



**LANGLEY  
POLICY  
DIRECTIVE**

**Directive: LAPD 9050.9D  
Effective Date: February 13, 2012  
Expiration Date: January 31, 2017**

---

**Responsible Office: Office of Human Capital Management**

**Subject: NASA Langley Research Center (LaRC) Exchange Council Activities**

**1. POLICY**

- a. Langley Research Center operates exchange activities to promote and maintain the morale and welfare of NASA employees. The LaRC Exchange operates employee morale activities such as cafeteria services, vending operations, clubs, recreational classes/leagues, a child development center and a gift shop. Family members, guests of LaRC employees, retirees, Government Contract employees and official visitors may participate in employee morale events and activities.
- b. The Exchange is authorized to use NASA-controlled real property and existing facilities for the conduct of programs, events, and activities, provided such use does not interfere with official business.
- c. The Exchange may acquire real property, and repair facilities in accordance with NASA and LaRC policies and procedural requirements. Management of Exchange assets will be in accordance with NASA policy and generally accepted accounting principles.
- d. Exchange procurement and contracting policies and procedures will be documented and conform to NASA and LaRC practices as practicable to ensure best value.
- e. Appropriate liability insurance will be maintained by the Exchange to protect its interest and the interest of the United States.
- f. The Exchange shall collect, pay, and report applicable Federal taxes.
- g. In the event of Exchange termination, appropriate notification, accountability, transfer, and disposition of all assets will be conducted in accordance with NASA and LaRC policies.
- h. Exchange employees must be informed of and comply with the standards of conduct provisions of Executive Order 12731 (Principles of Ethical Conduct for Government Officers and Employees), 5 CFR § 2635 (Standards of Ethical Conduct for Employees of the Executive Branch), 5 CFR § 735 (Gambling) and 5 CFR § 6901 (NASA Supplement to the Standards of Conduct).

**2. APPLICABILITY**

- a. This LAPD is applicable to all agencies, organizations, and activities operating on Langley Research Center, including component facilities and technical and service support centers.

**3. AUTHORITY**

51 U.S. Code Section 20113(c)(5), National Aeronautics and Space Act.

**4. APPLICABLE DOCUMENTS AND FORMS**

- a. NPD 9050.6, "NASA Exchange and Morale Support Activities."
- b. LAPD 1150.2, "Councils, Boards, Panels, Committees, Teams, and Groups."
- c. LAPD 9050.7, "Use of Langley Research Center Facilities and Grounds for Employee Efficiency, Welfare and Morale Purposes."
- d. LAPD 9050.8, "Use of Langley Research Center Facilities and Grounds for Non-Official Events."

**5. RESPONSIBILITY**

a. The Director of the Office of Human Capital Management, or through delegation his/her Deputy, is responsible for:

- (1) Serving as the Chair of the Langley Exchange Council (LEC).
- (2) Recommending Council member appointments to the Center Director and ensuring participation of Council members.
- (3) Appointing all standing and special committees of the Exchange Council aimed at processes, procedures, policies, and continuous improvements.
- (4) Establishing meeting schedule and notifying Council members of meetings. The Council will meet on a quarterly basis. The Chairperson may call additional meetings, as he/she deems necessary.
- (5) Ensuring compliance with applicable laws, regulations, and applicable policies.
- (6) Ensuring that minutes of Exchange Council Meetings are taken and distributed.

b. The Exchange Operations Manager is responsible for:

- (1) Managing Exchange operations within the authority of this LAPD and the NPD 9050.6 and recommendations of the Exchange Council.
- (2) Recommending policies and procedures in the areas of personnel, fund assets, banking/investments, activities, procurement, facilities and others as appropriate.

- (3) Developing a Strategic Business Plan for annual and long-term management of the Exchange operations, based on Council guidance.
- (4) Conducting the Exchange triennial needs assessment survey.
- (5) Supervising and supporting the Exchange Activity Managers in conducting of operations of their individual Exchange Activities.
- (6) Serving as Organizational Representative in the areas of Safety, Property Management, Procurement, and other applicable Program Offices and ensuring policy compliance and reporting responsibilities.
- (7) Submitting an annual report on Exchange Council activities to the Center Director, including plans for the next fiscal year, within 90 days of fiscal year end. A copy of the annual report will also be forwarded to the Office of Institutional and Corporate Management and the Office of Financial Management, NASA Headquarters, as well as to the LaRC Chief Financial Officer.

c. The Council membership and responsibilities

- (1) Council members are appointed by the Center Director for a term of not less than 1 year or more than 4 years. If a Council position becomes vacant, the Chairperson may appoint a replacement until the vacancy is filled.
- (2) Council members are expected to attend all scheduled meetings. Unexcused absences from two consecutive meetings may result in removal from the Council by the Chairperson. Council members may have an alternate representative on occasions to attend meetings as approved by the Chair.
- (3) In cooperation with the Chair, Council members shall:
  - (a) Serve on various Exchange Committees as appointed by the Chair.
  - (b) Advise, review, and approve annual and revised operating plans and budgets, and the Exchange Strategic Plan.
  - (c) Review and approve material modifications to policies, procedures, organizational structures, and / or business practices.

d. The Employee Activities Association (EAA) President will serve as an Exchange Council Member and will conduct open center wide elections for the EAA Board members. The President of the EAA will approve and report Clubs and League officers to the Exchange Council. The Board will present a recommended Operating Plan on an annual basis to the Exchange Council.

e. The Treasurer, in coordination with Exchange Operations Manager, will perform the following duties:

(1) Establish a system of management controls (cash, assets, banking, investments) that will provide reasonable assurance regarding the financial data, compliance with applicable laws and regulations, and prevention of, or prompt detection of, unauthorized acquisition, use, or disposition of exchange assets. Controls over assets include safeguards for the protection of the Exchange's property and supplies to prevent pilferage or unnecessary loss and periodic inventories.

(2) Review financial statements, activity budgets, and all other appropriate reports including those of the Office of Inspector General to ensure operation of a sound, business-like organization, and cooperate with Langley CFO authorized independent accountants during the annual audit of books and records of the Exchange and its elements.

g. Office of Chief Counsel is responsible for:

(1) Attending meetings of the LEC.

(2) Reviewing concessionaire contracts.

(3) Reviewing Exchange operations and advising officials responsible for management of exchange operations on compliance with applicable laws, regulations, and policies.

(4) Advising on Exchange Activities involving the public.

(5) Advising on real property acquisitions.

(6) Advising on the use of non-appropriated and appropriated funds.

(7) Advising on personnel actions involving non-appropriated funds employees.

h. Office of the Chief Financial Officer is responsible for:

(1) Providing representative to the LEC to serve as Treasurer and a manager as an Ex-officio representative to the council.

(2) Monitoring exchange through management reviews for compliance with NASA and LaRC policy and sound business practices.

(3) Ensuring that there is an annual independent audit of exchange operations.

## **6. DELEGATION OF AUTHORITY**

The authority to establish Center policy on Exchange activities is delegated to the Director of the Office of Human Capital Management. Authority to conduct day to day business and financial management such as banking and investments in accordance with those policies is delegated to the Exchange Operations Manager and Exchange

Treasurer, either of which may operate individually of the other in conducting authorized functions.

**7. MEASUREMENT/VERIFICATION**

None

**8. CANCELLATION**

LAPD 9050.9, dated March 13, 2007.

*Original signed on file*

Lesa B. Roe  
Director

**DISTRIBUTION:**

Approved for public release via the Langley Management System; distribution is unlimited.