



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 8800.15
Effective Date: October 28, 2005
Expiration Date: October 28, 2009**

**Responsible Office: Capital Assets Management, Center Operations
Directorate**

SUBJECT: Facilities Utilization Program (revised 1/9/06)

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. REFERENCE

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

5. RESPONSIBILITY

- a. The Head, Capital Assets Management, is LaRC's Facilities Utilization Officer, and the Facility Utilization Manager is the alternate.
- b. The Facility Utilization Manager, Capital Assets Management, is vested with authority for the assignment and utilization management of LaRC facilities.
- c. All organizations occupying Center facilities shall submit proposals for changes or modifications to research, office, or other space within facilities to the Facility Utilization Manager for review and approval prior to implementing a change. All office space assignments and reassignments are managed on behalf of the Facilities Utilization Officer by the Facility Utilization Manager.
- d. The Facility Utilization Manager maintains the Center's computerized database of organizational space utilization and individual personnel assignments.

e. 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

Roy D. Bridges, Jr.
Director