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

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

### **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. Requests for the acquisition of furniture to accommodate a disability shall be processed in compliance with NPR 3713.1C
- c. The LaRC Furniture Manager shall provide operational support and approvals for furniture reutilization, furniture procurement, and furniture turn-in.
- d. Furniture Operations:
  - 1) The user shall ascertain whether used furniture is available, according to the NASA Equipment Management Procedural Requirements, NPR 4100.1 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) 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.
  - 6) Acquisitions must be made through mandatory government sources in compliance with 48 CFR 8.000

e. Criteria – Office furniture and furnishings shall be allocated as follows:

1) Revitalization Plan Facilities, (New Construction – Modular Systems Furniture wooden modular “U-Shape” systems furniture for Senior Executive Service (SES).

- 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

2) 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

3) 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.) One adjustable task chair

- vii.) One matching 3-shelf bookshelf
  - viii.) One matching two-drawer lateral file
  - ix.) One multi-purpose chair
- 4) 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
- 5) Existing Facilities, (Pre-Revitalization)
- a) Furniture for Senior Executive Service (SES) personnel
- 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
- c. NPR 4100.1, NASA Supply Support and Material Management
- d. CFR Title 48 Chapter 8
- e. NPR 3713.1C Reasonable Accommodations Procedures for Individuals with Disabilities

## **5. RESPONSIBILITIES**

- a. The LaRC Furniture Manager, Logistics Management Office, shall:
  - 1) Approve or disapprove all requests for furniture and confirm arrangements have been made for delivery.

## **6. DELEGATION OF AUTHORITY**

N/A

## **7. MEASUREMENTS/VERIFICATION**

None.

## **8. CANCELLATION**

Cancels LAPD 4220.1 L, dated May 19, 2010.

/s/ Lisa Ziehmman 8/29/2022  
Center Associate Director Date

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