

DATE: February 7, 2023

TO: Center Directives Manager
Langley Research Center

FROM: Director, Center Services Office

SUBJECT: MEMO Authorizing Continued Use of Expired Langley Procedural Requirement
LPR 9050.1 D, Workforce Morale Fund Operating Procedures, Expiring
February 28, 2023

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 procedural requirement.

LPR 9050.1 D, Workforce Morale Fund Operating Procedures
The subject procedural requirement has been reviewed prior to the expiration date and a summary of the required changes is yet to be determined.
The procedural requirement was assessed for the risk of continued use after expiration versus the risk of not having the procedural requirement 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 LPR 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 LPR will depend upon the changes/modifications made to the current NPD 9050.6K.
The updated procedural requirement 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 11:39:15 -05'00'

Director, Center Services Office

Date

cc:
22/William "Gene" Griffith



Subject: Workforce Morale Fund Operating Procedures

Responsible Office: Office of Human Capital Management, Morale, Welfare and Recreation Branch

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PREFACE

P.1 PURPOSE

The purpose of LPR 9050.1, Workforce Morale Fund (WMF) Operating Procedures, is to ensure the effective distribution and consistent use of funds in support of LaRC Organization Work Units' (OWU) morale and welfare activities.

P.2 APPLICABILITY

The WMF applies to all NASA LaRC Organizations and Tenants.

P.3 AUTHORITY

- a. National Aeronautics and Space Act, 51 U.S.C. sec 20113
- b. NPD 9050.6, NASA Exchange and Morale Support Activities

P.4 APPLICABLE DOCUMENTS

- a. LF 395, Workforce Morale Fund Request Form

P.5 MEASUREMENTS/VERIFICATION

Annual Audits for Exchange shall be used to monitor fund disbursements and use.

P.6 CANCELLATION

LPR 9050.1 B-2, dated October 24, 2014

LPR 9050.1.C, dated January 22, 2016

/s/ Cathy Mangum

Center Associate Director

Distribution:

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

Chapter 1: General Information

- a. The WMF is in place to support activities in the various levels of the Organization Work Unit (OWU) (i.e., Directorates, Divisions, Branches, Sections, and Offices) that contribute to the efficiency, welfare, and morale of NASA LaRC workforce.
 - b. The WMF is in place to supplement, not necessarily eliminate, the costs of such activities.
 - c. The WMF consists of funds generated by NASA Exchange Morale Support Activities (EMSA) vending machine program. The NASA LaRC Exchange Council may, by a majority vote, supplement vending machine revenue with other Exchange revenues. A decision as to whether to supplement the following Fiscal Year's (FY) WMF will be made annually.
- (1) At the beginning of each FY, each LaRC Organizations Director will receive the WMF fund allocation for their organization. The org amount will be calculated based on the number of employees (Bodies on Board not including students) in the organization as of October 1 of each year. During the FY, funds shall be dispensed on a per- event/activity basis to comply with auditing of funds requirements. As stated in 1c above, the amount of funds to be allocated will be based on vending income and, if approved by the Exchange Council, other Exchange net income for the previous 12 months after payment of Randolph-Sheppard Act requirements.
 - (2) The percentage of Exchange vending income and, when applicable, other Exchange net income shall be as recommended and approved by the Exchange Council based on sound business practices, inasmuch that it will not place the Exchange in a deficit for the fiscal year. Specifically, the Exchange Council may allocate up to 50 percent of the funds generated after applicable Randolph-Sheppard Act payments from the Morale Support Vending Program, less the amount allocated for Center-wide Morale events (e.g the Director's Holiday reception). The amount of funds allocated is based on the amount of funds received from the vending contractors from all LaRC vending machines during the previous 12 months, divided by each OWUs' civil service population on October 1 of the current year. Distribution of funds information can be found on the Exchange Web site:
<http://larc-exchange.larc.nasa.gov/>
- d. While each Organizational Director will receive the FY allocation for their organization, they are encouraged to have a Workforce Morale Panel (WMP) made up of individuals from their various work units. While not required, the WMP can assist in determining how funds will be used based on the following:

The various activities supported by the WMF include, but are not limited to, picnics, luncheons, dances, parties, holiday and also authorized to use non-appropriated funds to provide non-monetary recognition to all retiring civil servants that is relatively minor in value (i.e., under \$150 per item), and morale items for all individuals within a specified OWU, such as T-shirts, hats, volunteer certificates or small gift items in support of

organizing workforce morale, welfare, and recreation activities. Funds may also be used for purchasing flowers in support of any and all individuals within an OWU. Examples include get-well flowers or bereavement flowers. The WMF may also be used in support of organized leisure and recreational trips and activities open to everyone within the work unit, as requested for each morale event or activity.

- e. The WMF is not a substitute for appropriated funds. Accordingly, WMF shall not be used to purchase items related to official business, e.g., personnel awards or official mission items.
- f. WMF support shall not be provided to independent organizations, private groups and individuals not part of the workforce, charities, or official mission-related activities such as retirement ceremonies[KKA(1)][CRB(2)], awards, protocol functions, or mission-related business luncheons, programs, or events.
- g. In order to receive funds, OWUs must complete an LF 395 and attach receipts and invoices. The form should be submitted to the Exchange Services Office located in Building 2102, Room 157, by the 5th working day after expenditures are made or after the activity takes place.
- h. The LF 395 shall have the signature of the OWU WMF Point of Contact (WMFPOC), if applicable, and the organization's Director. Each Organizational Unit shall account for expenditures of these funds, and as stated above, provide receipts for all purchases. WMF purchases shall be made separately from other purchases not requiring reimbursement, and receipts shall not be mixed with personal purchases or purchases/receipts that are required to be taxed. Individuals shall use an Exchange tax exemption number for all purchases. That number can be obtained from the Exchange Services Office.
- i. Funds may not be used in a manner that violates Government laws or regulations. Questions about the appropriateness of expenditures should be directed to the Exchange Services Office.

Chapter 2: Responsibilities

a. Organizational Directors and Supervisors

It is the responsibility of Organizational Directors and supervisors at all levels to:

- (1) Promote and encourage morale support activities within their OWU. Appoint and Support Workforce Morale Fund Point of Contact(s) (WMFPOCs) within their organization and branches.
- (2) If a WMFPOC is established, support employee attendance and participation in meetings and events.
- (3) Monitor the use of the WMF to maximize the positive impact on the morale of employees.
- (4) Ensure that WFM activities, as well as other morale activities within their OWU, are in accordance with NPD 9050.6, Randolph-Sheppard Act requirements, and the Provisions of LPR 9050.1D. Supervisors shall also prohibit the operation of other resale activities such as canteens, food lockers, or sundry item sales within government facilities.
- (5) Review LF 395 with Organization WMFPOC when prior to submission to the Exchange Services Office.
- (6) Ensure that funds are used in a manner that does not violate Government laws or regulations.

b. Organizational Workforce Morale Fund Point of Contact (WMFPOC)

It is the responsibility of the WMFPOC to:

- (1) Work with organizational directors supervisors, and other employees to recommend how the WMF will be used to support workforce morale within their OWU.
- (2) Submit LF 395s signed by Organizational Director with quotes, receipts and invoices to the Exchange Services Office.
- (3) Track LF 395s and maintain current status of Workforce Morale Funds available.
- (4) If the Organizational Director decides to allocate the available WMFs to branches within the OWU, the WMFPOC shall provide a breakdown of those allocations for each division and/or branch and provide to the Exchange Services Office.

c. Exchange Services Office Manager

It is the responsibility of the EMSA, Services Office Manager, to:

Provide each Organization Director and WMFPOC with necessary information about the WMF distributions in accordance with NPD 9050.6, Randolph-Sheppard Act requirements, and the Provisions of LPR 9050.1D.

- (1) Ensure submitted LF 395s are complete, with all necessary description fund use, support documentation and approval signatures as prescribed in Chapter 1.
- (2) Maintain accurate records of organizational WMF, vending income, and Randolph-Sheppard Act payments and budgets.
- (3) Provide quarterly tracking reports of the WMF to the Exchange Council.

Appendix: Frequently Asked Questions

- a. **Question:** Is there a limit on the number of LF 395s that can be submitted?

Answer: No, per Chapter 1 above, a LF395 should be submitted within 5 days of a purchase requiring reimbursement or after the Workforce Morale event/activity.

- b. **Question:** Where is the EMSA, Exchange Services Office?

Answer: The Exchange Services Office is located in Building 2102, Room 157.

- c. **Question:** How soon are the WMF allocations available?

Answer: WMF allocations are available NLT November 1 of each fiscal year (October-September). The overall organizational allocation will be provided to each Director For.

- d. **Question:** Can the WMF allocations be used for morale and welfare activities that have already been planned?

Answer: Yes, as approved by your Organizational Unit Director and submitted Workforce Morale Fund Point of contact, if applicable.

- e. **Question:** If all of the WMF allocation is not utilized by the end offiscal year, can the amount “roll over” to the next quarter?

Answer: No. Allocations must be used within the fiscal year in which originally allotted for annual audit purposes.

- f. **Question:** If refreshments/food and beverage items are required for Workforce Morale Fund approved activities and items, are organizations required to use NASA Exchange Services?

Answer: No; however, organizations are encouraged to utilize the Exchange services available here at NASA LaRC before acquiring services elsewhere. The Exchange Food and Beverage and Exchange Shop program has the ability to provide a wide variety of services, and when WMFs are spent within the LaRC Exchange, it helps keep prices reasonable as well as supporting the viability of these important and convenient morale and welfare activities for the LaRC workforce. Also tax exempt forms should be obtained for purchases.

- g. **Question:** Is the WMPPOC to include bills or receipts with the LF 395?

Answer: Yes, all corresponding information should be submitted with the LF 395 for annual audit purposes.

h. **Question:** Are some OWUs allocated more of the WMF than others?

Answer: Yes; WMF allocations are based on the OWUs' population of badged civil servants. Therefore, OWUs with larger populations will receive larger allocations.

i. **Question:** Can you fax LF 395s? If so, to whom should the fax be addressed?

Answer: Yes; LF 395s and all documentation may be faxed or delivered by hand to the EMSA, Exchange Services Office, Extension: 46368, Fax: 44256.

j. **Question:** Are office coffee pots and water bottle/water cooler programs permissible or are they considered office canteens and therefore prohibited?

Answer: No, office coffee pot and water bottle activities are not considered canteens and can continue to operate. They are not based on resale and primarily operate to sustain the purchase of more coffee and water for the work group.