



Langley Research Center
Directives Management
Transmittal Sheet

October 6, 2009

Material Transmitted

Revision / modification

LAPD 4220.1, Standards for Office Furniture and Furnishings

Summary

This directive is undergoing periodic review per CP 1401, Langley Management System Document Control.

The material has been reviewed by the owning organization, COD, with the following outcome(s):

1. Delete the policy for the installation of partitions and window covering.
 2. Include use of LF 100 (LaRC Excess Property Withdrawal Request) to submit request for office furniture.
 3. Change of approval authority.
 4. Delete referenced LMS-CP-2711.
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LANGLEY
POLICY
DIRECTIVE

Directive: LAPD 4220.1

Effective Date: ~~November 10, 2004~~

Revalidated: ~~April 20, 2009~~

Expiration Date: November 17, 2014

Responsible Office: Logistics Management Team, Center Operations Directorate

SUBJECT: Standards for Office Furniture and Furnishings

1. POLICY

a. It is LaRC policy to use office furniture and furnishings which meet reasonable standards of ergonomics, presentability, functional effectiveness, and economy.

b. Criteria

(1) Office furniture and furnishings will be allocated as follows:

(a) Wooden furniture for Senior Executive Service (SES) personnel.

(b) General office furniture for all personnel not listed above.

NOTE: In accordance with NASA Safety Training Center, Occupational Ergonomics, Task and Workstation Considerations, appropriate types of ergonomic chairs will be made available to accommodate various worker's needs including back support, chair seatpan, chair base, armrests, and adjustable height and tilt.

c. ~~Carpets, partitions, and window coverings will be allocated~~ for ~~insulation, acoustical control, and~~ installation as part of a rehabilitation projects, safety issues and or a new facility.

2. APPLICABILITY

This directive is applicable to Langley Research Center civil servants.

3. AUTHORITY

a. 42 U.S.C 2473 (c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.

4. REFERENCE

a. NPR 4200.1, "NASA Equipment Management Manual."

~~b. LMS-CP-2711, "Requesting and Excessing Office Furnishings through Government Sources."~~

5. RESPONSIBILITIES

a. The Office Furnishings Manager, Logistics Management Team:

(1) Approve or disapprove requests for furniture and arrange for delivery.

NOTE: Specialized furniture for computers, laboratories, and modular and systems furniture including assembly, disassembly, and reconfiguration, are to be procured through normal procurement procedures using requester's funds.

~~(2) Arrange for the installation of partitions and window coverings.~~

~~(3)~~ Responsible for oversight of carpet installation and related services.

b. Requester

~~Submit requests for office furniture and furnishings to the Office Furnishings Manager following LMS-CP-2711, "Requesting and Excessing Office Furnishings through Government Sources."~~

Submit requests for office furniture using LF 100 (LaRC Excess Property Withdrawal Request)

6. DELEGATION OF AUTHORITY

N/A

7. MEASUREMENTS

N/A

8. CANCELLATION

LAPD 4220.1, dated April 20, 2004.

LAPD 4220.1, dated November 10, 2004

~~Roy D. Bridges, Jr.~~ Lesia Roe

Director

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