



Subject: Facilities Utilization Program

Responsible Office: Center Operations Directorate

1. POLICY

It is the policy of this Center to ensure that:

- a. Facilities assignments achieve optimum use of available facilities and related resources to best satisfy NASA's programmatic and institutional needs as stated in NPR 8800.15, Real Estate Management Program.
- b. Modular structures/trailers are used to meet facility needs only when there is no other practical alternative.
- c. The Center's Facilities Utilization Program is designed to provide:
 - (1) Sound facilities management. This includes consolidation of space and identification of facilities to be closed.
 - (2) Optimum allocation of available facilities and related resources to best meet needs.
 - (3) Early identification of new or additional facilities resources required to meet research program requirements.
 - (4) An accurate database and report generating system to identify actual space occupancy.
- d. Facilities Allocations are based on the following:
 - (1) Laboratory, Technical, and Shop Space. This space houses personnel and equipment that supports the Center's engineering, scientific, and operational capabilities. Requirements pertaining to laboratory, technical, or shop space shall be evaluated by the Facility Utilization Officer (FUO) with attention to the following objectives:
 - a. Accommodation of programmatic requirements.
 - b. Maintenance and enhancement of unique and essential capabilities.
 - c. Installation of new and unique capabilities in existing facilities.
 - d. Consolidation of similar capabilities and operations.
 - (2) Office space areas shall follow the below standards.
 - a. The average net usable office space goal is 125 sq. ft. per person. This amount only represents the space available for use by the employee (not other space that is usually included with the net sq. ft.

amount within a building). Detailed requirements are specified in NPR 8800.15.

- b. Employees are assigned no more than one office space on Center.
 - c. Private offices are assigned only to SES, ST, and supervisors. Existing office space and co-location of organization may allow for non-supervisor use of private offices when supervisors space requirements are met.
 - i. SES offices: up to 200 sq. ft. per person.
 - ii. ST/SL and Supervisor offices: up to 150 sq. ft. per person.
 - d. All open office space shall follow the furniture standards described in LAPD 4220.1, Standards for Office Furniture and Furnishings, for general personnel and research personnel.
- (3) Facility space required for other functions is to be identified, justified, and requested independently by the requiring organization to the FOU.

2. APPLICABILITY

- a. This directive is applicable to all organizations at Langley Research Center (LaRC).
- 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

- a. National Aeronautics and Space Act, 51 USC 20113
- b. NPD 8800.14, Policy for Real Estate Management

4. APPLICABLE DOCUMENTS

- a. NPR 8800.15, Real Estate Management Program
- b. LAPD 4220.1, Standards for Office Furniture and Furnishings
- c. LMS-CP-5611, Facilities Utilization Management
- d. Langley Form (LF) 41, Directory Change Notice

5. RESPONSIBILITY

a. Revitalization Board

- (1) Approve facility utilization requests when the scope encompasses multiple organizational units and there is a conflict involving the available space.

b. Facility Utilization Officer (FUO)

- (1) The FUO, Center Operations Directorate, is vested with authority for the assignment and utilization management of LaRC facilities.
- (2) FUO shall review for decision all proposals for changes or modifications to research, office, or other space within facilities.
- (3) FUO shall determine and implement all office space assignments and reassignments.
- (4) FUO shall review and work with requesting organizations regarding all facility space including office and other functional areas.
- (5) FUO shall maintain the Center's computerized database of organizational space utilization and individual personnel assignments.

c. Organizations

- (1) All organizations occupying Center facilities shall submit space requests or proposals for changes or modifications to research, office, or other space within facilities to the FUO for review and approval prior to implementing a change, following LMS-CP-5611, Facilities Utilization Management.

d. Supervisors

- (1) All supervisors shall ensure the Center's computerized database is current by requiring their employees to submit LF 41, Directory Change Notice, when changes occur and to validate their LaRC Telephone Directory information at least annually. The LF 41 is submitted using the following web link: http://gis-dbweb.larc.nasa.gov:8893/gis/larc/dc_personnelform.

e. Center Procurement Officials shall consult and advise the FUO of any procurement activity involving center level space needs; this includes base and amended contract agreements, prior to inclusion of center space within any procurement.

7. DELEGATION OF AUTHORITY

None

8. MEASUREMENTS

Center management and the Facilities Utilization Officer (FUO) will assess the needs of the Center to optimally allocate available NASA facilities to meet its programmatic and institutional requirements.

9. CANCELLATION

LAPD 8800.15E, dated March 11, 2022.

/s/ Lisa Ziehmman March 11, 2022
Center Associate Director Date

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