASA or NASA LaRC's core mission.

- b. The Director, Office of Human Capital Management (OHCM), or designee, may authorize use of LaRC facilities for non-official purposes by outside groups if:
 - (1) The use does not unduly interfere with the performance of the NASA's and LaRC's core missions;
 - (2) The use is clearly in the interest of LaRC or NASA;
 - (3) The event is appropriate for a LaRC Organization to sponsor;
 - (4) LaRC is willing and able to grant usage and provide the same level of support to comparable events;
 - (5) The use is not prohibited by statute or regulation; and
 - (6) Security concerns are coordinated and mitigated.
 - (7) Catering for food and beverages for group functions on Center shall be provided by the Exchange catering or contracted by either Office of

Procurement or Exchange Operations. Organizational brown bags or potlucks are authorized in areas such as IESB conference space and picnic grounds through submission of an LF268. Organizational Directors and Branch Chiefs shall monitor, document, and approve potluck and brown bags for group consumption in their common areas.

- (8) Any alcoholic beverages for group consumption shall not be served before 4:00pm unless approved by Langley Center Director or designated representative, and the request documented using an LF268. Any alcoholic beverages for group consumption will be served and monitored by the Exchange Operations unless approved by the Langley Center Director or designated representative.
- c. The use of Center facilities is not authorized for any activity:
 - (1) Sponsored or conducted by a group for the purpose of practicing or advocating discrimination based on race, color, sex, or national origin;
 - (2) Having a partisan political, sectarian, or similar nature or purpose;
 - (3) Conducted for profit-making by an outside group; or
 - (4) Conducted for fundraising by an outside group.
 - d. Official functions that are scheduled 90 days in advance generally take precedence over all non-official activities.
 - e. In implementing this policy, the Center will:
 - (1) Comply with Federal law, Federal regulations, and NASA policy governing use of its facilities and grounds;
 - (2) Not engage in activities that unduly compete with local merchants;
 - (3) Not adversely impact official functions; and
 - (4) Collaborate and coordinate to the maximum extent possible to resolve scheduling conflicts by seeking use of all alternative Center space for meetings activities, and conferences.

2. APPLICABILITY

- a. This directive is applicable to NASA Langley Research Center.

- b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall."

3. AUTHORITY

51 U.S.C. sec. 20113(c)(5) of the National Aeronautics and Space Act.

4. APPLICABLE DOCUMENTS AND FORMS

- a. NPD 9050.6, NASA Exchange, and Morale Support Activities
- b. NPD 1001.0, Current NASA Strategic Plan
- c. NPR 1600.4, Identity and Credential Management
- d. NPR1800.1, NASA Occupational Health Program Procedures
- e. LAPD 1150.2, Councils, Boards, Panels, Committees, Teams, and Groups
- f. LAPD 1600.7, Langley Research Center (LaRC) Visitor and Temporary Access Policy
- g. LAPD 9050.7, Use of Langley Research Center Facilities and Grounds for Employee Efficiency, Welfare, and Morale Purposes
- h. LF268, NASA Langley Research Center Facility Usage Request
- i. LF 103, NASA Langley Research Center Security Services

5. RESPONSIBILITY

- a. Authorized users and sponsors shall:
 - (1) Comply with LaRC policy regarding security requirements and access to the Center (see NPR 1600.4, "Identity and Credential Management");
 - (2) Submit an LF 268 to the OHCM Workforce Morale Office, located in Building 2102 (IESB) room 134, Mail Stop 038, for use of LaRC facilities and grounds in compliance with this policy. Sponsoring organization Point(s) of Contact shall seek concurrence/approval to use Center common areas from the responsible supervisor and/or use @LaRC_ <http://atlarc2.larc.nasa.gov/> to reserve a conference room under Employee Services;
 - (3) Observe rules regarding use of facilities and be responsible for the conduct of all participants;
 - (4) Provide activity/group information regarding the type of event, expected number of participants, the approximate start time and end time, and other

pertinent data about the event to the Security Services Branch, Center Operations Directorate for concurrence and appropriate access clearance;

- (5) Coordinate with the OCC regarding releases of liability and other legal issues; and
 - (6) Coordinate with the Office of Strategic Analysis, Communications and Business Development for distinguished visitor access, tours of the center, or use that has impact on surrounding communities.
- b. OHCM shall schedule and approve use of facilities.
 - c. OCC shall determine whether a release of liability is required for a particular event.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS/VERIFICATION

None

8. CANCELLATION

LAPD 9050.8 dated October 12, 2012

/s/ Cathy H. Mangum September 7, 2017
Center Associate Director *Date*

DISTRIBUTION:

Approved for public release via the Langley Management System; distribution is unlimited.