

DATE: **January 13, 2016**
TO: Center Directives Manager
Langley Research Center



FROM: **John L. Evans**
LaRC Center Operations Directorate

SUBJECT: MEMO Authorizing Continued Use of Expired Langley Directive
LAPD 4220.1, LaRC Furniture Policy
Expiration date: November 17, 2014

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 directive.

LAPD 4220.1, LaRC Furniture Policy
The subject directive has been reviewed prior to the expiration date and a summary of the required changes is: 1) Subsidized changes related to types of furniture needs and allocations to various levels of personnel.
The directive was also assessed for the risk of continued use after expiration versus the risk of not having the directive available after expiration. The results of that risk assessment are: Risk of continued use is minimal. The policy document will not correlate with the LAPD related to office space.
Justification for the delay is: Awaiting an update to Agency policy that will allow local correlation between office space and furniture requirements.
The updated directive will be submitted for Centerwide review no later than May 31, 2016 .

Please refer any questions or concerns regarding the continued use of this directive to John L. Evans.

/s/ John Evans 1/26/2016

LaRC Center Operations Directorate

cc:
LMS Management Representative
LMS Directives Management



**Langley
Policy
Directive**

LAPD 4220.1 K

Effective Date: May 19, 2010

Expiration Date: November 17, 2015

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

SUBJECT: Standards for Office Furniture and Furnishings

1. POLICY

a. It is LaRC policy to use office furniture and furnishings that 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 workers needs including adjustable seat height, seat tilt, seat pan depth, back height, and arm rest height/width.

c. Carpet shall be allocated for installation as part of a rehabilitation project, safety issues and/or a new facility.

2. APPLICABILITY

This directive is applicable to Langley Research Center civil servants.

3. AUTHORITY

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

4. APPLICABLE DOCUMENTS

NPR 4200.1, "NASA Equipment Management Procedural Requirements."

5. RESPONSIBILITIES

a. The Office Furnishings Manager, Logistics Management Branch shall:

(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) Review and approve carpet installation service requests, and oversee carpet installation and related services.

b. The requester shall submit requests for office furniture using LF 100 (LaRC Excess Property Withdrawal Request)

6. DELEGATION OF AUTHORITY

N/A

7. MEASUREMENTS/VERIFICATION

N/A

8. CANCELLATION

LAPD 4220.1, dated November 10, 2004

Original signed on file

Lesa B. Roe

Director

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