



**Langley Management System**  
Directive Review Summary

DOCUMENT INFORMATION		
Doc. No.	Title	
9050.9	NASA Langley Research Center (LaRC) Exchange Council Activities	
Revision	Owner	Organization
E	Randy Cone	OHCM

ACTION REQUEST		REVIEW PERIOD: October 10-21, 2016
Action	Summary of Changes	
Revision/Review	Required five-year review; minor changes to reflect current practice.	

Reviews are handled according to CP 1410.2, Langley Management System Document Control.  
When commenting on drafts or revisions, please cite specific sections and page numbers when possible.

REVIEW/CONCURRENCE SUMMARY		CONCURRENCE PERIOD:
Reviewer/Org	Review Comments	
Allen Kilgore/RD	<ol style="list-style-type: none"> <li>1. Page 1, Section 1. a. states: "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>Concern:</b> The last sentence says "employee morale events and activities." But in second sentence you just mention "employee morale activities such as" <b>Solution:</b> Consider changing for consistency.</li> <li>2. Page 2, Section 5. b. (1) states: "Managing Exchange operations within the authority of this LAPD and the NPD 9050.6 and recommendations of the Exchange Council." <b>Concern:</b> The term 'Exchange Council' should be consistent with either Langley Exchange Council or LEC. <b>Solution:</b> Consider replacing "Exchange Council" with "Langley Exchange Council" or "LEC".</li> <li>3. Page 3, Sections 5. b. (5) states: "Supervising and supporting the Exchange Activity Managers, Clubs and Leagues in conducting of operations of their individual Exchange Activities." Page 4 in LAPD 9050.9E, Sections 5 d. (4) states the following: "Advising on Exchange Activities involving the public." <b>Concern:</b> Not sure if the last word "Activities" is capitalized. <b>Solution:</b> Review word for correct spelling.</li> <li>4. Page 3, Section 5. C. (1) states the following: "Council members are appointed by the Center Director for a term of not less than 1 year or until replaced more than 4 years. If a Council position becomes vacant, the Chairperson may</li> </ol>	
<b>Concurrence Response</b>		
Concur w/ Comment		



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	<p>appoint a replacement until the vacancy is filled."  <b>Concern:</b> The term 'Chair' is typically used rather than 'Chairperson'  <b>Solution:</b> Consider replacing "Chairperson" with "Chair" for consistency.</p> <p>5. Page 3, Sections 5. b. (3) states: "Developing a Strategic Business Plan for annual and long-term management of the Exchange operations and activities, based on Council guidance."  Page 3, Sections 5 c. (3) (b) states: "Advise, review, and approve annual and revised operating plans and budgets, and the Exchange Strategic Plan."  <b>Concern:</b> The first clause uses the term 'Strategic Business Plan.' The second clause uses the term 'Exchange Strategic Plan.' Are the two plans identical, or are they separate plans?  <b>Solution:</b> Review both plans to confirm whether they are the same or different.</p> <p>6. Page 4, Section 5. c. (3) (d) (ii) states: "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 CFO authorized independent accountants during the annual audit of books and records of the Exchange and its elements."  <b>Concern:</b> This is the first time that the abbreviation "CFO" is used. Typically, the term should be defined the first time it is used.  <b>Solution:</b> Consider replacing "CFO" with "Chief Financial Officer (CFO)" the first time it is used.</p> <p>7. Page 4, Section 5. e. (1) states: "Providing representative to the LEC to serve as Treasurer and a manager as an ex-officio representative to the council."  <b>Concern:</b> The last word "council" should be "Council"  <b>Solution:</b> Consider changing the last word "council" to "Council"</p> <p>8. Page 4, Section 5. e. (3) states: "Ensuring that there is an annual independent audit of exchange operations."  <b>Concern:</b> The last word "exchange" should be "Exchange".  <b>Solution:</b> Consider changing the last word "exchange" to "Exchange".</p> <p>9. Page 1, Section 6 states: "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 Exchange Treasurer, either of which may operate individually independently of the other in conducting authorized functions."  <b>Concern:</b> Earlier in the directive, the term "Treasurer" is used. However, in this section, the term "Exchange Treasurer" is used.  <b>Solution:</b> Consider changing the term to be consistent.</p>
<b>Concurrence Date</b>	<b>Owner Response</b>
	<ol style="list-style-type: none"> <li>1. No change on this paragraph because the term "such as" provides the council the option to change services offered.</li> <li>2. Concur, Changes made to LEC throughout the document.</li> </ol>



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	<ol style="list-style-type: none"> <li>3. Page 3, Sections 5. B, Concur, change to read: Supervising and supporting the Exchange Activity Managers, Clubs and Leagues in the conduct of operations.</li> <li>4. Page 4 in LAPD 9050.9E, Sections 5 d., Concur, changed to read: Advising on Exchange Operations involving the public.</li> <li>5. Page 3, Section 5. C. (1) Concur, changed term Chairperson to Chair. Page 3, Sections 5. b. changed to read: Developing a LEC Strategic Business Plan for annual and long-term management of the Exchange operations and activities, based on LEC guidance. And Page 3, Sections 5 c. (3) (b): change to read for consistency: Advice, review, and approve annual and revised operating plans and budgets, and the LEC Strategic Business Plan.</li> <li>6. Page 4, Section 5. c. (3) (d) (ii) Concur, "CFO" replaced with "Chief Financial Officer (CFO)" the first time it is used. Resulting in change to Section 5. e to read: Office of CFO is responsible for:</li> <li>7. Page 4, Section 5. e. (1), Concur, change to read: Providing representative to the LEC to serve as Treasurer and a manager as an ex-officio representative to the LEC.</li> <li>8. Page 4, Section 5. e. (3), Concur: Ensuring that there is an annual independent audit of Exchange operations.</li> <li>9. Page 1, Section 6, Concur, deleted the term "Exchange" before Treasurer to be consistent</li> </ol>
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Reviewer/Org	Review Comments
OCC/Ken Goetzke	Our office has no legal objections or recommended changes to the draft revision of LaPD 9050.9, LaRC Exchange Council Activities. Please include our office in the final coordination process.
<b>Concurrence Response</b>	
Select response	
<b>Concurrence Date</b>	<b>Owner Response</b>



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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 Exchange Council~~ aimed at processes, procedures, policies, and continuous improvements.
- (4) Establishing meeting schedule and notifying ~~LECCouncil~~ members of meetings. The ~~LECCouncil~~ will meet on a quarterly or as-needed basis. -
- (5) Ensuring compliance with applicable laws, regulations, and applicable policies.
- (6) Ensuring that minutes of ~~LECExchange Council~~ 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 ~~LECExchange Council~~.
- (2) Recommending policies and procedures in the areas of personnel, fund assets, banking/investments, 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 LECCouncil 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 conducting of operations, ~~of their individual Exchange Activities.~~
  - (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 ~~LECEXchange-Council~~ 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 LECCouncil 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~~person~~ may appoint a replacement until the vacancy is filled.
  - (2) LECCouncil members are expected to attend all scheduled meetings. Unexcused absences from two consecutive meetings may result in removal from the LECCouncil by the Chair. LECCouncil members may have an alternate representative on occasions to attend meetings as approved by the Chair.
  - (3) In cooperation with the Chair, LECCouncil members shall:
    - (a) Serve on various ~~Exchange-LEC~~ Committees as appointed by the Chair.
    - (b) Advise, review, and approve annual and revised operating plans and budgets, and the ~~LEC Exchange~~-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 ~~CFO~~ Chief Financial Officer (CFO) authorized independent accountants during the annual audit of books and records of the LECExchange 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 Activities 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~~ Chief Financial Officer is responsible for:
- (1) Providing representative to the LEC to serve as Treasurer and a manager as an ex-officio representative to the LEC Council.
  - (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 Exchange 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.

**DISTRIBUTION:**

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