

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 9050.9 E, NASA Langley Research Center (LaRC) Exchange  
Council Activities, Expiration date: December 31, 2021  
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.

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| LAPD 9050.9 E, NASA Langley Research Center (LaRC) Exchange Council Activities   |
| The subject directive has been reviewed prior to the expiration date and a summary of the required changes is yet to be determined. An evaluation of the current Exchange operations is presently underway.  |
| 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 11:36:03 -05'00'

Director, Center Services Office

Date

cc:  
22/William "Gene" Griffith

DATE: November 4, 2022  
TO: Center Directives Manager  
Langley Research Center  
FROM: Director, Center Services Office



SUBJECT: MEMO Authorizing Continued Use of Expired Langley Directive  
LAPD 9050.9, NASA Langley Research Center (LaRC) Exchange Council Activities  
Expiration date: 12/31/2021

REF A: NASA Requirement Waiver for NPR 1400.1 (3.5.2.6), NRW1400-37

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

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| <b>LAPD 9050.9, NASA Langley Research Center (LaRC) Exchange Council Activities</b>  |
| The subject directive has been reviewed prior to the expiration date and a summary of the required changes is yet to be determined. An evaluation of the current Exchange operations is presently underway.  |
| 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: Exchange operations are currently being evaluated for modifications.   |
| 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 Lindsay Rogers.

**Lindsay  
Rogers** Digitally signed by  
Lindsay Rogers  
Date: 2022.11.06  
22:19:33 -05'00'

Lindsay Rogers  
Director, Center Services Office

cc:  
22/William "Gene" Griffith

DATE: August 2, 2022

TO: Center Directives **Manager**  
Langley Research Center

FROM: Director, Center Services Office

SUBJECT: MEMO Authorizing Continued Use of Expired Langley Directive  
LAPD 9050.9, NASA Langley Research Center (LaRC) Exchange Council Activities  
Expiration date: 12/31/2021

REFA: NASA Requirement Waiver for NPR 1400.1(3.5.2.6). NRW1400-37

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

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| <b>LAPD 9050,9, NASA Langley Research center (LaRC) Exchange Council Activities</b>  |
| The subject directive has been reviewed prior to the expiration date and a summary of the required changes is yet to be determined. An evaluation of the current Exchange operations is presently underway.  |
| 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 delays: Exchange operations and the council structure and membership are currently being evaluated for modifications.  |
| The updated directive will be submitted for Center <b>wide review</b> no later than September 9, 2022.   |

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

B-&-iL  
Date

cc:  
22/William H Gene N Griffith

DATE: January 14, 2022

TO: Center Directives Manager  
Langley Research Center

FROM: Director, Center Services Office

SUBJECT: MEMO Authorizing Continued Use of Expired Langley Directive  
LAPD 9050.9, NASA Langley Research Center (LaRC) Exchange Council Activities  
Expiration date: 12/31/2021

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.

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**LAPD 9050.9, NASA Langley Research Center (LaRC) Exchange Council Activities**

The subject directive has been reviewed prior to the expiration date and a summary of the required changes is yet to be determined. An evaluation of the current Exchange operations is presently underway.

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: Exchange operations and the council structure and membership are currently being evaluated for modifications .

The updated directive will be submitted for Center wide review no later than May 31, 2022 .

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

**LINDSAY  
ROGERS**  
Digitally signed by  
LINDSAY ROGERS  
Date: 2022.02.03  
07:12:28 -05'00'

Director, Center Services Office

Date

cc:

22/William "Gene" Griffith



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**Subject: NASA Langley Research Center (LaRC) Exchange Council Activities**

Responsible Office: Office of Human Capital Management

**1. POLICY**

- a. Langley Research Center operates exchange activities to promote and maintain the morale and welfare of NASA employees. The LaRC Exchange operates employee morale activities such as cafeteria services, vending operations, clubs, recreational classes/leagues, a child development center and a gift shop. Family members, guests of LaRC employees, retirees, Government Contract employees and official visitors may participate in employee morale events and activities.
- b. The Exchange is authorized to use NASA-controlled real property and existing facilities for the conduct of programs, events, and activities, provided such use does not interfere with official business.
- c. The Exchange may acquire real property and repair facilities in accordance with NASA and LaRC policies and procedural requirements. Management of Exchange assets will be in accordance with NASA policy and generally accepted accounting principles.
- d. Exchange procurement and contracting policies and procedures will be documented and conform to NASA and LaRC practices as practicable to ensure best value.
- e. Appropriate liability insurance will be maintained by the Exchange to protect its interest and the interest of the United States.
- f. The Exchange shall collect, pay, and report applicable Federal taxes.
- g. In the event of Exchange termination, appropriate notification, accountability, transfer, and disposition of all assets will be conducted in accordance with NASA and LaRC policies.
- h. Exchange employees must be informed of and comply with the standards of conduct provisions of Executive Order 12731 (Principles of Ethical Conduct for Government Officers and Employees), 5 CFR § 2635 (Standards of Ethical Conduct for Employees of the Executive Branch), 5 CFR § 735 (Gambling) and 5 CFR § 6901 (NASA Supplement to the Standards of Conduct).

**2. APPLICABILITY**

- a. This LAPD is applicable to all agencies, organizations, and activities operating on Langley Research Center, including component facilities and technical and service support centers.
- b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote

discretionary privilege or permission; "should" denotes a good practice and is recommended, but not required; "will" denotes expected outcome, and "are/is" denotes descriptive material.

- c. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

### **3. AUTHORITY**

51 USC 20113, the National Aeronautics and Space Act

### **4. APPLICABLE DOCUMENTS AND FORMS**

- a. NPD 9050.6, NASA Exchange and Morale Support Activities
- b. LAPD 1150.2, Councils, Boards, Panels, Committees, Teams, and Groups
- c. LAPD 9050.7, Use of Langley Research Center (LaRC) Facilities and Grounds for Employee Efficiency, Welfare and Morale Purposes
- d. LAPD 9050.8, Use of Langley Research Center Facilities and Grounds for Non-Official Events

### **5. RESPONSIBILITY**

- a. The Director of the Office of Human Capital Management, or through delegation his/her Deputy, is responsible for:
  - (1) Serving as the Chair of the Langley Exchange Council (LEC).
  - (2) Recommending Council member appointments to the Center Director and ensuring participation of Council members.
  - (3) Appointing all standing and special committees of the LEC aimed at processes, procedures, policies, and continuous improvements.
  - (4) Establishing meeting schedule and notifying LEC members of meetings. The LEC will meet on a quarterly or as-needed basis. -
  - (5) Ensuring compliance with applicable laws, regulations, and applicable policies.
  - (6) Ensuring that minutes of LEC Meetings are taken and distributed.
- b. The Exchange Operations Manager is responsible for:
  - (1) Managing Exchange operations within the authority of this LAPD and NPD 9050.6 and recommendations of the LEC.
  - (2) Recommending policies and procedures in the areas of personnel, fund assets, banking/investment activities, procurement, facilities and others as appropriate.
  - (3) Developing a LEC Strategic Business Plan for annual and long-term management of the Exchange operations and activities, based on LEC guidance.

- (4) Conducting the Exchange needs assessment and feedback survey to determine customer demands.
  - (5) Supervising and supporting the Exchange Activity Managers, Clubs and Leagues in the conduct of operations.
  - (6) Serving as Organizational Representative in the areas of Safety, Property Management, Procurement, and other applicable Program Offices and ensuring policy compliance and reporting responsibilities.
  - (7) Submitting an annual report on LEC activities to the Center Director, including plans for the next fiscal year, within 90 days of fiscal year end. A copy of the annual report will also be forwarded to the Office of Institutional and Corporate Management and the Office of Financial Management, NASA Headquarters, as well as to the LaRC Chief Financial Officer.
- c. The LEC membership and responsibilities:
- (1) Council members are appointed by the Center Director for a term of not less than 1 year or until replaced. If a Council position becomes vacant, the Chair may appoint a replacement until the vacancy is filled.
  - (2) LEC members are expected to attend all scheduled meetings. Unexcused absences from two consecutive meetings may result in removal from the LEC by the Chair. LEC members may have an alternate representative on occasions to attend meetings as approved by the Chair.
  - (3) In cooperation with the Chair, LEC members shall:
    - (a) Serve on various LEC Committees as appointed by the Chair.
    - (b) Advise, review, and approve annual and revised operating plans and budgets, and the LEC Strategic Business Plan.
    - (c) Review and approve material modifications to policies, procedures, organizational structures, and/or business practices.
    - (d) The Treasurer, in coordination with Exchange Operations Manager, will perform the following duties:
      - (i) Establish a system of management controls (cash, assets, banking, investments) that will provide reasonable assurance regarding the financial data, compliance with applicable laws and regulations, and prevention of, or prompt detection of, unauthorized acquisition, use, or disposition of exchange assets. Controls over assets include safeguards for the protection of the Exchange's property and supplies to prevent pilferage or unnecessary loss and periodic inventories.
      - (ii) Review financial statements, activity budgets, and all other appropriate reports including those of the Office of Inspector General to ensure operation of a sound, business-like organization, and cooperate with Langley Chief Financial Officer (CFO) authorized independent accountants during the annual audit of books and records of the LEC and its elements.

- d. Office of Chief Counsel is responsible for:
- (1) Attending meetings of the LEC.
  - (2) Reviewing concessionaire contracts.
  - (3) Reviewing Exchange operations and advising officials responsible for management of exchange operations on compliance with applicable laws, regulations, and policies.
  - (4) Advising on Exchange Operations involving the public.
  - (5) Advising on real property acquisitions.
  - (6) Advising on the use of non-appropriated and appropriated funds.
  - (7) Advising on personnel actions involving non-appropriated funds employees.
- e. Office of the CFO is responsible for:
- (1) Providing representative to the LEC to serve as Treasurer and a manager as an ex-officio representative to the LEC.
  - (2) Monitoring exchange through management reviews for compliance with NASA and LaRC policy and sound business practices.
  - (3) Ensuring that there is an annual independent audit of Exchange operations.

## 6. DELEGATION OF AUTHORITY

The authority to establish Center policy on Exchange activities is delegated to the Director of the Office of Human Capital Management. Authority to conduct day-to-day business and financial management, such as banking and investments, in accordance with those policies is delegated to the Exchange Operations Manager and Treasurer, either of which may operate independently of the other in conducting authorized functions.

## 7. MEASUREMENT VERIFICATION

None

## 8. CANCELLATION

LAPD 9050.9, dated February 13, 2012.

/s/ Cathy H. Mangum      December 12, 2016  
*Center Associate Director*      *Date*

## DISTRIBUTION:

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