

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 8800.15, Facility Utilization Program
Expiration date: October 29, 2015

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 8800.15, Facility Utilization Program
The subject directive has been reviewed prior to the expiration date and a summary of the required changes is: <ol style="list-style-type: none">1) Revise to incorporate Langley's Revitalization Plan's goals.2) Revise the space allocation policy.3) Revise to incorporate Agency requirements.
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 Facility Utilization Officer will continue to evaluate facility space on a case-by-case basis, an Agency and Center requirement.
Justification for the delay is: NPR 8800.15, Real Estate Property Management, contains a segment which is under review and being discussed among the Facility Utilization Officers and unions. Once approved, the LAPD 8800.15 will be revised or discontinued appropriately.
The updated directive will be submitted for Centerwide review no later than July 31, 2016 .

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

/s/ John L. Evans 1/26/2016

cc:
LMS Management Representative
LMS Directives Management



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 8800.15 D
Effective Date: October 28, 2005
Revalidated: October 13, 2009
Expiration Date: October 29, 2014**

Responsible Office: Center Operations Directorate

SUBJECT: Facilities Utilization Program

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 Implementation Manual."
- 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 identifying facilities to be closed.
 - (2) Optimum allocation of available facilities and related resources to best meet these needs.
 - (3) Early identification of new or additional facilities resources to meet research program requirements.
 - (4) An accurate database and report generating system to identify actual space occupancy.
- d. Facilities Allocation
 - (1) The management and operation of a unique research center generates a wide variety of functional requirements for various types of physical space.
 - (2) The average net usable 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.

(3) Facility space required for other functions such as shop space, lab space, technical space, training, files, drawing boards, libraries, data processing terminals, and copying equipment is to be identified and justified independently. A percentage amount for circulation space and substandard housing (trailers) will be excluded from the standard office space assignment goals.

2. APPLICABILITY

This directive is applicable to all Langley Research Center (LaRC) civil servant employees.

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.
- b. NPD 8800.14, "Policy for Real Property Management."

4. APPLICABLE DOCUMENTS

- a. NPR 8800.15, "Real Estate Management Program Implementation Manual."

5. RESPONSIBILITY

- a. The Facility Utilization Officer/Manager, Center Operations Directorate, is vested with authority for the assignment and utilization management of LaRC facilities.
- b. All organizations occupying Center facilities shall submit proposals for changes or modifications to research, office, or other space within facilities to the Facility Utilization Officer/Manager for review and approval prior to implementing a change. All office space assignments and reassignments are managed by the Facility Utilization Officer/Manager.
- c. The Facility Utilization Officer/Manager maintains the Center's computerized database of organizational space utilization and individual personnel assignments.
- d. All supervisors must ensure the 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-db.larc.nasa.gov:8893/gis/larc/dc_personnelform.

7. DELEGATION OF AUTHORITY

None

8. MEASUREMENTS

None

9. CANCELLATION

LAPD 8800.15, dated October 6, 2004.

Original signed on file, 10/13/2009

Lesa B. Roe

Director

Distribution:

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