



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 8800.16I-1
Effective: January 4, 2012
Revision I-1: March 9, 2015
Expires: November 30, 2016**

Responsible Office: Center Operations Directorate

SUBJECT: Management of Inactive Facilities

1. POLICY

It is the policy of LaRC to ensure that:

- a. Any facility that has no specific and present, or near term program or institutional requirement shall be closed.
- b. A closed facility shall be placed in one of three categories:
 - (1) Standby
 - (2) Mothballed
 - (3) Abandoned
- c. Maintenance and utilities for closed facilities are reduced or eliminated, depending on category, other than as required for fire, security, safety, or if the property is a National Historic Landmark.
- d. Closed facilities are secured to prevent unauthorized access and injury to personnel.
- e. Closed facilities do not receive funding for any outstanding valid Deferred Maintenance or other significant improvement.
- f. Facilities utilization and planning promote efficient use of facilities.
- g. The LaRC Director's Office will give final approval for facilities closure, the closure category, and any changes to the closure list.
- h. Funding
 - (1) Projected budget constraints are limiting the resources available to operate and maintain facilities. A closure plan with estimated savings for closures shall be maintained and updated annually by the Center Operations Directorate (COD) to ensure efficient and effective use of the Center's utilities and maintenance budgets.

(2) Under normal circumstances, all deactivation and/or reactivation costs of a technical or technical support facility shall be funded from the facility user program appropriations unless otherwise approved by the Center Director's Office. Institutional classified facilities shall be funded from Center appropriations.

(3) Environmental, security, safety, fire closure audits and any required remediation (other than remediation funded by the Environmental Compliance and Restoration (ECR) account in the Mission Support Construction of Facilities Budget) shall be funded by the Center on a case-by-case basis. Funding shall be provided to ensure compliance with all laws and regulations.

2. APPLICABILITY

This directive is applicable to Langley Research Center civil servant and contractor employees to the extent specified in their contracts.

3. AUTHORITY

NPD 8800.14, "Policy for Real Estate Management."

4. APPLICABLE DOCUMENTS AND FORMS

- a. 54 U.S.C. Section 470(f), "National Historic Preservation Act of 1966."
- b. NPR 8800.15, "Real Estate Management Program."
- b. LAPD 8800.15, "Facilities Utilization Program."
- c. LPR 8500.1, "Environmental and Energy Program Manual."
- d. LMS-CP-8801, "Facility Closure Process."
- e. LF 124, "Facility Closure Checklist."
- f. "Programmatic Agreement among the National Aeronautics and Space Administration, the National Conference of State Historic Preservation Officers, and the Advisory Council on Historic Preservation" for management of NASA's National Historic Landmarks.
- g. "Programmatic Agreement Among the National Aeronautics and Space Administration, the Virginia State Historic Preservation Office, and the Advisory Council on Historic Preservation for Management of Facilities, Infrastructure and Sites at NASA Langley Research Center, Hampton, Virginia."

5. RESPONSIBILITIES

a. LaRC Organizational Unit Managers

- (1) Identify and validate program needs and requirements (both tactical and strategic).
- (2) Evaluate, identify, and select potential research and technology facility candidates for closure.
- (3) Submit potential candidates to the COD.
- (4) Concur on final facility closure candidates processed by COD.
- (5) Provide written closure plan which addresses facility history and identified important documents and/or artifacts.
- (6) Provide written response to Closure Audit Findings to the Safety and Mission Assurance Office (SMAO), Security and Program Protection Branch (SPPB), Environmental Management Branch (EMB), or Logistics Management Branch (LMB), as appropriate.
- (7) Implement findings of Facility Reactivation Analysis. Provide written confirmation of actions taken to SMAO, SPPB, EMB, or LMB, as appropriate (only if determination is made to reactivate a facility once it has been closed.)
- (8) Coordinate and approve the determination of options for displaced personnel with the COD.

b. COD

- (1) Determine and identify facility closure candidates (see Facility Closure Process, LMS-CP-8801).
- (2) Prepare the official facility closure list to include estimated savings and reactivation costs.
- (3) Forward facility closure documents to Enterprise Facility Group Director for information; to LaRC Organizational Unit Managers for concurrence; and to LaRC Director's Office for approval.
- (4) Inform Organizational Unit Managers within the affected Competency of the facility closure decisions after approval by the LaRC Director's Office.

(5) Notify SMAO, SPPB, EMB, and LMB of closure decisions (see Facility Closure Checklist, LF 124).

(6) Terminate and/or modify utilities, and provide sustaining maintenance to closed facilities appropriate for specific closure category.

(7) Install signs identifying closure status for selected facilities.

c. Organizational Units - Alert Facility Coordinators, Safety Heads, Facility Environmental Coordinators, and other facility staff. Coordinate with the Facility Utilization Officer the relocation of activity to other active facilities.

d. Facility Coordinators

(1) Develop a comprehensive Facility Closure Plan (see LMS-CP-8801) for implementation of an orderly shutdown of their facilities. Coordinate plan with the Facility Safety Heads and the Environmental Coordinator.

(2) Inform the COD; Revitalization Branch (RB); and SMAO, SPPB, EMB, and LMB of plans. If appropriate, submit completed Request for Move and telephone services request via <http://move.larc.nasa.gov>.

e. Office of Chief Counsel

Review closure decisions for compliance with laws and regulations.

f. SMAO

(1) Audit facility for safety and fire concerns, configuration management (CM) impact, Laboratory Risk Evaluation Program (LREP), or confirm no impact. Provide an audit report which specifies actions needed for closure and/or reactivation and for any continuing requirements to the appropriate Organizational Unit Managers.

(2) Monitor closed facilities to prevent injury to personnel.

g. SPPB

(1) Audit facility for security concerns. Provide an audit report which specifies actions needed for closure and/or reactivation and any continuing requirements to the appropriate Organizational Unit Managers.

(2) Monitor closed facilities to prevent unauthorized access.

h. EMB

- (1) Audit facility for environmental impacts. Provide an audit report which specifies actions needed for closure and/or reactivation and any continuing requirements to the appropriate Organizational Unit Managers.
- (2) Audit facility for cultural and/or historic impacts.
 - (a) Ensure compliance with Federal regulations and agreements concerning management of historic properties, if affected.
 - (b) Coordinate with logistics and demolition team as appropriate to develop plan for removal of historic artifacts and documents.

i. LMB

- (1) Receive returned furniture and equipment, adjust inventory records, and provide storage as needed.

j. Facilities Utilization Officer (FUO), COD

- (1) Plan, coordinate, and implement the physical personnel moves.
- (2) Provide input in the official LaRC Facility Closure List database.
- (3) Develop facility utilization relocation plans, facility utilization move scenarios, and closure analysis details as required to support facility closure decisions.
- (4) Ensure that all determinations of facilities that will be converted to inactive status, and the reactivation of any previously closed facility, are approved by the Office of the Center Director.
 - (a) For reactivations, the FUO will notify the Real Property Accountability Officer, Environmental Management Branch, the SMAO, and the appropriate COD maintenance and operations staff that a facility is being reactivated.
 - (b) Before the facility can be reactivated, an environmental assessment and a security assessment as well as safety and fire assessments shall be completed.
 - (c) All recommendations shall be addressed by the reactivating organizational unit prior to the facility reactivation.

(5) Assist as needed with audit inspections with representative from SMAO (Fire Chief and Safety), SPPB, EMB, LMB, and COD to determine if additional tasks are needed to perform facility closure. Coordinate with Organizational Unit Managers in mitigation of audit findings as required.

k. Real Property Accountability Officer, COD - Initiate changes to the Real Property databases. Reconcile records with Office of the Chief Financial Officer.

l. Facility Master Planner, COD - Update the Facilities Master Plan.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENT/VERTIFICATION

None

8. CANCELLATION

LAPD 8800.16, dated January 16, 2008.

Original signed on file

Lesa B. Roe
Director

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