



**LANGLEY  
POLICY  
DIRECTIVE**

**Directive: LAPD 8800.16  
Effective Date: January 16, 2008  
Expiration Date: January 16, 2012**

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**Responsible Office: Center Operations Directorate**

**SUBJECT: Facilities Closure and Management of Closure Status and  
Reactivation of 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, or safety.
- 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 service employees.

## **3. AUTHORITY**

a. NPD 8800.14, "Policy for Real Property Management."

## **4. APPLICABLE DOCUMENTS**

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

b. LAPD 8800.15, "Facilities Utilization Program."

c. LPR 8800.1, "Environmental Program Manual."

d. "National Historic Preservation Act of 1966, 16 U.S.C. Section 470f."

e. "Programmatic Agreement among the National Aeronautics and Space Administration, the National Conference of State Historic Preservation Officers, and the Advisory Council on Historic Preservation."

f. LMS-CP-8801, "Facility Closure Process."

g. LF 124, "Facility Closure Checklist"

## **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 response to Closure Audit Findings to the Safety and Mission Assurance Office (SMAO), Security and Program Protection Branch (SPPB), or Environmental and Logistics Branch (ELB) as appropriate.

(6) Implement findings of Facility Reactivation Analysis. Provide written confirmation of actions taken to SMAO, SPPB, or ELB as appropriate (only if determination is made to reactivate a facility once it has been closed.)

(7) 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, and ELB 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 Manager the relocation of activity to other active facilities.

d. Facility Coordinators

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

(2) Inform the COD; Projects and Capital Assets Branch (PCAB); and SMAO, SPPB, and ELB 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 environmental impacts and 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. ELB

(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.

i. PCAB

(1) Plan, coordinate, and implement the physical personnel moves.

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

j. Facilities Utilization Officer (FUO), COD

(1) Maintain the official LaRC Facility Closure List database.

(2) Provide for facility utilization move scenarios, and closure analysis details as required to support facility closure decisions.

(3) 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. For reactivations, the FUE will notify the Real Property Accountability Officer, Environmental and Engineering Compliance Branch, SMAO, and appropriate COD maintenance and operations staff that a facility is being reactivated. Before the facility can be reactivated, an environmental and security assessment and a safety, and fire assessment must be completed. All recommendations must be addressed by the reactivating organizational unit prior to the facility reactivation.

k. Facility Utilization Manager, COD

(1) Develop facility utilization relocation plans and scenarios (only if necessary).

(2) Assist FUE in determination of candidate institutional facilities for possible closure or consolidation.

(3) Assist as needed with audit inspections with representative from SMAO (Fire Chief and Safety), SPPB or ELB, 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.

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

m. Facility Master Planner, COD - Update the Facilities Master Plan, and ensure compliance with Federal regulations and agreements concerning management of historic properties (only if affected).

**6. DELEGATION OF AUTHORITY**

None

**7. MEASUREMENT/VERTIFICATION**

None

**8. CANCELLATION**

LAPD 8800.16, dated October 14, 2004.

*Original signed on file*

Lesa B. Roe  
Director

**January 16, 2008**

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**DISTRIBUTION:**

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