Subject: Facilities Utilization Program  
Responsible Office: Center Operations Directorate

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.

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) Office space areas shall follow the standards established by Center Leadership Council agreement regarding office allocations based upon SES. ST/SL and supervisors are the only categories requiring closed offices. All open office space shall follow the furniture standards described in LAPD 4220.1 for general personnel and research personnel.

   (4) Facility space required for other functions is to be identified, justified, and requested independently by the requiring organization.
2. **APPLICABILITY**
   a. This directive is applicable to all Langley Research Center (LaRC) civil servant employees.
   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**
   a. National Aeronautics and Space Act, 51 USC 20113
   b. NPD 8800.14, Policy for Real Estate Management

4. **APPLICABLE DOCUMENTS**
   a. NPR 8800.15, Real Estate Management Program
   b. LAPD 4220.1, Standards for Office Furniture and Furnishings
   c. Langley Form (LF) 41, Directory Change Notice

5. **RESPONSIBILITY**
   a. The Facilities Utilization Officer (FUO), Center Operations Directorate, is vested with authority for the assignment and utilization management of LaRC facilities.
   b. FUO shall review for decision all proposals for changes or modifications to research, office, or other space within facilities.
   c. All organizations occupying Center facilities shall submit proposals for changes or modifications to research, office, or other space within facilities to the FUO for review and decision prior to implementing a change.
   d. FUO shall determine and implement all office space assignments and reassignments.
   e. FUO shall receive and work with requesting organizations regarding all facility space including office and other functional areas.
   f. The FUO maintains the Center’s computerized database of organizational space utilization and individual personnel assignments.
   g. All supervisors shall 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-dbweb.larc.nasa.gov:8893/gis/larc/dc_personnelform.
7. DELEGATION OF AUTHORITY

None

8. MEASUREMENTS

None

9. CANCELLATION

LAPD 8800.15, dated October 13, 2009.

/s/ Cathy H. Mangum December 12, 2016
Center Associate Director Date

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