



**LANGLEY
POLICY
DIRECTIVE**

LAPD 9050.8D

Effective Date: October 12, 2012

Expiration Date: September 30, 2017

Responsible Office: Office of Human Capital Management

SUBJECT: Use of Langley Research Center Facilities and Grounds for Non-Official Events

1. POLICY

a. When not being used for official purposes, LaRC facilities and grounds may be used for non-official purposes by outside groups, e.g. On-site LaRC contractors, Langley Federal Credit Union, Langley Air Force Base, if such use does not interfere with LaRC's mission. The LF 268, NASA Langley Research Center Facility Usage Request, contains a list of facilities primarily affected by this policy. However, this policy applies to all facilities located on LaRC even though not specifically identified in LF 268. Any question regarding the use of other facilities not set forth in LF 268 will be determined on a case-by-case basis consistent with this policy.

b. The Director, Office of Human Capital Management (OHCM), or designee, may authorize use of LaRC facilities for non-official purposes by outside groups if:

- (1) The support does not unduly interfere with the performance of the core mission;
- (2) The support is clearly in the interest of LaRC or NASA;
- (3) The event is appropriate for a LaRC Organization to sponsor;
- (4) LaRC is willing and able to provide the same level of support to comparable events;
- (5) The support is not prohibited by statute or regulation.
- (6) Security concerns are coordinated and mitigated.

c. The use of Center facilities is not authorized for any activity:

- (1) Sponsored or conducted by a group for the purpose of practicing or advocating discrimination based on race, color, sex, or national origin;
- (2) Having a partisan political, sectarian, or similar nature or purpose;
- (3) Conducted for profit-making by an outside group;
- (4) Conducted for fund raising by an outside group.

- d. Official functions take precedence over all non-official activities.
- e. In implementing this policy, the Center will:
 - (1) Comply with Federal law, Federal regulations, and NASA policy governing use of its facilities and grounds;
 - (2) Not engage in activities that unduly compete with local merchants.

2. APPLICABILITY

This directive is applicable to LaRC.

3. AUTHORITY

- a. 51 U.S.C. sec. 20113(c)(5) of the National Aeronautics and Space Act.

4. APPLICABLE DOCUMENTS AND FORMS

- a. NPD 9050.6, "NASA Exchange Activities"
- b. NPR 1600.4, "Identity and Credential Management"
- c. LAPD 9050.7, "Use of LaRC Facilities and Grounds for Employee Efficiency, Welfare and Morale Purposes"
- d. LF 268, "NASA Langley Research Center Facility Usage Request"

5. RESPONSIBILITY

- a. Authorized users and sponsors shall:
 - (1) Comply with LaRC policy regarding security requirements and access to the Center (see NPR 1600.4, "Identity and Credential Management").
 - (2) Submit an LF 268 to OHCM for use of LaRC facilities and grounds in compliance with this policy;
 - (3) Observe rules regarding use of facilities and be responsible for the conduct of all participants.
- b. OHCM shall schedule and approve use of facilities. OHCM shall provide information regarding the type of event, expected number of participants, approximate start time and end time, and other pertinent data about the event to the Security Services Branch, Center Operations Directorate, for concurrence and appropriate access clearance. OHCM shall coordinate with Office of Chief Counsel (OCC)

regarding releases of liability and with the Office of Strategic Analysis, Communications, and Business Development for distinguished visitor access or use that has an impact on surrounding communities.

c. OCC shall determine whether a release of liability is required for a particular event.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS/VERIFICATION

None

8. CANCELLATION

LAPD 9050.8 dated October 5, 2004

Original signed on file

Lesia B Roe
Director

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