

DATE: 11/12/2021  
TO: Center Directives Manager  
Langley Research Center  
FROM: 140/Loretta Kelemen, Director, Center Operations Directorate  
SUBJECT: MEMO Authorizing Continued Use of Expired Langley Directive  
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.**

<b>Directive number/title:</b> LAPD 4220.1, Standards for Office Furniture and Furnishings
<b>The subject directive has been reviewed prior to the expiration date and a summary of the required changes is:</b> Minor changes to add a new reference and to clean up organizational names
<b>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:</b> Low risk due to every order requiring approval from the furniture manager prior to submission for purchase.
<b>Justification for the delay is:</b> Document was delayed in anticipation of further changes due to Future of Work (FOW). Changes have not been approved so the document will need to be altered at a future date.
<b>The updated directive will be submitted for Centerwide review no later than:</b> Dec 15, 2021

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

**LORETTA KELEMEN**  
Digitally signed by  
LORETTA KELEMEN  
Date: 2022.01.14  
17:37:27 -05'00'

Director, Center Operations Directorate

Date

cc:  
22/William "Gene" Griffith



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**Subject: Standards for Office Furniture and Furnishings**

**Responsible Office: Center Operations Directorate, Logistics Management Branch**

**1. POLICY**

- a. This policy establishes the requirements for the management and control of government-owned furnishings and the reutilization and procurement of office furnishings. This policy shall ensure that office furniture and furnishings meet reasonable standards of ergonomics, functional effectiveness, and procurement economies.
- b. The LaRC Furniture Manager shall provide operational support and approvals for furniture reutilization, furniture procurement, and furniture turn-in.
- c. Furniture Operations:
  - 1) The user shall ascertain whether used furniture is available, according to the NASA Equipment Management Procedural Requirements, NPR 4200.1H, before purchasing any new furniture items.
  - 2) The user shall purchase new furniture items only through the LaRC Furniture Manager and only from the approved furniture items listed below unless specifically authorized by the LaRC Furniture Manager.
  - 3) The acquisition of furniture shall be limited to requirements and does not include personal convenience or items requested solely to improve appearance, status, or to satisfy the personal desire of an official or employee.
  - 4) Ergonomic chairs shall be selected with guidance from the Safety and Mission Assurance Office, Safety and Facility Assurance Branch. A formal ergonomic evaluation shall be obtained by an employee prior to requests for all other ergonomic furniture. If the ergonomic evaluation has determined there is a need for an adjustable height work surface, then an approved version of a height-adjustable standing desk platform system may be approved by the Furniture Manager.
  - 5) The assignment of executive office furniture shall be limited to the following personnel and shall follow the guidelines below for New Construction or Existing facilities: SES; GS-15 (approval obtained by Director or Manager of the responsible organization); and reception areas for SES personnel;
  - 6) Organizational funding shall be used to purchase all executive, contemporary, or system furniture if not available from existing Center stock. Upon receipt of delivery, all furniture purchased becomes the asset of the Center, not the purchasing organization.

- d. Criteria – Office furniture and furnishings shall be allocated as follows:
- 1) Revitalization Plan Facilities, (New Construction – Modular Systems Furniture)
    - a) Wooden modular “U-Shape” systems furniture for Senior Executive Service (SES) personnel and their direct reports, as identified in section 1.c.5 of this document:
      - i.) One 84”w x 36”d D-Top Desk w/ Modesty Panel
      - ii.) One 48”w x 22”d Bridge w/ Scallops or Grommets
      - iii.) One 72”w x 22”d Credenza w/72”w x 15”d Hutch w/ 4 Hinged Doors, Locking
      - iv.) One 30”w Lateral File, 2 Drawer, Locking
      - v.) One matching 5-shelf bookshelf
      - vi.) One 15”w Box/Box/File Pedestal, Locking
      - vii.) One 15”w x 22”d x 72”h Storage Wardrobe, Hinged Door
      - viii.) One high-back executive task chair
      - ix.) One matching 36-in. round table and 4 side chairs
    - b) General office furniture for all non-SES personnel: Supervisors – laminate modular “U-Shape” system furniture set-up
      - i.) One 84”w x 36”d D-Top Desk w/ Modesty Panel
      - ii.) One 48”w x 22”d Bridge w/ Scallops or Grommets
      - iii.) One 72”w x 22”d Credenza w/72”w x 15”d Hutch w/ 4 Hinged Doors, Locking
      - iv.) One 30”w Lateral File, 2 Drawer, Locking
      - v.) One 15”w Box/Box/File Pedestal, Locking
      - vi.) One mid-back executive task chair
      - vii.) Two side chairs
    - c) All other employees: General Personnel 8’x8’x42”h “U-Shaped” Open Workstation
      - i.) Two 24”d x 48”w x 48”w x 24”d Curved Corner Work surface w/ Scallops or Grommets
      - ii.) Two 48”w x 24”d Straight Work surface w/ Scallops or Grommets
      - iii.) Two 48”w x 15”d Overhead Storage Cabinet w/ Flipper Door, Locking
      - iv.) One 30”w Lateral File, 2 Drawer, Locking
      - v.) One 18”w Mobile Pedestal, 1 Box/1 File, Cushion Top, Locking

- vi.) adjustable task chair
  - vii.) One matching 3-shelf bookshelf
  - viii.) One matching two-drawer lateral file
  - ix.) One multi-purpose chair
- d) All other employees: Research Personnel 8'x8'x54"h "L-Shaped" Open Workstation w/ pad top credenza
- i.) One 90"w x 30"d rectangular work surface w/ Scallops or Grommets
  - ii.) One 60"w x 24"d rectangular work surface w/ Scallops or Grommets
  - iii.) Two 48"w x 16"d Overhead Storage Cabinet w/ Flipper Door, Locking
  - iv.) One 30"w Lateral File, 2 Drawer, Locking
  - v.) One 30'w x 25"h 2 high bookcase with open back with two inch lip at back
  - vi.) One 60"w x 18"d Credenza with shelves and lockable drawers
  - vii.) One multi-purpose task chair
- 2) Existing Facilities, (Pre-Revitalization)
- a) Furniture for Senior Executive Service (SES) personnel, as identified in section 1.c.5 of this document:
- i.) One 72-in. x 36-in. double-pedestal bow-front desk
  - ii.) One 72-in. (approx.) matching credenza
  - iii.) One matching 5-shelf bookshelf
  - iv.) One matching two-drawer lateral file
  - v.) One high-back executive chair
  - vi.) Choice of:
    - a.) One matching 42-in. round conference table and 4 conference chairs
    - b.) One matching 6-ft. x 3-ft. conference table and 6 conference chairs
- b) General office furniture for all non-SES personnel:
- i.) Supervisors – office set-up/system furniture set-up
    - a.) One 72-in. x 36-in. double-pedestal desk
    - b.) One matching 5-shelf bookshelf
    - c.) One matching two-drawer lateral file
    - d.) One adjustable task chair
    - e.) One 42-in. round conference table
    - f.) Four multi-purpose chairs

- ii.) All other employees:
  - a.) One 60-in. x 30-in. double-pedestal desk
  - b.) One adjustable task chair
  - c.) One matching 3-shelf bookshelf
  - d.) One matching two-drawer lateral file
  - e.) One multi-purpose chair

## **2. APPLICABILITY**

- a. This directive is applicable to Langley Research Center civil servants.
- 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**

- a. NPR 4200.1, NASA Equipment Management Procedural Requirements
- b. LAPD 8800.15, Facilities Utilization Program

## **5. RESPONSIBILITIES**

- a. The LaRC Furniture Manager, Logistics Management Branch, shall:
  - 1) Approve or disapprove all requests for furniture and confirm arrangements have been made for delivery.
  - 2) For on-site excess furniture withdrawals, the requester shall submit an LF-100, “LaRC Excess Property Withdrawal Request,” to the LaRC Furniture Manager.

## **6. DELEGATION OF AUTHORITY**

N/A

## **7. MEASUREMENTS/VERIFICATION**

None.

## **8. CANCELLATION**

Cancels LAPD 4220.1 L, dated May 19, 2010.

