



**LANGLEY
POLICY
DIRECTIVE**

LAPD 9050.7

**Effective Date: October 12, 2012
Expiration Date: September 30, 2017**

Responsible Office: Office of Human Capital Management (OHCM)

SUBJECT: Use of Langley Research Center Facilities and Grounds for Employee Efficiency, Welfare, and Morale Purposes

1. POLICY

a. When not being used for official purposes, LaRC facilities and grounds may be used to support activities directly contributing to the efficiency, welfare, and morale of Center employees. The LF 268, NASA Langley Research Center Facility Usage Request, has a list of facilities primarily affected by this policy. However, this policy applies to all facilities located on LaRC, even those not specifically identified on LF 268. Any question regarding the use of other facilities not set forth in the LF 268 will be determined on a case-by-case basis consistent with this policy.

b. The following employee groups may use facilities and grounds for efficiency, welfare, and morale purposes as set forth in this policy:

- (1) The LaRC civil servant workforce;
- (2) An individual LaRC organizational unit (OU);
- (3) LaRC Exchange activities; and
- (4) LaRC contractor organizations.

NOTE: Family members and guests of LaRC employees, retirees, Government Contract employees, and official visitors may participate in employee efficiency, welfare, and morale events.

c. Official functions and Center-wide morale activities take precedence over all other activities. Other activities will be scheduled in the following order of precedence:

- (1) Center-wide activities;
- (2) morale activities conducted by specific LaRC organizations; and
- (3) all other activities consistent with this policy which will be scheduled on a first-come, first serve basis.

d. LaRC civil servant employees may also hold modest celebrations, such as current employee retirements, career advancement recognition events, birthdays,

showers, or other special occasions on a non-interference basis in work areas. Such use may be held during normal business hours and with approval from a supervisor.

e. Employee groups as stated above in paragraphs 1.b. 1-4 may not use official or common facilities or grounds for profit-making or fund raising events or activities without first coordinating with OHCM and the Office of Chief Counsel (OCC). Questions regarding contractors should also be coordinated through the Office of Procurement.

f. 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 NASA 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 9050.6J, "NASA Exchange and Morale Support Activities"
- b. LAPD 1150.2, "Councils, Boards, Panels, Committees, Teams, and Groups"
- c. LAPD 1680.1, "Access to Langley Research Center"
- d. LAPD 9050.8, "Use of Langley Research Center Facilities for Activities for Non-Official Events"
- e. LF268, "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 by non-LaRC personnel.
 - (2) Submit LF 268 to OHCM, Mail Stop 033, for use of those common areas in compliance with this policy.

(3) Observe rules regarding use of facilities and be responsible for the conduct of all participants. Comply with provisions in this policy.

b. The NASA Langley Exchange Council (see LAPD 1150.2, "Councils, Boards, Panels, Committees, Teams, and Groups") shall ensure Langley Exchange activities are operated in accordance with this policy.

c. The Director, Office of Human Capital Management (OHCM), or designee, may authorize use of LaRC facilities listed on LF 268 for non-official purposes consistent with this policy. OHCM shall:

(1) Provide activity/group information regarding the type of event, expected number of participants, the approximate start time and end time, and other pertinent data about the event to the Security and Program Protection Branch, Center Operations Directorate for concurrence and appropriate access clearance.

(2) Coordinate with the OCC regarding releases of liability and other legal issues,

(3) Coordinate with the Office of Strategic Analysis, Communications and Business Development for distinguished visitor access or use that has impact on surrounding communities.

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

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS

None

8. CANCELLATION

LAPD 9050.7, dated March 1, 2005

Original signed on file

Lesa B. Roe
Director

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