



Goddard Procedural Requirements (GPR)

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| DIRECTIVE NO. | <u>GPR 8800.1A</u> | APPROVED BY Signature: | <u>Original Signed By</u> |
| EFFECTIVE DATE: | <u>Revalidated March 17, 2015</u> | NAME: | <u>Raymond Rubilotta</u> |
| EXPIRATION DATE: | <u>March 17, 2020</u> | TITLE: | <u>Director, Management Operations Directorate</u> |

COMPLIANCE IS MANDATORY

Responsible Office: Code 220/Facilities Management Division

Title: Facilities Utilization Program

PREFACE

P.1 PURPOSE:

This directive establishes general policy and procedures for a Facilities Utilization Program. Its purpose is to ensure that Goddard Space Flight Center (GSFC) real property is managed in an efficient and economical manner and is available to meet the requirements of ongoing and future missions. This program provides a process for meeting GSFC's strategic real property needs and ensures that real property is managed as a Center resource, delegated to Directors of who shall be responsible for managing facilities utilization.

P.2 APPLICABILITY:

The Facilities Utilization Program is applicable to all facilities that are owned, leased, or otherwise managed by NASA GSFC. This directive is applicable to all GSFC employees, contractors, other Government agency employees, and any other personnel who occupy or utilize facilities managed by NASA GSFC, including those personnel at remote sites and operations. This directive applies to real property that is leased or made available to others on a reimbursable basis for statistical reporting purposes only. This directive is not applicable to temporary construction trailers.

P.3 AUTHORITIES:

- a. 51 U.S.C. 20113, the National Aeronautics and Space Act
- b. [NPD 8800.14](#), Policy for Real Property Management
- c. [NPR 8800.15](#), Real Estate Management Program

P.4 APPLICABLE DOCUMENTS:

- a. Executive Order 13589, Promoting Efficient Spending
- b. GPR 8812.1, Facilities Review Committee
- c. GSA Form 1166, Report of Real Property Owned by or Leased to the United States
- d. Federal Real Property Profile Annual Reporting (NASA 1400 Report, Building Space Utilization Report)

P.5 CANCELLATION:

None.

P.6 SAFETY:

No requirements identified.

P.7 TRAINING:

No requirements identified.

P.8 RECORDS:

Utilization surveys and reviews of all real property under GSFC’s management and control shall be conducted annually to ensure that all facilities are put to their highest and best use, consistent with programmatic and institutional priorities. These records will provide a timely reference point from which actions may be taken such as assignments of space, utilization and management improvement, long-range competency planning, consolidation, elimination of duplication, or disposal.

| Record Title | Record Custodian | Retention |
|--------------------|--------------------------------|--|
| Agency Space Files | Facilities Utilization Officer | *NRRS 8/Item 47B – Destroy 2 years after date of submission to Headquarters. |

* NRRS - NASA Records Retention Schedule ([NPR 1441.1](#))

P.9 METRICS:

The overall success of the Facilities Utilization Program shall be determined through assessment of the degree of compliance with this policy and performance in the following areas:

- a. Review of Center performance using data prepared for the General Services Administration Form 1166, Report of Real Property Owned by or Leased to the United States, and Federal Real Property Profile Annual Reporting (NASA 1400 Report, Building Space Utilization Report).
- b. Review of Center performance using data prepared for NASA Headquarters in response to the Federal Real Property Management Program Initiative requirements of the President’s Management Agenda.
- c. Self-evaluation surveys and reviews to ensure that facilities utilization is at an appropriate level.

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PROCEDURES

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

1.0 ROLES AND RESPONSIBILITIES

1.1 Center Director

The GSFC Center Director is responsible managing NASA real property in accordance with NPR 8800.15, Real Estate Management Program. The Center Director is also responsible for designating the Center Facilities Utilization Officer, a Chair for the Facilities Review Committee, and a Real Property Accountable Officer.

1.2 Center Facilities Utilization Officer (CFUO)

The CFUO is responsible for executive level oversight of the Facilities Utilization Program. The CFUO shall ensure that real property capital planning is integrated into the strategic and business planning decision-making processes for the Center. The CFUO shall oversee the activities of the Facilities Utilization Officer, the Facilities Review Committee and its support committees and boards, and the Center’s Directors of whom all serve vital roles in the effective utilization of the Center’s facilities resources. The CFUO shall establish strategic priorities for the management and utilization of facilities resources and serve as the final arbiter when ideal solutions to space management issues are unclear.

1.3 Facilities Utilization Officer (FUO)

The Facilities Utilization Officer shall continually assess Center real property needs against current infrastructure, seek ways to increase the utilization of GSFC’s facilities, and seek alternatives to new capability construction wherever possible. The Facilities Utilization Officer reports directly to the CFUO and shall be responsible for implementation of utilization reviews and surveys, assisting the Facilities Review Committee in the assignment of facilities space, and assisting Directors of in utilization management, and possessing a highly detailed understanding of all Center spaces. The Facilities Utilization Officer shall assure the periodic reporting of facilities data as defined in the NPR 8800.15, Real Estate Management Program. The Facilities Utilization Officer shall serve as a non-voting member on the Facilities Review Committee, Wallops Facilities Review Committee, and the Technical Facilities Steering Committee and provide Center-level insight and management support in association with the development of solutions to complex space management and allocation issues.

1.4 Facilities Review Committee (FRC)

The FRC is a Center-level management board that is responsible for making recommendations to Center management on the acquisition, utilization, full-cost management, maintenance, renewal, and phase-out of Center facilities for all locations that are owned, leased, or otherwise managed by Goddard. The FRC is responsible for integrating real property capital planning into the strategic and business-planning decision-making processes for the Center. The FRC shall also identify, plan, and implement options to

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eliminate unnecessary real property through divestment, demolition, or other innovative programs. The FRC shall be responsible for the development of solutions to complex space management and allocation issues as they arise. The function of the FRC as defined in the NPR 8800.15, Real Estate Management Program will be fulfilled by the FRC as designated in GPR 8812.1. The membership, roles and responsibilities, and operating procedures for the FRC are more fully defined in GPR 8812.1.

1.5 Wallops Facilities Review Committee (WFRC)

The WFRC is a local Wallops management board that shall oversee and make recommendations on the acquisition, utilization, full-cost management, maintenance, renewal, and phase-out of facilities on-site and within the local area of the Wallops Flight Facility. The WFRC shall report to, and coordinate status of major real property actions with the Center FRC and CFUO. The WFRC shall ensure that local real property capital planning is integrated into the strategic and business-planning decision-making processes for the Center and identify, plan, and implement options to eliminate unnecessary real property through divestment, demolition, or other innovative programs. The WFRC shall be responsible for the development of solutions to complex local space management and allocation issues as they arise. The Facilities Utilization Officer shall be a standing, non-voting member on this Board.

1.6 Technical Facilities Steering Committee

The Technical Facilities Steering Committee shall oversee and make recommendations to the FRC and CFUO on the management, utilization, renewal, and phase-out of technical facilities and ancillary support spaces managed by the Center. The Technical Facilities Steering Committee shall be responsible for planning for our technical capability needs in an integrated fashion with the strategic and business planning decision-making processes for the Center. The committee shall also identify, plan, and implement options to reduce the cost burden of technical facilities through flexible use, divestment, or other innovative programs. The Steering Committee shall be responsible for the development of solutions to complex technical facilities space management and allocation issues as they arise. The membership of the committee is as follows:

- a. A voting FRC member from one of the programmatic Directorates will chair the committee. The FRC shall designate the Chair.
- b. The committee will be made up of representatives from the Science, Engineering, and Flight Program and Projects Directorates, and Center technology and new business strategists. The Facilities Utilization Officer shall be a standing, non-voting member on this committee.
- c. The committee will be able to create a sub-team structure and processes as needed to best manage and review the Center's technical facilities. This structure will be reviewed and approved by the FRC and CFUO on a routine basis. Independent broad technical and programmatic experts may be added as needed to support inventory reviews and surveys.

1.7 Directors of and Staff Office Chiefs

Real property is a Center resource and shall be managed in a comprehensive fashion by the CFUO, FRC, and the Directors of and their equivalent (simply referred to as "Directors of" from this point forward). Once the use of facilities space is assigned to a Director of, the responsibility to manage that space to the

same standards as the Center as a whole is delegated to the Director of. The Directors of shall report to the CFUO through routine reporting and utilization reviews for all spaces assigned to their organization: office, conference, technical facilities, storage, and miscellaneous spaces. Directors of shall have flexibility in reutilizing and moving personnel in their assigned space if current utilization is at an appropriate level.

Directors of shall ensure that they have personnel and procedures in place to keep all necessary real property occupancy and utilization data current and useful for management use. Directors of or their FRC representative shall report to the FRC any under-utilized facilities space for reassignment or divestment. Directors of shall gather, prioritize, and justify new facilities space requirements and advocate them to the FRC in the context of overall Center needs, objectives, and goals.

1.8 The Facilities Management Division (FMD)

FMD is responsible for supporting the development and maintenance of databases and systems necessary to manage real property occupancy and utilization data for management use. FMD shall provide staff support for the Center's Facilities Utilization Program, including:

- a. Establishing and maintaining Center-wide space management and space utilization data, including inventories of space assignment, auditing and utilization review data, reports, and analyses.
- b. Providing relevant data, graphic floor plans, and reports to the CFUO, FRC, and Directors of to assist them with the execution of their facilities utilization and management responsibilities.
- c. Manage and support the Facilities Master Planning processes and documentation for the Center.
- d. Provide adequate staff to manage program and meet functional requirements, to include but not limited to, development of housing assessments, auditing leased space, and reviewing and validating customer housing requirements.
- e. Develop plans for leased space, phasing-out of temporary space, and acquisition/disposal of facilities, including land.
- f. Designate a staff member to carry out the function of Real Property Accountable Officer responsible for recording and reporting of the Center's real property inventory.

1.9 Real Property Accountable Officer (RPAO)

The RPAO shall maintain detailed inventory records for all Real Property under the management control of GSFC. This includes establishing controls necessary to ensure that Real Property inventory records are kept current, advising and assisting staff regarding Real Property accountability matters, and directing periodic physical inventory and reconciling property records with applicable fixed asset subsidiary ledger accounts. The RPAO prepares inventory management reports required by local management and NASA policy, develops Center procedures, and maintains contact and coordination with NASA Headquarters, other NASA Centers, and other Government agency representatives relative to real property accountability transactions and supporting documents as required.

2.0 REQUIREMENTS FOR OFFICE SPACE MANAGEMENT

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For office space utilization evaluation and review purposes, a Center-wide grade and position-based weighted average office density of 125 net square feet per person (nsf/person) is considered to be the optimum office density. This average assumes the midpoint between an austere density limit of 110 nsf/person and a satisfactory liberal limit of 140 nsf/person. This includes 10 percent collateral space for internal circulation, file storage, special equipment, reception, secretarial, etc.

To achieve this Center-wide average office density, Directorates are responsible for managing their office space utilization at a Directorate-wide level to this same grade-and-position-based weighted average office density. Appendix C provides recommended office space allowances (nsf/person) based on the Federal Personnel and Payroll System (FPPS) supervisory level designation assigned to a civilian employee and all other GSFC personnel (i.e. support service contractors, employees from other federal agencies, students, academia, etc.) in a similar fashion. The office space allowances in this Appendix shall not be considered as an entitlement or a guarantee by any single individual or organizational element as space is a Center resource and will be managed in that fashion. In addition, the Center recognizes the need to establish some flexibly-managed office space in order to effectively meet emerging needs in a timely fashion and this will be a key feature in the Facilities Utilization Program.

These guidelines provide a process for meeting GSFC’s strategic real property needs, for ensuring that real property is managed as a Center resource and for meeting all the requirements of Executive Order 13589, Promoting Efficient Spending, to make more efficient use of the Government's real estate assets.

3.0 REQUIREMENTS FOR TECHNICAL SPACE MANAGEMENT

Since no comparable technical facility utilization standards exist for the unique type of work performed in these spaces, a routine independent review process will be used to create and maintain an understanding of utilization. The Technical Facilities Steering Committee and its sub-team structure and support personnel will routinely conduct this review and recommend the standards for management and utilization of technical space and its ancillary support space. The FRC and CFUO will review and approve these recommendations. Once approved, Directorates are responsible for managing their assigned technical and support space utilization at a Directorate-wide level to these routinely established standards. Technical space assigned to Directorates for management and/or use shall not be considered as an entitlement or a guarantee by any single individual or organizational element as space is a Center resource and will be managed in that fashion. In addition, the Center recognizes the need to establish some flexibly managed technical facility space in order to effectively meet emerging needs in a timely fashion and this will be a key feature in the Facilities Utilization Program.

4.0 REQUIREMENTS FOR NON-OFFICE, NON-TECHNICAL SPACE MANAGEMENT

These remaining space types represent the support spaces needed to ensure an operational campus environment – utility plants, warehouses, cafeterias, libraries, auditoriums, large-scale conferencing space, and employee welfare facilities such as day care, health center, and club areas. No standards exist to guide the quantity and utilization of these spaces. The FRC and the CFUO shall routinely evaluate these spaces to ensure they are effectively serving the Center’s needs. All analysis and evaluations of the effectiveness of these spaces shall ensure compliance with all the requirements of Executive Order 13589, Promoting Efficient Spending, to make more efficient use of the Government's real estate assets.

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Organizations assigned to manage these spaces shall be responsible for following the established guidance of the FRC. Space assignments shall not be considered as an entitlement or a guarantee by any single individual or organizational element as space is a Center resource and will be managed in that fashion.

5.0 REQUIREMENT FOR MASTER PLANNING AND COMPETENCY PLANNING

Real property must fully contribute to NASA's mission, both now and in the future. To ensure that the Center is effectively planning for future infrastructure needs, Master Plans and Competency Plans will be developed in an integrated fashion with the other strategic decision-making processes for the Agency and the Center. The FRC will identify and address real property requirements as an integral part of Agency, Mission Directorate, program, and project planning. The FRC is responsible for integrating real property capital planning into the business-planning processes of the Center. The FRC will develop and maintain Center Master Plans that ensure the physical development of the Center to effectively support NASA's mission, and Competency Plans to guide our ability to sustain critical capabilities and transition into future capabilities needed by the Center.

Appendix A – Definitions

- a. **FPPS Supervisory Level** – A designation assigned to a civilian employee found in the Federal Personnel and Payroll System (FPPS). All other personnel (i.e. support service contractors, employees from other federal agencies, students, academia, etc.) will be assigned an equivalent space allowance commensurate with similar job functions in FPPS designations.
- b. **Conference Space** – Rooms in which periodic or temporary seating or assembly of people is scheduled; includes class, lecture or training rooms, auditoriums, or similar activities. Conference space is characterized by the basic ability to seat personnel, coupled with the required training aids, media, or devices. Conferencing and/or meeting space integral with supervisory offices will be reported as office space.
- c. **Directors of and Staff Office Chiefs** – This designation applies to the peer group of senior executive Center leaders who serve as the Directors of each major Center Directorate, and those leaders that serve as either Chief or Director of the various staff offices to the Center Director. These staff offices include, at a minimum, the Equal Opportunity Program, Public Affairs, Chief Counsel, Inspector General, Human Resources, Chief Financial Officer, and Chief Information Officer.
- d. **Facilities** – Buildings and other structures permanently affixed to land.
- e. **Miscellaneous Space** - Areas in which activities, other than those previously classified, are conducted; includes visitor information, reception, libraries, banks, cafeterias, concessions, credit union, health unit, security, fire protection, post office, and similar activities.
- f. **Office Space** – Rooms in which desk-type science, management, engineering, administration, design, or business activities are conducted; generally, single-story rooms characterized by desks, tables, chairs, files, bookcases, and small, generally portable office, scientific, or test equipment. This includes circulation space integral with offices.
- g. **Storage Space** - Rooms in which files, film, tapes, supplies, or equipment not in active use are stored; includes stock, warehousing, shipping, and receiving activities.
- h. **Technical Facilities** – Rooms in which the majority of its function is associated with laboratory or bench-type science, engineering, research and development, integration, testing and evaluation, instrument repair and calibration, photographic processing, computer operations and support, mission operations, and mission control activities. This includes spaces with highly specialized capabilities such as clean rooms, antenna and magnetic test facilities, and high bays. Support space such as teaming and storage space vital to the operations of these technical facilities shall also be surveyed and reviewed when evaluating technical space utilization to ensure an understanding of how these space types interrelate with each other.

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Appendix B – Acronyms

CFO – Chief Financial Officer
CFR – Code of Federal Regulations
CFUO – Center Facilities Utilization Officer
CIO – Chief Information Officer
EEO – Equal Opportunity Program Office
FMD – Facilities Management Division
FPPD – Flight Program and Projects Directorate
FRC – Facilities Review Committee
FPPS – Federal Personnel and Payroll System
FUO – Facilities Utilization Officer
GM – General Merit (an Office of Personnel Management federal pay category)
GMI – Goddard Management Instruction
GPR – Goddard Procedural Requirements
GS – General Schedule (an Office of Personnel Management federal pay category)
GSFC – Goddard Space Flight Center
NASA – National Aeronautics and Space Administration
NPD – NASA Policy Directive
NPR – NASA Procedural Requirements
NRRS – NASA Records Retention Schedule
PAO – Public Affairs Office
RPAO – Real Property Accountable Officer
USC – United States Code
WFRC – Wallops Facilities Review Committee

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Appendix C – FPPS Supervisory Levels and Space Allowance Guidelines

FPPS supervisory level is a designation assigned to a civilian employee found in the Federal Personnel and Payroll System (FPPS). All other personnel (i.e. support service contractors, employees from other federal agencies, students, academia, etc.) will be assigned an equivalent space allowance commensurate with similar job functions in FPPS designations.

| FPPS SUPERVISORY LEVEL TITLE | FPPS Supervisory Level | OFFICE AREA (NSF) <i>Not to Exceed</i> |
|--|------------------------|--|
| 11 Center Director | 11 | 600 |
| 12 Center Deputy Director 13 Center Associate Director 14 Center Assistant Director | 12 - 14 | 450 |
| 15 Chief; Center Staff Office 16 Deputy Chief; Center Staff Office 17 Special Assistant to Center Director 18 Senior Scientist Code 100 19 Chief Engineer Code 100 20 Program Manager (Agency) 21 Director of; Directorate 22 Deputy Director of; Directorate 23 Associate Director of; Directorate 24 Assistant Director of; Directorate | 15 - 24 | 375 |
| 25 Mid-Managers-Manager 26 Chief; Division 27 Deputy Chief; Division 28 Associate/Assistant; Division | 25-28 | 225 |
| 29 Head; Branch 30 Deputy Head; Branch 31 Associate/Assistant; Branch 32 Section Head, Team Lead, Group Lead 33 Assistant Section Head, Team Lead, Group Lead | 29 - 33 | 150 |
| 34 Non-Supervisory GM/GS 14 or GS 15 | 34 | 150 |
| 34 All other Civil Service Employees | 34 | 75 |
| Contractor: Project Manager or Supervisor, Major Contract (>24 employees) or equivalent | M1, M2 | 150 |
| Contractor: All other Contractor employees | M3 | 75 |

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CHANGE HISTORY LOG

| Revision | Effective Date | Description of Changes |
|----------|----------------|---|
| Baseline | 8/22/2005 | Initial Release |
| | 06/07/2010 | Administratively extended for 1 year from original expiration date. |
| | 07/11/2011 | Administratively extended for 1 year. |
| | 09/13/2012 | Administratively extended for 1 year. |
| | 08/05/13 | Administratively extended 9 months. |
| | 03/07/14 | Administratively extended for 1 year. |
| A | 03/17/15 | Revalidation with Administrative Changes: <ol style="list-style-type: none"> 1. New Executive Order in effect - Executive Order 13589, Promoting Efficient Spending 2. Removing reference to obsolete NPR 8800.15, Real Estate Program Implementation Manual. 3. Updating reference to current version of NPR 8800.15C Real Estate Management Program 4. Changing name of FURB to FRC 5. Changing name of WFURB to WFRC 6. Changing Name of Facility Resource Manager to Facility Utilization Officer 7. Updating Appendix A and all reference to Appendix A throughout the document |
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