NASA Procedural Requirements

NPR 8800.15C
Effective Date: October 30, 2014
Expiration Date: December 31, 2022

COMPLIANCE IS MANDATORY FOR NASA EMPLOYEES

Real Estate Management Program w/Change 1, February 24, 2015

Responsible Office: Facilities Engineering and Real Property Division

NID 8800.119 NASA Interim Directive (NID), Policy for Removing Items from the Agency Disposal List and Incentivizing the Disposal of Real Property

NID 8800.120 NASA Interim Directive for National Historic Preservation Act Leases

NID 8800.114 NASA Interim Directive for National Historic Preservation Act Leases

NID 8800.115 NASA Interim Directive for Real Estate Management Program Adding Decommission of Facilities

Table of Contents

Change History

Preface

Appendix G. References

List of Tables

DISTRIBUTION:

NODIS

Change Log

Change #	Date	Description
1	2/24/2015	Developed additional guidance specifying the circumstances under which competition is appropriate when leasing NASA's assets to commercial partners by rewording Sections 6.1.11.1 and 6.1.11.2.

Preface

P.1 Purpose

a. This directive provides NASA real property managers with a common set of requirements and uniform, orderly processes for meeting NASA's real property requirements. Each chapter of this directive has a focus on a specific core process and includes required documentation.

b. This directive provides roles, responsibilities, and relationships of key NASA personnel tasked with acquiring, managing, and disposing of real estate assets on NASA's behalf, including:

(1) Real Property Accountable Officers (RPAOs).

(2) Facilities Utilization Officers (FUOs).

(3) Center Directors.

(4) Director, NASA Management Office.

(5) Deputy Chief Financial Officer, Finance (DCFO (F)).

(6) Contracting Officer Representatives (CORs).

(7) Facility Project Managers (FPMs).

(8) Director, Facilities and Real Estate Division (FRED) (formerly the Facilities Engineering and Real Property Division).

(9) Associate Administrator, Mission Support Directorate.

(10) Assistant Administrator, Office of Strategic Infrastructure (OSI).

c. This directive provides a guide to the required coordination among various NASA and other Federal offices in matters concerning real property management.

d. This directive provides direction on the use of the NASA Real Property Management System (RPMS) electronic database, which facilitates accurate compilation, analysis, and reporting of real property assets and their utilization.

P.2 Applicability

a. In accordance with Federal Management Regulation (FMR) 2011-03 Subchapter C, this directive defines real property as follows: (1) Any interest in land, together with the improvements, structures, and fixtures located thereon (including prefabricated movable structures) and appurtenances thereto under NASA's control, (2) improvements of any kind, structures, and fixtures when designated for disposition without the underlying land, and (3) standing timber and embedded gravel, sand, or stone. Refer to FMR 2011-03 Subchapter C for the full definition.

b. This directive applies to NASA Headquarters and NASA Centers, including component facilities and Technical and Service Support Centers.

c. This directive applies to Jet Propulsion Laboratory, a Federally Funded Research and Development Center (FFRDC), other contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements.

d. Real property matters involving international agreements shall be coordinated by the Director, FRED, through the NASA Office of the General Counsel (OGC) and the NASA Office of International and Interagency Relations. NASA Headquarters will coordinate with the Department of State, as required.

e. Unless it is specifically noted otherwise in this document, the provisions of this directive also apply to properties leased by the General Services Administration (GSA) for NASA's use, including those in the District of Columbia. These properties are managed by GSA.

f. Unless otherwise required by law, the provisions of this directive do not supersede the terms of any labor agreement between NASA and NASA Employee Unions provided that such labor agreement is in effect and unexpired as of the effective date of this document. The forgoing does not preclude the negotiation of future labor proposals that are inconsistent with the provisions of this document but are otherwise allowed by law.

g. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.

h. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

P.3 Authority

a. The National Historic Preservation Act of 1966, as amended, 16 U.S.C. §470 et seq.

b. The Federal Property and Administrative Services Act of 1949, as amended, 40 U.S.C. §101 et seq., 40 U.S.C. §521 et seq. and 40 U.S.C. §541 et seq.

c. Easements, 40 U.S.C. §1314.

d. Lease of Non-Excess Property, 51 U.S.C. 20145.

e. The National Aeronautics and Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140.

f. Use of Abandoned and Underutilized Buildings, Grounds, and Facilities, 51 U.S.C. §30309.

g. Commercial Space Launch Activities, 51 U.S.C. Chapter 509.

h. Federal Real Property Asset Management, Executive Order 13327, 69 Federal Register 5897 (February 6, 2004).

i. Strengthening Federal Environmental, Energy, and Transportation Management, Executive Order 13423, 48 CFR § 970.5223-6 (2011).

j. Delegation of Authority to Grant Easements, 14 CFR, § 1204.503, and Delegation of Authority to Grant Leaseholds, Permits, and Licenses, in Real Property, § 1204.504.

k. Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs, 14 CFR, Part 1208 and 49 CFR, Part 24.

l. Grants and Cooperative Agreements Property Use, Disposition and Vesting of Title, 14 CFR, § 1260.74.

m. Protection of Historic Properties, 36 CFR, Part 800.

n. Federal Management Regulation, 41 CFR, Subtitle C, Facility Management, Part 102.74; Real Property Disposal, Part 102.75; Assignment and Utilization of Space, Part 102.79; Location of Space, Part 102.83.

o. Federal Acquisition Regulation (FAR), Government Property, 48 CFR Part 45; Solicitation Provisions and Contract Clauses, 48 CFR Part 52; and NASA FAR Supplement (NFS), Government Property, 48 CFR Parts 1845 and 1852.

p. NASA Policy Directive (NPD) 8800.14, Policy for Real Property Management.

P.4 Applicable Documents and Forms

a. Rural Development, 7 U.S.C. §2204b (formerly Section 601 of the Rural Development Act of 1972 (RDA), as amended).

b. Approval of Sufficiency of Title Prior to Acquisition, 40 U.S.C. §3111.

c. Uniform Relocation Assistance and Real Property Acquisition Policies for Federal and Federally Assisted Programs Act, as amended, 42 U.S.C. Chapter 61.

d. The Telecommunications Act of 1996, Pub. L. 104-104, 110 Stat. 56 (1996).

e. Federal Space Management, Executive Order 12072, 43 Federal Register 36869 (August18, 1978).

f. Locating Federal Facilities on Historic Properties in Our Nation's Central Cities, Executive Order 13006, 61 Federal Register 26071 (May 24, 1996).

g. Federal Leadership In Environmental, Energy, and Economic Performance, Executive Order 13514, 74 Federal Register 52117 (October 8, 2009).

h. Disposing of Unneeded Federal Real Estate â?" Increasing Sales Proceeds, Cutting Operating Costs, and Improving Energy Efficiency, Presidential Memorandum (June 10, 2010).

i. Placement of Commercial Antennas on Federal Property,72 FR 11881 (March 14, 2007).

j. Preparation, Submission, and Execution of the Budget, OMB Circular A-11, Section 54: Rental Payments for Space and Land, and Appendix B: Budgetary Treatment of Lease-Purchases and Leases of Capital Assets.

k. OMB Circular A-25, Revised, User Charges (July 8, 1993).

l. Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs, OMB Circular A-94 Revised.

m. OMB Memorandum M-12-12 Section 3: Freeze the Footprint, Management Procedures

Memorandum No. 2013-02 (March 14, 2013).

n. NPD 1001.0, NASA Strategic Plan.

o. NPD 1050.1, Authority to Enter into Space Act Agreements.

p. NPD 8500.1, NASA Environmental Management.

q. NASA Interim Directive for NPD 8800.14D, Land Management.

r. NPR 1441.1, NASA Records Retention Schedules.

s. NPR 3600.2, NASA Telework Program.

t. NPR 4300.1, NASA Personal Property Disposal Procedural Requirements.

u. NPR 8580.1, NASA National Environmental Policy Act Management Requirements.

v. NPR 8715.3, NASA General Safety Program Requirements.

w. NPR 8810.1, Center Master Planning.

x. NPR 8820.2, Facility Project Requirements.

y. NPR 9090.1, Reimbursable Agreements.

z. NPR 9250.1, Property, Plant, and Equipment and Operating Materials and Supplies.

aa. NASA-STD-8719.7, Facility System Safety Guidebook.

bb. Standard Form (SF)-118, Report of Excess Real Property.

cc. NASA Form 1046, Transfer and/or Notification of Acceptance of Accountability of Real Property.

dd. DD Form 1354, Transfer and Acceptance of DOD Real Property.

ee. NASA Form 1509, Facility Projectâ?"Brief Project Document.

ff. NASA Form 1739, Capitalization Determination Form (formerly Alternative Future Use Questionnaire).

gg. NAII 1050-1, NASA Advisory Implementing Instruction, Space Act Agreements Guide.

hh. NM 8800-82, NASA Desk Guide for Enhanced Use Leasing of Real Property.

ii. NASA Real Property Classification Guide.

jj. Annual Guidance for Real Property Inventory Reporting, Federal Real Property Council (FRPC).

kk. NASA Business Case Guide for Real Property and Facilities Project Investments.

ll. Engineering News-Record, a McGraw Hill publication.

P.5 Measurements/Verification

Data that is prepared for the following measures will be used to determine compliance with this

directive:

a. The Physical Inventory, as detailed in Section 2.5.

b. The Verification and Validation Plan of the RPMS, as detailed in Section 3.2.3.

c. The annual Utilization Review of NASA Real Property, as detailed in Section 5.4.

d. The annual Federal Real Property Profile report, as detailed in Section 3.2.1.

P.6 Cancellation

NPR 8800.15B, Real Estate Management Program Implementation Manual, dated June 21, 2010.

Chapter 1. Stewardship of Real Property

1.1 Overview

1.1.1 Chapter 1 explains the principles of NASA real property management and the roles, relationships, and responsibilities of NASA personnel involved in real property management at various levels.

1.2 Guiding Principles of NASA Real Property Management

1.2.1 Since 2004, the White House has issued several directives requiring Federal agencies to reduce real property costs and occupancy. These directives establish the current framework for NASA real property management and include the following:

a. Executive Order 13327, Federal Real Property Asset Management, which was issued in 2004 to promote efficient and economical use of Federal real property resources and to increase agency accountability of assets. This order established the FRPC to improve Federal asset management practices and to right-size the Federal asset portfolio.

b. Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance, which was issued in 2009 and mandated that agencies identify opportunities to consolidate and dispose of existing assets and optimize the performance of the agencies' real-property portfolios.

c. Presidential Memorandum: Disposing of Unneeded Federal Real Estate, which was issued in 2010 and directed agencies to eliminate excess properties and make better use of remaining real property. This memo established a goal of $3 billion in cost savings by the end of fiscal year 2012.

d. Management Procedures Memorandum No. 2013-02: Implementation of OMB Memorandum M-12-12, Section 3: Freeze the Footprint, which was issued in 2013. This memorandum states that agencies shall not increase the total square footage of their domestic office and warehouse inventory above fiscal year 2012 levels, unless allowable offsets or a net reduction of costs relative to its square footage baseline have been identified.

1.2.2 NASA adopted an Agency Facilities Strategy in 2009: "NASA will renew and modernize its facilities to sustain its capabilities, and to accommodate those facilities in the most efficient facilities set practical." In line with this strategy, Headquarters and Centers shall acquire and operate only the minimum facilities and infrastructure required to conduct NASA programs and to meet national responsibilities. As such, NASA will continually assess real property needs against current program requirements. Managers with real property responsibilities will seek alternatives to new acquisitions wherever possible.

1.2.3 Real property under NASA authority will be managed in accordance with the following principles, as articulated in NPD 8800.14:

a. NASA Centers shall manage their real property to ensure that it is available for use for assigned missions in accordance with statutory and regulatory requirements.

b. NASA Centers shall manage real property assets to ensure they are:

(1) Appropriate to the mission in size and type.

(2) Safe, secure, environmentally sound, and following Federal guiding principles for sustainability.

(3) Providing high-quality workplaces.

(4) Operating efficiently and effectively.

c. NASA Centers and real property occupants shall be good stewards of NASA property by maintaining it to current standards.

d. NASA real property shall be acquired in support of NPD 1001.0 and subordinate plans. NASA's mission is defined in NPD 1001.0.

1.2.4 NASA requires that each Center develop and maintain a Center Master Plan (CMP) for all real property assets they own or manage. A CMP is the Center's statement of its concept for the orderly management and future development of the Center's real property assets, including land, buildings, physical resources, and infrastructure. It is the overall plan for Center development, and all real property activities shall be in accordance with the CMP. Further details can be found in NPR 8810.1.

1.2.5 Headquarters and Centers shall identify, plan, and implement options to eliminate unneeded and underutilized

real property wherever possible, including public/private partnerships, out-granting, disposal, and other innovative real property solutions.

1.2.6 NASA Interim Directive (NID) for NPD 8800.14D was issued in August 2013 to establish an Agency land management policy as follows:

1.2.6.1 NASA's real property portfolio includes many acres of low-lying land that is vulnerable to extreme weather events and climate change risks. NASA's land management policy requires Centers to consider flooding risks when making plans and agreements regarding land use and investment decisions on facilities projects. To implement this policy, NASA establishes an elevation-based zoning system as follows:

a. New construction and substantial renewal of real property assets within the 100-year flood plain shall be restricted to those required to support waterfront activities (port facilities, seawalls, etc.), buffer zones, unenclosed storage, and recreation. New construction and substantial renewal projects required to support waterfront activities will be designed to protect against flooding via hardening and/or elevation of functional areas.

b. New construction and substantial renewal of real property assets outside the 100-year flood plain but within the 500-year flood plain shall also be restricted. In addition to projects permitted within the 100-year flood plain, low-value relocatable or temporary (design lifespan less than 30 years) structures containing nonessential functions are also permitted. Substantial investment and new construction in such areas will be designed to protect NASA assets against flooding risk via hardening and/or elevation.

c. NASA Real Property Managers shall designate alternate suitable areas for relocating critical activities and infrastructure in areas where sea-level change poses a significant current or future risk at NASA sites.

1.3 Roles and Responsibilities of NASA Real Property Managers

1.3.1 NASA Mission Support Directorate, OSI

a. The Assistant Administrator for OSI shall serve as NASA's Senior Real Property Officer in accordance with Executive Order 13327.

1.3.2 Integrated Asset Management Division

a. Under the direction of OSI, the Director, FRED, shall serve as the principal point of contact for real property activities and provide NASA-wide policies for real property management by the Centers.

1.3.3 Center Directors and the Director, NASA Management Office

a. Center Directors and the Director, NASA Management Office, are considered the "owners" of all real property associated with the Center and shall be responsible for:

(1) Appointing an RPAO, FUO, and Facilities Utilization Review Board (FURB), and ensuring that their work is performed in accordance with the requirements in this NPR.

(2) Ensuring that the Center Operations Directorate completes the Mission Dependency Index in accordance with the requirements in Section 2.3.5.5.

(3) Consulting with the RPAO and other personnel to:

(a) Assess real property needs with respect to mission requirements.

(b) Approve all requests relating to the acquisition of real property.

(c) Dispose of real property not required currently or in the foreseeable future.

(d) Leverage the value of Center real property through initiatives and actions such as out-granting underutilized real property.

b. The Center Director shall document appointment of the RPAO and FUO in writing and furnish copies to:

(1) The employee designated.

(2) The Center Financial Management Office responsible for maintaining general ledger control accounts of the property.

(3) NASA Headquarters, FRED.

c. Center Directors may designate two senior managers to sign real estate documents and letters related to in-grants and out-grants, including permits, easements, and licenses. Designations of signing authority shall be made by the

Center Director in writing to the Director, FRED.

d. The Center Director may execute a specific real estate action if delegated authority for that action has been granted by the Assistant Administrator for Strategic Infrastructure or the Director, FRED. A copy of the final agreement shall be forwarded to FRED.

e. Center Directors and Center senior managers should be fully aware of all real property agreements, specifically in-grants and out-grants. To accomplish this, the Center Director shall:

(1) Require that the Center RPAO be party to and support coordination of all real property agreements from concept to finalization. The RPAO should be represented in all meetings pertaining to real property agreements.

(2) Ensure that Program and/or Project Offices coordinate their requirements for space, including leased space, with the Center RPAO and FUO.

(3) Inform FRED of any Center real property requirements as early as possible.

1.3.4 Real Property Accountable Officers

a. The RPAO shall be responsible for:

(1) Developing strategies for real property management and overseeing the development, review, and approval of all in-grant and out-grant agreements.

(2) Maintaining detailed inventory records in the RPMS for all real property under the Center's management control and preparing RPMS reports required by Center management and NASA policy.

(3) Establishing controls to ensure that RPMS records are kept current, including processes to support recording of facility construction and modification, and maintaining the Center's real property record files on all assets that are owned, managed, and/or occupied by NASA.

(4) Uploading data into the RPMS by November 15 of each year. These data elements are reported to the OMB annually in the Federal Real Property Profile (FRPP), as described in Chapter 3.

(5) Advising and assisting other Center personnel regarding real property accountability matters.

(6) Completing the Physical Inventory, as described in Section 2.5, to verify the accuracy of the information and data in the RPMS.

(7) Conducting or participating in physical inspections of all real property ready for transfer or acceptance to ensure that all collateral equipment is documented.

(8) Developing Center-specific real property guidance and procedures, as required, to ensure compliance with applicable laws, regulations, and NASA policies and to ensure that all property transaction documents affecting real property records are processed in accordance with the provisions of this NPR.

(9) Maintaining contact and coordination with the following offices and managers regarding real property transactions and supporting documents:

(a) NASA Headquarters, FRED.

(b) Other NASA Centers.

(c) The Center's Facilities Operations and Construction Office.

(d) The Center Environmental Office, Center Safety and Mission Assurance Office, and Center Security Office.

(e) The Historic Preservation Officer (HPO).

(f) Other Government agency representatives, as required.

(g) The Center Deputy Chief Financial Officer, Finance DCFO (F).

(h) The Facilities Utilization Officer (FUO).

(i) The Center Office of Chief Counsel.

(10) Performing reconciliations of real property records with the Center DCFO (F).

(11) Participating in deferred-maintenance (DM) assessments, including evaluating recommendations in the DM Assessment Report and updating the RPMS, as appropriate.

1.3.5 Facilities Utilization Officer

a. The FUO responsibilities are defined in Section 5.3.4.

1.3.6 Center Deputy Chief Financial Officer - Finance Responsibilities

a. The Center DCFO (F) shall be responsible for:

(1) Maintaining control of real property-related financial data in accordance with NASA financial management requirements.

(2) Reconciling capitalized real property assets with financial accounting records on a monthly basis in coordination with the Center RPAO, as described in Section 2.2.3.

1.3.7 Facility Project Manager (FPM) Responsibilities

a. The FPM shall be responsible for:

(1) Providing documentation on real property projects and their completion to the RPAO.

(2) Completing and forwarding NASA Form 1046 (Notification of Real Property Transfer) to the RPAO within 30 days after title passes to NASA or acceptance by NASA, as described in Section 2.2.10.

(3) In consultation with the Center DCFO (F), making a determination on the capitalization of real property projects for new construction (including relocatable buildings repair) and modification.

(4) In consultation with the Center DCFO (F) and the RPAO, completing NASA Form 1739, Capitalization Determination Form for all facility projects and forwarding the completed forms to Center DCFO (F) and the RPAO. In the case of JPL, a Federally Funded Research and Development Center (FFRDC), the equivalent form authorized by the NASA OCFO may be used.

Chapter 2. Physical Accountability Recording and Reporting

2.1 Overview

2.1.1 Chapter 2 defines the following:

a. The general ledger accounts for reporting real property and the classification of real property into specific categories tied to the general ledger accounts.

b. The criteria for capitalizing NASA real property and the various forms, including NASA Form 1046, used in communicating real property transfer, acceptance, status, and values.

c. Coordination of records management and data with other NASA organizations.

d. NASA requirements for developing and maintaining real property record files for each real property asset, including financial data and records.

2.2 Real Property Accountability

2.2.1 NASA Real Property Management System

2.2.1.1 The RPMS is the official NASA-wide electronic data system for maintaining and reporting real property. The data fields, codes, and procedures used in the RPMS conform to those required by this NPR. At the convenience and discretion of the RPAO, printed reports from the RPMS can be used instead of printed forms. Access to the RPMS and current information on its functionality can be obtained from FRED.

2.2.1.2 RPMS records are entered and stored in SAP, the Agency's enterprise resource management system, and may be accessed from both SAP and Business Objects (BOBJ). BOBJ is NASA's new reporting tool that was implemented in 2014 and provides flexible reporting functionality for RPMS and Mission Dependency Index (MDI) data.

2.2.1.3 The NASA property record card is equivalent to NASA Forms 845, 846, 846A, and 847. These forms are no longer required and can be generated in the RPMS. Paper copies of these forms are not required in the real property record files. This document will refer to these forms as the "NASA Property Record Card."

2.2.2 Establishment of Real Property Record Files

2.2.2.1 Every real property asset that is owned, leased, occupied, and/or controlled by NASA and can be classified as land, improvement to land, buildings, other structures and facilities, or leasehold improvements shall be entered into the RPMS in consultation with the Center DCFO (F). These classification categories are explained in Section 2.3. Real property record files shall be established for each new asset. This requirement is in accordance with Executive Order 13327, and the $5,000 acquisition value threshold no longer applies.

2.2.2.2 All additions and modifications to real property assets shall be entered into the RPMS in

consultation with the Center DCFO (F).

2.2.2.3 The Facility Project Manager (FPM) and COR shall be responsible for delivering all documentation necessary for recording real property data in the RPMS to the Center RPAO for the following actions:

a. Acquisition.

b. Disposal.

c. New construction.

d. Addition, extension, or expansion of an existing facility.

e. Alteration and modification.

f. Demolition.

2.2.2.4 The following documents are examples that shall be available to support the changes in asset value or physical attributes due to the actions listed in Section 2.2.2.3:

a. Final bid documents.

b. Contract or other legal instrument (i.e., lease).

c. Contract modifications or change orders.

d. Signed acceptance document by NASA.

e. Material inspection and receiving report.

f. Invoices or other approved cost reports to support PP&E purchased and amount accumulated in work-in-progress (WIP) accounts.

g. Transfer documents for transferred assets.

h. Appraisal results for purchased and donated assets.

2.2.2.5 If the acquired real property asset includes a building with utilities and other structures serving the building, the building shall be entered as an individual asset in the RPMS. The other parts, which may include utilities, roads, sidewalks, and parking areas, will be entered under those classifications. The dividing line between the building and the other assets will be an imaginary 5-foot line outside of the building. This line defines the building's footprint, and the costs inside the 5-foot line are accountable to the building. The costs for the other parts should be accounted for in the appropriate classification.

2.2.2.6 NASA policies for recording real property records are based on the principles outlined by the Federal Accounting Standards Advisory Board (FASAB), as set forth in NPR 9250.1.

2.2.3 Maintenance of Real Property Record Files

2.2.3.1 All Centers shall maintain accurate, up-to-date records in the RPMS on all NASA-owned and controlled real property.

2.2.3.2 All signed paper copies shall be held by the RPAO in the record files and be scanned and stored in the RPMS asset records whenever possible.

2.2.3.3 Real property record files should be updated, with supporting documents, when the following events occur: acquisitions, new construction, alterations and modifications, land withdrawals, disposals, and change of use.

2.2.3.4 Centers shall record all in-grants of real property from either private sources or other governmental sources, including Federal property, in the RPMS. This applies to all in-grants, including leases, permits, licenses, agreements, or easements.

a. If an in-grant is from another Federal agency, it shall be recorded as an in-grant rather than a transfer of ownership to avoid duplicate reporting to GSA in the FRPP and to the U.S. Treasury in financial statements.

b. NASA-funded improvements that meet the capitalization criteria, as set forth in NPR 9250.1, and are made to in-granted real property shall be recorded as leasehold improvements, in accordance with Section 2.2.13.3.

2.2.3.5 The RPAO shall annotate and document real property records in all cases involving out-grants for the use of NASA property by other parties. Real property so granted will, during the term of the grant, be considered part of the NASA-owned real property and will be recorded in the RPMS as such.

2.2.3.6 The RPAO shall annotate and document real property records in all cases involving transfer of responsibility for part or all of a facility, whether by contract, lease, Space Act Agreement (SAA), or other means, to contractors or other non-Federal parties where the term of the transfer is for one year or longer.

2.2.4 Disposals

2.2.4.1 All real property disposals, including demolition, Federal transfer, sale, public benefit conveyance, lease termination or expiration, or other means, shall be fully documented. See Chapter 7 for guidance on disposals. Examples of required supporting documentation are in the NASA Real Estate Desktop Guide.

2.2.4.2 The Center DCFO (F) shall be notified when the decision is made to dispose of real property and again no later than 15 days after the disposition.

2.2.5 Coordination of Records within NASA

2.2.5.1 The Center DCFO and the RPAO shall maintain close coordination to ensure that records for capitalized real property assets can be validated. Pursuant to NPR 9250.1, recorded balances for capitalized real property are to be reconciled with the financial accounts on a quarterly basis, or more frequently if required.

2.2.5.2 The Facility Construction Office and the RPAO shall maintain close coordination and establish processes to ensure that the real property records are up to date and accurately maintained in accordance with NPR 1441.1.

a. The RPAO shall maintain maps, plans, drawings, specifications, and other documents in the real property record files as supporting documentation for internal and external reviews of real property records.

2.2.5.3 Coordination shall be maintained between the FPM, the COR, the RPAO, and the Financial

Management Office (FMO) or Fiscal Officer (FO) to ensure that the required documentation is provided, so that the respective record balances for capitalized real property are in agreement. NPR 9250.1 prescribes the criteria and procedures for closing facility project costs to the fixed asset general ledger accounts.

2.2.6 Accounting Coordination for Construction Projects

2.2.6.1 Center DCFO, in consultation with the RPAO, shall identify costs to be capitalized and maintain financial records for each capital facility project in progress.

a. Center DCFO and the RPAO shall provide support and guidance to the FPM in completing NASA Form 1739, Capitalization Determination Form for all facility projects. JPL (an FFRDC) will use the equivalent form authorized by the NASA OCFO.

b. All costs incurred to acquire a real property asset and bring it to a state suitable for its intended use shall be provided to the RPAO for recording in the RPMS.

c. When construction of a real property asset is completed, the total cost of the item is transferred from the work-in-progress account to the appropriate financial class code. This addition shall be made at the time of beneficial occupancy, physical or financial completion, or when title is vested in NASA, whichever occurs first when meeting capitalization guidelines. See Section 2.2.10 for more information.

2.2.7 Recording Real Property Expenditures

2.2.7.1 Each real property acquisition, addition, improvement, alteration, rehabilitation, or replacement shall be treated as a single event.

2.2.7.2 The RPAO shall:

a. Record all costs incurred in relation to the event in the applicable financial class code, which is different from the real property classification code.

(1) Use the total cost of each event to determine whether it meets the capitalization criteria in NPR 9250.1.

(2) Determine whether or not individual sections or additions of new construction or modifications to existing real property that do not meet the capitalization criteria may be part of a larger capitalized asset.

2.2.8 General Ledger Accounts

2.2.8.1 The RPAO shall consult with the Center DCFO property accountant to ensure the appropriate general ledger account is used.

2.2.8.2 Other general ledger accounts may be used for special circumstances. Both the general ledger account and the classification stay with the asset throughout its life unless the use of the asset changes by more than 50 percent from its original use.

2.2.9 Paper Records and Forms

2.2.9.1 The following forms are not part of the RPMS but shall be used when appropriate:

a. NASA Form 1046, Notification of NASA Real Property Transaction, Including Transfer Between

Agencies.

b. Department of Defense (DoD) DD Form 1354 Transfer and Acceptance of DOD Real Property.

2.2.9.2 NASA Form 1046 shall be used for documenting transfers of real property:

a. Into and out of NASA (other than DoD).

b. Between NASA Centers.

c. Between NASA and other Government agencies (other than DoD).

d. In transactions with contractors.

2.2.9.3 DD Form 1354 shall be used for documenting transfers of real property, including acquisitions, improvements, disposals, and collateral equipment between NASA and DoD.

2.2.9.4 Signed copies of NASA Form 1046 and DD Form 1354 shall be held by the Center RPAO in the Real Property Record Files and copies forwarded to the Center DCFO (F).

2.2.10 NASA Form 1046 Notification Process

2.2.10.1 Within 30 calendar days of transfer of title to NASA or acceptance of real property by the Contracting Officer (CO), as described in Section 2.2.10.3, whichever occurs first, the FPM or other designated NASA representative responsible for monitoring the acquisition or improvement shall complete and forward NASA Form 1046 to the RPAO. Instructions for completing NASA Form 1046 are found in Appendix A of the NASA Facility Classification Guide.

2.2.10.2 The transfer of title to new construction, capital improvements, and the like will be considered to have been passed to NASA when an authorized NASA representative has done both of the following:

a. Certified in writing that all required contracted improvements have been accepted.

b. Approved all related invoices for payment.

2.2.10.3 There are three types of acceptance on NASA Form 1046:

a. Financial Completion gives complete ownership to NASA and custody of the property to the Center accepting the transfer. Financial Completion is to be used when the facility is complete and all bills have been paid.

b. Physical Completion differs from Financial Completion and is subject to any conditions stated on NASA Form 1046 or DD Form 1354. Physical Completion is used when final payment has not been completed.

c. Beneficial Occupancy is granted when facilities are used by NASA, in whole or in part, before they have been fully completed, which may be due to either:

(1) Disagreement on the existence of or need for correction of deficiencies.

(2) Lack of completion of system testing or checkout.

2.2.10.4 If initial acceptance is Physical Completion or Beneficial Occupancy, the RPAO shall update the property record with an annotation of the property value within 30 calendar days after Financial Completion has occurred.

2.2.11 NASA Form 1046 Verification Process

2.2.11.1 The FPM is responsible for preparing NASA Form 1046. The FPM shall:

a. Research and verify all project costs to determine the total dollar value for the record.

b. Work with the CO for review of and concurrence on NASA Form 1046.

c. Forward the verified NASA Form 1046 to the RPAO.

2.2.11.2 The RPAO shall review, validate, and make necessary corrections to the data submitted by the CO and FPM on NASA Form 1046. The RPAO will update the RPMS accordingly and submit NASA Form 1046 to the Center DCFO (F).

2.2.11.3 The RPAO shall notify the FUO to ensure that any facility utilization updates are reflected in the RPMS.

2.2.11.4 The Center DCFO (F) shall reconcile the RPMS increase or decrease reflected on the NASA Form 1046.

2.2.11.5 In cases of acquisition or modification involving the U.S. Army Corps of Engineers, the Naval Facilities Engineering Command, and other DoD affiliates, the FPM or another NASA representative responsible for monitoring the event shall, prior to recommending acceptance by NASA, ensure that the data provided on the DD Form 1354 meets Center requirements. The RPAO will retain the signed copy of the DD Form 1354 in the Real Property Record Files.

2.2.12 Property Value in RPMS

2.2.12.1 Real property costs for construction and modifications, including removal of collateral equipment, shall be recorded in the RPMS on the Property Value Tab.

2.2.12.2 The RPAO shall enter all transactions for existing real property in the RPMS on the Property Value Tab. If the cost is less than the capitalization threshold, the Center DCFO(F) will determine whether the transaction is a capital expenditure. If the transaction meets the criteria listed in Section 2.3.3.2, it is entered as a capital transaction.

2.2.12.3 The RPAO shall enter a single event of construction or improvement at its full cost, including costs listed in Section 2.3.3.

2.2.12.4 Costs for acquisition of land shall be entered in the RPMS on the Property Value Tab that is dedicated to the land acquisition.

2.2.13 Improvements and Repairs

2.2.13.1 Upon termination of an out-grant agreement for a NASA-owned facility, the agreement needs to specify how any improvements made by the tenant will be handled and whether NASA will take ownership of those improvements along with the return of the asset. The provisions of Section 2.2.12 apply when recording such improvements in the RPMS. Section 6.8 also applies.

2.2.13.2 The costs for repair projects are not generally capitalized unless a project extends the useful life of a facility. This determination is made by the FPM and the Center DCFO (F). If repair project costs will be capitalized, this shall be reported to the RPAO. Otherwise, costs associated with repair projects should not be added to the RPMS but, rather, accounted for as an expense.

2.2.13.3 Improvements made by NASA to in-granted assets shall be entered as leasehold improvements in the RPMS on the Property Value Tab.

2.2.14 NASA Form 1509: Planning for Real Property Projects

2.2.14.1 To plan capital budgets effectively, proposed construction projects will be managed in the NASA accounting process as follows:

a. In accordance with NPR 8820.2, proposed construction projects shall be submitted at their inception to the OCFO, the RPAO, and the CMO.

b. The FPM shall notify the Center DCFO (F) and the RPAO of proposed projects during the Planning, Programming, Budgeting, and Execution (PPBE) submission period to ensure accuracy, completeness, and timeliness of real property information.

c. Proposed capital improvement projects are supported by NASA Form 1509, Facility Projectâ?"Brief Project Document. It is generally the FPM's responsibility to prepare the form, which is used when projected costs are $1 million or greater. Requirements and processes for NASA Form 1509 are detailed in NPR 8820.2.

d. The FPM, in consultation with the RPAO and the Center DCFO (F), shall submit a NASA Form 1739, in accordance with NPR 9250.1.

2.2.14.2 The RPAO shall meet with the Center DCFO (F) and FPM during the NASA Form 1509 process and pre-project planning to ensure coordination of the project information.

2.2.14.3 The RPAO and the Center DCFO (F) should attend the FURB and other project-planning meetings. See Section 5.3.3 for more information.

2.3 Real Property Metrics

2.3.1 Classification

2.3.1.1 For purposes of general classification, NASA real property assets shall be classified according to the following five categories, which are consistent with the FRPC Real Property Inventory Reporting guidance and the NASA Financial Accounting System. For specific guidance on classifying land and capitalizing cost, refer to NPR 9250.1.

a. Land. This includes all property acquired on a fee-simple basis, including mineral and water rights.

b. Improvements to Land. This includes nonpermanent, depreciable improvements to land used in general operations, as well as landscaping and earthwork.

c. Buildings. This includes buildings and improvements to buildings, as well as all equipment that is built in, affixed to, or installed in such a manner that the installation cost, including special foundations or unique utilities for services, or the facility restoration cost after removal, is substantial.

d. Other Structures and Facilities. This includes construction and improvements of structures and facilities, such as airfield pavements, harbor and port facilities, power production facilities and distribution systems, research and development facilities other than buildings, roads, and bridges.

This classification also includes structures that are not completely enclosed, like picnic shelters, pavilions, and covered storage areas. Built-in equipment installed in such a manner that the installation cost, including special foundations, unique utilities or services, or the facility restoration cost after removal is substantial is also included in this category.

e. Leasehold Improvements. This includes improvements made by or on behalf of NASA to in-granted land, buildings, other facilities, easements, and rights-of-way.

2.3.2 NASA Facility Classification Codes

2.3.2.1 The NASA Facility Classification Coding System is a hierarchical scheme of real property types and functions that serves as the framework for identifying, categorizing, and analyzing NASA's inventory of land and facilities around the world. The primary intent of the system is to classify facilities according to the function they serve, as opposed to the process they support.

2.3.2.2 The NASA Real Property Classification Guide provides details of the coding system and cross-references to the GSA usage codes and to NASA general ledger accounts.

2.3.3 Capitalization

2.3.3.1 In real property accounting, it is crucial to distinguish capital expenses from ordinary operating expenses. Capital expenses, such as expenditures for land, buildings, and improvements, can be defined generally as those that add value to or improve the functional capacity of an asset. In contrast, operating expenses, such as routine maintenance, cleaning, and repairs, do not add value to the asset. Procedures for recording new assets or modifying existing asset records can be found in Section 2.2 of this NPR.

2.3.3.2 NASA shall capitalize individual items of Property, Plant, and Equipment (PP&E), including real property, that meet all of the criteria identified in NPR 9250.1.

2.3.3.3 NASA shall capitalize improvements and modifications to existing real property that meet all of the criteria identified in NPR 9250.1.

2.3.3.4 Examples of qualifying costs are in the NASA Real Estate Desktop Guide.

2.3.3.5 Accounting for certain events may require capitalizing costs of one or more components. RPAOs, in consultation with the Center DCFO (F), shall determine whether component costs should be capitalized separately or as an aggregated sum.

a. If an item as originally installed is an aggregate of components that can stand alone and are severable, the component costs shall be evaluated individually against the capitalization criteria. Only component costs that meet all of the criteria are to be capitalized.

b. If an item as originally installed is an aggregate of components that cannot stand alone and are not severable, the aggregate sum of the components shall be evaluated against the capitalization criteria. Only aggregate costs of items that meet all the criteria are to be capitalized.

c. Individual sections or additions of new construction or improvements to existing real property for which individual costs are less than the threshold identified in NPR 9250.1 may need to be capitalized if those sections or additions meet capitalization requirements as sections or additions that are part of a larger capitalized asset.

2.3.3.6 The cost of facilities constructed by or through foreign governments or in foreign countries

under NASA contracts shall be capitalized in accordance with the title rights contained in formal agreements.

2.3.4 Book Value

2.3.4.1 The book value of a property is the original cost of the property plus capital improvements, modifications, removals, or other related actions. The book value used in this NPR and in the RPMS is different from the financial book value used by the OCFO. Qualifying modifications may include those made to land and buildings, and the installation or removal of post-construction collateral equipment. Only book values that meet capitalization requirements of NPR 9250.1 are carried forward into NASA financial records.

2.3.4.2 In an effort to avoid over-inflation of book value, improvements, modifications, or other actions that cause increases or decreases in book value also require an offset in the current book value of the real property. This offset is based on the value of the real property that is replaced in the improvement, modification or removal action, and the original construction date of that real property. This value determination may require sophisticated mathematical calculations and shall be made by the FPM in consultation with the DCFO (F) and RPAO.

2.3.5 Current Replacement Value

2.3.5.1 The current replacement value (CRV) of a facility is the total escalated value of the original cost in present-day dollars. CRV is the book value of the asset as escalated by the Building Cost Index (BCI) found in the Engineering News-Record, a McGraw Hill publication. CRV is not an estimated cost to rebuild or replace the facility. BCI is based on an average of labor and construction costs in 20 cities and is updated annually in January.

2.3.5.2 CRV is used as a measure of the present value of all NASA-owned real property. Thus, CRV is required for all NASA-owned real property regardless of current status or utilization level, including real property that is out-granted to other entities.

2.3.5.3 The Real Property Management System (RPMS), described in Section 2.2.1, will automatically calculate CRV for all NASA-owned assets based on the book value of the asset and the year the asset was constructed. CRV will be recalculated in the RPMS on an annual basis following the end of each fiscal year and after the BCI is published each January.

2.3.5.4 Real property assets that do not require a CRV are those that are acquired by NASA for temporary use but are not owned by NASA. Examples include assets acquired by lease or other use agreement.

2.3.6 Mission Dependency Index

2.3.6.1 NASA employs the Mission Dependency Index (MDI) as a measure of the relative importance of a real property asset and the difficulty in replacing its functional capacity in the view of the manager(s) of the activities associated with the asset. It is built upon the concept that the organization which occupies (has custody of) an asset is best able to assess the importance of the facility to its requirements, as defined in the organization's functional statement, and its current and projected programs and projects. MDI is a tool for efficient mission-based execution of institutional facilities management, project prioritization decision-making for Construction of Facilities, physical vulnerability assessments, maintenance and operation, and potential divestiture target identification.

2.3.6.2 The MDI scale is built upon responses to two fundamental questions:

a. How long a facility can be out of service before the user's ability to perform its mission is adversely impacted; and

b. How difficult or costly it is to relocate the services or replace or repair this facility should it become unusable.

2.3.6.3 NASA implements MDI within the RPMS based upon the organization code, which is monitored and assessed at the Center Directorate organizational level. Centers shall assess all buildings and other structures with a current status of active, standby, or mothballed at least once every three years.

a. Verification of MDI assessments shall be performed as part of the Center's physical inventory. Reassessments shall be triggered by construction projects, organizational moves, and/or significant program changes.

b. The MDI portal and instructions for using the tool can be found on NASA's bReady Enterprise Portal.

2.3.6.4 Center Directors shall ensure that Center Operations Directorates complete the MDI, in accordance with the requirements.

2.4 Central Repository for Real Property Documents

2.4.1 FRED is the central NASA office for keeping documents regarding acquisition and disposal of land. FRED does not keep records of new construction or modifications on NASA-controlled properties. Documents on file with FRED include:

a. Preliminary and final title opinions (and related papers) of the Attorney General of the United States.

b. Deeds.

c. Foreign acquisitions and disposals.

d. Federal land withdrawals for NASA use.

e. Reports of excess to GSA.

2.4.2 Centers shall record real property land acquisitions and disposals with the local County Recorder's Office, keep the original recorded documents, and provide electronic copies to FRED.

2.5 Physical Inventory

2.5.1 In accordance with OMB, each Center shall complete a physical inventory by visual inspection of all Center-managed real property at least every three years to ensure that each asset exists as described and is recorded accurately.

a. At the completion of each inventory, Center real property assets shall be updated in the RPMS by the RPAO.

b. This update shall include entering the inventory date.

2.5.2 A physical inventory also shall be completed when a NASA Form 1046 is submitted to the RPAO due to major renovations, new construction, and other related projects.

2.5.3 The RPAO shall determine when there are additional conditions or actions that may warrant a physical inventory.

Chapter 3. Reporting Requirements

3.1 Overview

3.1.1 All NASA-owned and NASA-occupied real property shall be included in reports required to fulfill both Congressional and regulatory agency reporting requirements; therefore, reports need to be accurately prepared.

3.1.2 This is also applicable to all NASA-owned real property held by contractors, the physical accountability and recording of which are set forth in the NASA FAR Supplement, Subpart 1845.5.

3.2 Federal Real Property Council and the Federal Real Property Profile Reporting Requirements

3.2.1 Executive Order 13327

3.2.1.1 Executive Order 13327 requires Federal agencies to report all real property owned, leased from others, and otherwise-managed Federal real property assets within and outside the United States, including improvements on Federal land. The FRPC established the role of the Senior Real Property Officer and mandated the creation of a centralized, online real property database.

3.2.1.2 All executive branch agencies are required to submit data at the constructed-asset level to the Federal Real Property Profile (FRPP) on an annual basis. This data is used by OMB to ensure proper management of Federal real property assets. All Federal agencies are required to upload data elements required by the Annual Guidance for Real Property Inventory Reporting, Federal Real Property Council by December 15 of each year.

a. For owned real property (assets for which the United States holds title), the Federal agency that exercises real property accountability is responsible for reporting the asset in the annual FRPP.

b. For leased real property, the Federal agency that signed the lease is responsible for reporting the asset in the annual FRPP.

c. For otherwise-managed real property, the Federal agency that entered into the agreement with the state or foreign government is responsible for reporting the asset in the annual FRPP.

3.2.2 Center Reporting Responsibilities

3.2.2.1 NASA Centers shall ensure that all data for real property under their management and accountability control is current and accurate. Updates to the RPMS should be made in a timely and ongoing manner.

3.2.2.2 NASA Centers shall respond to data validation queries from FRED in a timely manner and, by November 15 of each year, ensure that all real property data is uploaded into the RPMS. A complete list of reporting deadlines can be found in the NASA Real Estate Desktop Guide.

3.2.3 Verification and Validation Plan

3.2.3.1 FRED will conduct annual reviews of RPMS and DM assessment data (see 3.2.4). Any discrepancies that are identified will be discussed with the RPAOs and FUOs for clarification and correction, as needed. FRED reviews will be done with an emphasis on getting the corrections made before the November 15 reporting deadline. In addition to the annual review, FRED will conduct periodic reviews of RPMS data, as needed, to meet Headquarters reporting requirements and other ad hoc data calls.

3.2.3.2 FRED will also conduct site visits as part of the verification and validation plan. Site visits will involve inspections of a random sampling of the Center's real property to ensure that it is properly recorded. On-site reviews will be conducted on a three-year schedule, and all Centers will be visited during the three-year term.

3.2.4 Deferred Maintenance Assessment

3.2.4.1 The Deferred Maintenance (DM) assessment is one element of NASA's real property management efforts. Third-party assessors provide facility condition evaluations and DM cost estimates for all Center real property assets and submit a report of their findings to FRED.

3.2.4.2 Center staff shall facilitate the logistics of the assessment site visit and provide information to the assessors, as needed.

3.2.4.3 RPAOs shall review the annual DM assessment results report, which identifies inconsistencies in RPMS data, validate DM findings, and consult with FRED on correcting any data discrepancies.

3.3 Office of Management and Budget and General Services Administration Reporting Requirements

3.3.1 Space Budget Justification

3.3.1.1 NASA Headquarters is required to submit an annual rental space budget justification to GSA and OMB, including amounts for services covered by basic rental charges assessed by GSA but excluding amounts above standard services, as outlined in OMB Circular A-11 (2006) Section 54, Rental Payments for Space and Land and Appendix B, Budgetary Treatment of Lease-Purchases and Leases of Capital Assets. This information is used by OMB to evaluate NASA's budget request for rent, by GSA to refine its estimates of rental costs, and by NASA to analyze space requirements and rental costs.

3.3.1.2 Each Center shall complete GSA Exhibit 54 using an electronic spreadsheet available from GSA to submit rental data.

a. Each submission shall:

(1) Support budget year requests and list all applicable appropriations or other funding sources by account.

(2) Report space requirements to the nearest square foot and state obligations in thousands of dollars, rounding amounts to the nearest thousand.

3.3.1.3 FRED shall issue an annual data call for Exhibit 54 following receipt of the request from GSA. The report will be due in accordance with instructions from the OCFO.

3.4 Other Reporting Requirements

3.4.1 In compliance with the Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges, dated December 1995, NASA shall submit its most current National Bridges Inventory (NBI) data on bridges to the Office of Bridge Technology, Federal Highway Administration. The data collected pertains only to bridges on Federal land that is accessible by the general public.

3.4.2 FRED shall request NBI data from the Centers annually.

Chapter 4. Acquisition of Real Property

4.1 Overview

4.1.1 This section describes the policies and procedures by which NASA Centers may acquire real property assets to support their missions. It includes references to laws, policies, and principles related to the NASA property acquisition process.

4.1.2 The requirements in this chapter apply to real property assets acquired by:

a. Purchase, condemnation, gift, or transfer from another Federal agency.

b. Lease.

c. Easements, rights-of-way, licenses, permits, and use agreements.

d. Land withdrawals from Bureau of Land Management.

4.1.3 Procedures for recording transfer and acceptance of real property assets can be found in Section 2.3 of this NPR and the NASA Real Estate Desktop Guide.

4.1.4 This chapter does not apply to the construction of assets on real property already owned or under the control of NASA. Policies and procedures for construction of new assets can be found in NPR 8820.2. Procedures for recording construction of assets can be found in Section 2.2 of this NPR.

4.2 Guiding Principles for Acquisition of Real Property

4.2.1 All acquisitions of real property are subject to the guiding principles of NASA real property management in Section 1.2.

4.2.2 14 CFR, Part 1204.501 delegates the authority to acquire real property to the following NASA officials:

a. Assistant Administrator, Office of Strategic Infrastructure.

b. Director, FRED.

4.2.3 14 CFR, Part 1204.501 further provides that the authority to acquire real property may be redelegated.

4.2.4 NASA usually does not accept donation of facilities built on non-Federal land, but FRED will consider requests for a waiver.

4.2.5 The Director, FRED, is responsible for coordinating with and obtaining the concurrence of Mission Directorates and other NASA Headquarters senior management officials to acquire real property, as appropriate.

4.2.6 The Director, FRED, shall coordinate and approve real property matters involving international locations with OGC and, through them, the NASA Office of International and Interagency Relations. NASA Headquarters will coordinate with the Departments of Justice and State as required.

4.3 Environmental, Historic, and Sustainability Considerations

4.3.1 Real property acquisitions shall be coordinated with the Center's Environmental Management Office as early as possible to ensure that environmental requirements and liabilities are addressed in accordance with NPD 8500.1, NASA Environmental Management.

4.3.2 Environmental documentation to support the acquisition shall be prepared and maintained by the Center and will comply with both the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA).

4.3.3 NEPA documentation requirements assess potential environmental impacts associated with the real property acquisition, in accordance with NPR 8580.1. An Environmental Assessment or Environmental Impact Statement may be required.

4.3.4 NEPA documentation shall include an Environmental Baseline Survey (EBS) that reviews the operational history of the real property to identify potential environmental issues, including, but not limited to, hazardous substance activities, equipment containing polychlorinated biphenyls (PCBs), materials containing asbestos, underground storage tank systems, wetlands, floodplains, or cultural resources.

4.3.5 Historic documentation will comply with both Section 106 and 110(a) of the NHPA, 16 U.S.C. §470 et seq. This review is necessary if the real property acquisition has the potential to affect a listed or eligible structure/cultural resource on the National Register of Historic Places. National Historic Landmarks and Native American and Native Hawaiian sites also should be included.

4.3.6 Real property acquisitions including leases will comply with the Federal guiding principles for sustainability established by Executive Order 13423, including the Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings set forth in the Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding (2006) ("Federal Guiding Principles").

4.3.7 If the site or structure to be acquired is found to be or is known to be contaminated and requires remediation, the acquisition documents shall identify the responsibility of parties for remediation.

4.4 Safety and Health Considerations

4.4.1 The FPM shall coordinate real property acquisitions with the Center's Safety and Mission Assurance (SMA) Office as early as possible to ensure that all safety and health hazards, issues, and concerns have been addressed.

4.4.2 Safety and health documentation shall be prepared and maintained at the Center. This includes a Safety Baseline Survey (SBS) to identify potential safety and health hazards and concerns. The SBS may include previous safety, health, and/or facility deficiencies from inspections. In many cases, required abatement actions will need to be completed prior to the actual transfer of the property.

4.4.3 NPR 8715.3 and NASA-STD-8719.7 provide additional guidance.

4.5 Uniform Relocation Assistance Considerations

4.5.1 The Uniform Relocation Assistance program provides uniform, fair, and equitable treatment of persons whose real property is acquired or who are displaced in connection with federally funded projects.

4.5.2 The Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs Act (42 U.S.C. §4601 et seq.) is implemented through regulations in 49 CFR, Part 24, and applies to NASA through 14 CFR, Part 1208.

4.5.3 This regulation pertains to any NASA real property acquisition that displaces a property owner. FRED shall coordinate with the appropriate Federal authorities to determine whether or not Federal funds may be used to assist with the displaced property owner's relocation expenses.

4.6 Title Approval Considerations

4.6.1 Before public money is expended to acquire land or any interest in land for the Federal Government, the Attorney General of the United States is required to approve the sufficiency of title to the land, as stated in 40 U.S.C. §3111. This requirement applies to the acquisition of real property for any purpose, including, but not limited to, easements and leases of a term greater than 30 years, real property purchased by NASA, and real property donated to NASA, in accordance with the Space Act.

4.6.2 The Attorney General's title approval responsibilities have been delegated to the Assistant Attorney General, Environment and Natural Resources Division.

4.6.2.1 Day-to-day administration is further delegated to the Title Unit in the Lands Acquisition Section of the Environment and Natural Resources Division. The Title Unit may be contacted to answer any questions or provide any assistance needed regarding title approval issues.

4.6.2.2 Department of Justice (DOJ) authority regarding approval responsibilities is also delegated to specific Federal agencies, including the U.S. Army Corps of Engineers. Those agencies with delegated authority may be used to assist in the acquisition of real estate.

4.6.3 Centers shall request FRED assistance in gaining clear title with the request for approval to acquire real property. The process of obtaining satisfactory evidence of good title should be started early in the acquisition process.

4.6.4 NASA also is responsible for ensuring that the real property to be acquired is inspected. The RPAO shall complete a Certificate of Inspection and Possession and submit it to FRED. FRED will coordinate the submission of the certificate to DOJ through the OGC.

4.7 Obtaining Approval to Acquire Real Property

4.7.1 The Center Director (or a Center senior management official with delegated authority from the Center Director) shall forward requests for approval to acquire real property to the Director, FRED.

4.7.1.1 Center Directors shall sign requests to acquire real property by purchase, gift, condemnation, or transfer from another Federal agency.

4.7.2 The Center shall ensure the Director, FRED, is fully informed of significant actions or problems related to any real property acquisition actions proposed or in process.

4.7.3 If the real property proposed to be acquired is privately held, the request shall include justification of the proposed acquisition, including supporting documentation and a finding from NASA legal counsel that the proposed action is legally sufficient.

4.7.3.1 Centers requesting approval for real property acquisitions shall prepare a business case in accordance with the NASA Business Case Guide for Real Property and Facilities Project Investments.

4.7.3.2 The business case shall include a Life-Cycle Cost Analysis for the acquisition using Economic Analysis Package (ECONPACK) software from the U.S. Army Corps of Engineers.

4.7.4 Supplemental Information Regarding the Availability of Other Sites

4.7.4.1 Centers shall supplement requests for approval to acquire real property with information about the availability of other potential sites, both Government- and non-Government-owned, including:

a. Criteria used in site selection.

b. Comparison of advantages of requested site over other available sites.

c. Efforts to comply with 51 U.S.C. §30309, which requires investigating use of abandoned and underutilized Federal buildings, grounds, and facilities in depressed communities.

d. Steps taken to address Executive Orders 12072, Federal Space Management and 13006, Locating Federal Facilities in Historic Properties.

4.7.4.2 Rural Considerations

a. Section 601 of the Rural Development Act (RDA) of 1972, as amended, 7 U.S.C. §2204b-1, requires Federal agencies to maintain departmental policies and procedures that give first priority to the location of new offices and other facilities in rural areas.

b. Rural areas are defined in 41 CFR, Part 102-83.55 as "â?¦ any area other thanâ?"

(a) A city or town that has a population of greater than 50,000 inhabitants; and

(b) The urbanized area contiguous and adjacent to such a city or town."

c. The RDA was established to provide for planning, financing, and developing facilities and services in rural areas that contribute to making these areas desirable places in which to live and make private business investments.

d. If property proposed for acquisition is not in a rural area as defined in the Rural Development Act of 1972, 7 U.S.C. §2204b-1, Centers shall provide written justification, including the following:

(1) Reasons why the office or other facility needs to be located at chosen site.

(2) Efforts made to locate in rural area.

(3) Effects on project or program if location is changed to rural area.

4.7.4.3 Centers shall explain any significant variations from standards outlined in Government real property acquisition documents that may exist in connection with the proposed acquisition.

4.7.4.4 Centers shall provide a proposed schedule and steps in the acquisition process.

4.7.4.5 Centers should anticipate any potential adverse consequences resulting from an acquisition and report possible disadvantages along with suggestions for correction.

4.7.4.6 Centers should explain any contingencies that could prevent or delay the acquisition or require reversal of decision to acquire.

4.8 Capitalization Determination Form

4.8.1 As part of NASA's efforts to appropriately account for its assets and expenses, NASA requires that NASA Form 1739, Capitalization Determination Form (formerly Alternative Future Use Questionnaire) be completed prior to acquisition of any facilities and related property. The requirements for Form 1739 are provided in NPR 9250.1 and Chapter 2 of this document.

4.8.2 The purpose of this form is to determine the appropriate accounting treatment for each individual asset acquired during the course of an infrastructure and institutional project. If an individual asset meets these criteria, then it shall be capitalized and a work breakdown structure (WBS) element established for each item.

4.9 Naming Real Property

4.9.1 NASA-Owned Real Property

4.9.1.1 NASA-owned buildings and structures, including those under construction or planned for future construction, should be named for their purpose (e.g., Administration Building, Rocket Research Building, etc.). NASA-owned buildings and structures may be named for persons only in extraordinary circumstances. Center Directors and the Director of JPL (an FFRDC) shall submit all requests to the Director, FRED, before naming buildings or other NASA real property after NASA employees or other persons. Such requests will include the proposed name of the building and all related background information.

4.9.1.2 Centers may consider naming meeting rooms or libraries after persons making significant contributions to NASA. Alternatively, Centers may establish a memorial grove of trees or a memorial area, such as a reception area in which a plaque is dedicated to persons who have provided extraordinary service. These requests also shall be submitted to the Director, FRED, for approval.

4.9.1.3 Roads and streets on NASA-owned property are named using a commonly accepted system of designating a number, letter, or a combination thereof. Appropriate nouns such as geographic locations, places or events of American historical significance, scientific derivations, distinguished Americans, or landmark NASA projects and programs also may be used. Requests to use such names shall be submitted to the Director, FRED, for approval.

4.9.1.4 All requests for naming NASA-owned real property after a person, place, event, project, or program shall be reviewed and approved by all Center stakeholders before they are submitted to the Director, FRED, for approval. This includes the Center Historic Preservation Officer, who will determine whether Section 106 of the NHPA should be consulted.

4.9.2 Public Property and Public Buildings (Other Than Schools)

4.9.2.1 Communities and cities often request concurrence to name public buildings in honor of astronauts, including the crew of Columbia. If requests are received to name a building for a person, living or deceased, Center Directors and the Director of JPL (an FFRDC) shall submit requests to the Director, FRED, that include the proposed name and all related background information, including coordination of the naming with the cognizant Associate Administrator.

4.9.2.2 For requests to name NASA-owned buildings, streets, or other property and requests to name public property and buildings (other than schools) for NASA personnel, the Director, FRED, shall coordinate the proposal with appropriate Headquarters organizations, and inform the Center of final action in each case.

4.9.3 Schools

4.9.3.1 Communities and cities often request concurrence to name public schools in honor of fallen astronauts. The NASA Headquarters Office of Education has the authority and responsibility to process requests to name schools. Points of contact have been established at each NASA Center. All school naming requests will be referred to the appropriate Center point of contact, who will track the request to completion.

4.9.3.2 Center Directors and the Director of JPL (an FFRDC) shall submit requests for naming schools to the Office of Education with a copy to FRED.

4.10 Office of Management and Budget's Scoring Rules on Leases

4.10.1 Scoring Rules

4.10.1.1 "Scoring" refers to the amount of obligation an agency needs to record and recognize against its budget authority. Sufficient agency appropriations need to be available to cover the amount scored and may not be used for other obligations or purposes.

4.10.1.2 The Budget Enforcement Act (BEA), first enacted in 1990 and revised in 1997, created a mechanism to limit spending by Federal agencies. As a result of the BEA, scorekeeping criteria (also called scoring rules) were developed by the Congressional Budget Office (CBO) and OMB to keep track of budget obligations by Federal agencies. The scorekeeping rules in OMB Circular A-11 require that budget authority for lease-purchases and capital leases be scored upfront. All outlays are required in the first year of the lease in an amount equal to the net present value of the entire stream of annual payments over the life of the lease. This requirement effectively eliminated lease-purchases and capital leases from consideration by Federal agencies as methods of acquiring capital assets. The scoring rules do not require upfront scoring of the rental payments made under an operating lease.

4.10.2 Scoring Criteria

4.10.2.1 OMB rules identify six criteria that need to be met for an in-lease to be considered an operating lease, including the following:

a. Ownership of the asset needs to remain with the lessor/landlord during the lease term and not be transferred to the Government at, or shortly after, the end of the lease term. This means that NASA in-grants cannot state that the property will transfer to NASA at the end of the term.

b. The lease does not contain a bargain-price purchase option.

c. The lease term does not exceed 75 percent of the estimated economic life of the asset.

d. The asset is a general purpose asset, rather than being for a special purpose of the Government and is not built to unique specifications of the Government lessee/tenant.

e. There is a private sector market for the asset.

f. The present value of the minimum lease payments over the life of the lease does not exceed 90 percent of the fair market value of the asset at the beginning of the lease term.

4.10.2.2 If a lease does not meet all six criteria, it is to be treated as a capital lease for budget purposes.

4.10.2.3 A capital lease may require the full cost of the lease to be accounted for in NASA's appropriation for the first year of the term. However, an operating lease only requires the annual payment obligation to be scored each year.

4.10.2.4 OMB Circular A-11 provides additional guidelines to be used to distinguish operating leases from capital leases and lease-purchases and should be consulted by Centers when developing PPVs, including EULs.

Chapter 5. Facilities Utilization Program

5.1 Overview

5.1.1 Chapter 5 describes the requirements, procedures, and definitions for managing utilization of NASA facilities. The primary purpose of the Facilities Utilization Program (FUP) is to ensure that NASA facilities are put to their highest and best use and that the facilities remain consistent with NASA program and institutional priorities. Definitions of terms related to space classification, personnel types, and measurements used in the FUP are in Appendices B and C.

5.1.2 Although the titles of personnel responsible for the FUP may vary among Centers, the designation discussed in this chapter is the Facility Utilization Officer (FUO). The person assigned responsibility for facilities utilization management at a Center shall take on the requirements prescribed for the FUO.

5.2 Guiding Principles

5.2.1 The guiding principles of the FUP are:

a. Meeting Occupant Requirements. To the extent practical, Centers shall provide the quality, quantity, and configuration of space that occupants require to conduct their work (and meet mission requirements) in a productive, safe, efficient, and effective manner. This is accomplished by:

(1) Establishing sound facilities policies and procedures to meet the Center's requirements in support of NASA's strategic and core capability needs.

(2) Maintaining a proactive inventory of the space needs of current and projected occupants and of the portfolio of spaces available to meet those needs.

(3) Developing projections of long-term facility requirements necessary to substantiate construction programs.

(4) Maximizing facilities utilization.

5.3 Roles and Responsibilities

5.3.1 NASA Centers shall:

a. Promote the productive, safe, and efficient utilization of the spaces in their portfolio. This is accomplished by:

(1) Leveraging unutilized and underutilized space to the extent practical.

(2) Determining the most appropriate means to dispose of space that does not conform to current and/or projected requirements.

b. Maintain current and accurate operating records of its facilities and report on their usage and operation, as may be required in the RPMS.

c. Ensure the transfer of information from facility operations personnel to the Center FUO on a timely and continuing basis.

5.3.2 The Center Director shall:

a. Document appointment of the FUO in writing and provide copies to the employees designated and FRED.

b. Establish a FURB to direct utilization of Center real property and to communicate that direction to all Center stakeholders.

5.3.3 The FURB shall:

a. Develop written policies and procedures for assigning space to civil servants, contractors, other personnel, and organizations. These policies will ensure that space is utilized efficiently, while also improving the productivity of the workers housed therein and addressing the physical conditions that are unique to each Center and component site.

b. Coordinate the development of space management policies and procedures with all stakeholder organizations at the Center level, including the Center Directorate, Facilities Management, Human Capital Management, and employee unions for input, review, and approval. Employee unions will be consulted in accordance with Executive Order 13522 Creating Labor-Management Forums to Improve Delivery of Government Services.

c. Forward a copy of the final approved space policy document to FRED.

d. Ensure that the Center uses automated space management tools to facilitate more efficient space management and strategic facilities planning.

5.3.3.1 Several software tools are commercially available, and Centers shall choose the tool that best meets their requirements and fits within their budget constraints.

a. These tools shall enable Centers to:

(1) Maintain and access current space utilization information.

(2) Integrate multiple data sets, such as personnel directories and organization codes.

(3) Manage office and other spaces efficiently.

(4) Respond to reporting requirements from NASA Headquarters and other internal and external entities.

5.3.4 The FUO shall:

a. Plan and coordinate the assignment of building space, respond to routine requests for facilities adjustments, and maintain an inventory of space assignments.

b. Prepare facilities utilization reports annually and on an ad hoc basis for Center, field installation, and Headquarters management use.

c. Aid the RPAO in developing plans for disposing of real property assets that are no longer needed, including leased, owned, permanent, and temporary spaces.

d. Support master planning and programming efforts by providing facilities utilization data to the Center Master Planner.

e. Support the operation of the FURB and ensure that the RPAO and a CFO representative attend the meetings of the FURB.

5.4 Requirements for Annual Review and Reporting

5.4.1 The FUO shall perform an Annual Utilization Review of all real property under the Center's cognizance.

5.4.1.1 Data gathered in the Annual Utilization Review shall be entered into the RPMS by November 15 each year.

5.4.2 Following the Annual Utilization Review, the FUO will prepare the Building Space Utilization Report, known as the 1400 Report. The 1400 Report covers all NASA-owned buildings, as well as buildings occupied under lease, use permit, or other agreements within a given fiscal year. The 1400 Report also covers other structures and facilities that contain usable square footage.

5.4.2.1 The 1400 Report contains information on the number and type of personnel assigned to each facility, the net square footage by space utilization category, and organizational space and personnel assignments. The organization codes in the 1400 Report are also used in MDI, which is described in Section 2.3.6.

5.4.2.2 The FUO provides 1400 Report data for buildings and other structures, whether in active or inactive status. This data enables NASA Headquarters to identify and account for various types of space in NASA's real property portfolio and to develop real property metrics for short- and long-term planning.

5.4.2.3 The FUO shall also prepare a Space Utilization Percentage Report by November 15 each year. This report was established by the FRPC in FY11 to quantify utilization levels for federally-owned and -occupied buildings that contain usable square footage. FUOs are required to report the percentage of utilization for buildings and other structures based on the predominant use of the asset.

5.4.2.4 The design capacity for each asset will determine the baseline utilization. Further information and guidance for determining utilization percentage are in the NASA Real Estate Desktop Guide and in the FRPC Guidance for Real Property Inventory Reporting.

5.4.3 Upon completion of the annual reports, the Center Director or Deputy Center Director shall submit a signed letter to the Director, FRED, certifying that all NASA-controlled real property under the Center's cognizance has been reviewed, is being put to its best use, and that all RPMS data is up to date. Paper copies of annual reports are not required to be submitted with the letter.

5.5 Facility Status and Utilization Categories

5.5.1 Current status and utilization categories were established and defined by the FRPC for Federal agencies and are not unique to NASA. These categories are subject to change each year based on the FRPC's reporting requirements. FRED may establish status and utilization reporting requirements in addition to those required by the FRPC.

5.5.2 NASA's real property portfolio includes a number of unique technical assets, such as wind tunnels, thermal vacuum chambers, test stands, laboratories, and arc jets. These technical assets may be stand-alone facilities or housed in larger facilities. Some facilities may house more than one technical asset, and in these cases, the RPMS does not capture the status and utilization data for these technical assets. The utilization categories in the RPMS capture metrics on the entire facility rather than on the technical assets within the facility. FUOs are not responsible for determining status and utilization of technical assets. Facility managers and/or program managers usually have such information.

5.5.3 Current status reflects the predominant physical/operational status of real property assets, and all real property assets will be designated as one of the following categories:

5.5.3.1 Active: Assets that are needed to support a current NASA mission, program, or function.

5.5.3.2 Inactive: Assets that are not currently needed to support a NASA mission or function but will have a planned need in the future. The following conditions characterize all inactive facilities or parts of facilities that are inactive:

a. No personnel occupy the facility.

b. Utilities are curtailed, other than as required for fire prevention, security, safety, or environmental protection.

c. The facility is secured to prevent unauthorized access and injury to personnel.

d. The facility does not receive funding for renewal or other significant improvement.

e. The three subcategories for inactive assets are as follows:

(1) Standby â?" Assets that are temporarily not in use and have an anticipated reactivation period of less than 36 months. The following conditions characterize standby facilities:

(a) Utility systems and collateral equipment are secured as appropriate; equipment is cycled in operation to prevent deterioration.

(b) The facility interior is equipped with appropriate environmental controls to prevent deterioration.

(c) Hazardous materials have been removed.

(d) Personal property is reported to the Center Personal Property Office to determine if it should remain with the facility, be reutilized, or be disposed.

(e) The facility exterior is inspected routinely, and the integrity and appearance of the exterior shell are maintained.

(2) Mothballed â?" Assets that are temporarily not in use and have an anticipated reactivation period of more than 36 months. Mothballing generally results in higher first-year costs, but future annual costs are lower due to reduced maintenance and repair requirements. The following conditions characterize mothballed facilities:

(a) Utility systems and collateral equipment have been properly prepared for long-term inactivation without significant deterioration. Selected systems, such as cathodic and fire protection systems, are kept in operation and routinely inspected.

(b) The facility interior is equipped with appropriate environmental controls to prevent significant deterioration.

(c) Hazardous materials have been removed.

(d) The facility exterior is inspected routinely, and the integrity and appearance of the exterior shell are maintained.

(e) Personal property is reported to the Center Personal Property Office to determine if it should remain with the facility, be reutilized, or be disposed.

(3) Abandoned â?" Assets for which there are no reactivation plans. Facility systems and collateral equipment will be considered for excess or identified for use at other NASA locations where it is feasible and cost effective. The following conditions characterize abandoned facilities:

(a) All utilities are secured and disconnected at the first service equipment location outside the facility, with the exception of those needed for fire protection, security, or safety.

(b) In coordination with the Center Environmental Office, environmental surveys have been completed and required remediation is identified and planned.

(c) All personal property has been removed and accounted for.

(d) Hazardous material removal is complete.

(e) Plans are in place to demolish or declare the facility excess at the earliest practical date.

5.5.3.3 Determination to Dispose: Assets for which the Director, FRED, has approved a Center's request for disposal through any of the methods described in Section 7.1. The effective date of this determination will be the latter of the date on which the Director, FRED, approves the e-router package in the Space Act Agreement Maker (SAAM) System, or if applicable, the final response date of the screening of the assets to all NASA Centers.

5.5.3.4 Report of Excess Submitted: Assets for which FRED has submitted an SF-118 Report of Excess and supporting documents to GSA and is awaiting an acceptance letter from GSA. See Section 7.3 for additional requirements.

5.5.3.5 Report of Excess Accepted: Assets for which FRED has submitted an SF-118 Report of Excess and supporting documents to GSA and GSA has sent an acceptance letter back to NASA. See Section 7.3 for additional requirements.

5.5.3.6 Cannot Currently be Disposed: Assets that are not needed, but certain circumstances, such as environmental remediation or historic status create delays in completing disposal actions.

5.5.3.7 Disposed: Assets that have been removed from NASA's inventory.

5.5.4 Utilization reflects the amount of real property space being occupied, and all real property assets shall be designated as utilized or not utilized. Utilized assets will be subcategorized as utilized or underutilized. See Section 5.4 for additional reporting requirements on utilization of assets that contain usable square footage.

5.5.5 Change of a Facility's Status

5.5.5.1 The FUO shall work with the RPAO to review and change current status and utilization on an ongoing basis.

5.5.5.2 When the FUO identifies the need to change the status of an asset, the RPAO shall enter the status change in the asset's RPMS record. Justifications for all status changes should be documented in the RPMS and in the Center's real property files.

5.6 General Guidance for Assignment and Use of Office Space

5.6.1 Centers should refer to GSA Federal Management Regulations 102-79 for guidance on the assignment of space by Federal agencies. The policy states that all Federal agencies are to promote optimum use of space and assign space based on mission requirements.

5.6.2 As noted in Section 1.2, there has been a trend toward reducing the Federal Government's real estate occupancy over the past several years. In conjunction with this trend, the Federal Government is allowing more teleworking flexibility for its employees. NASA established NPR 3600.2 to provide employees with the flexibility to perform their assigned duties at home or other approved worksites. NASA also adopted the "Work from Anywhere" program in 2012 to leverage NPR 3600.2 and other existing programs to maximize employee productivity, innovation, and ultimately, NASA mission success.

5.6.3 NASA's general allowance for all office space is an average of 110 net square feet per person (nsf/person). This is a Center-wide average rather than a minimum office space per person. Within the context of increased workplace flexibilities and reduced facilities resources, Centers shall work toward reducing office space whenever possible. FUOs are encouraged to advocate for new and innovative approaches to reducing office space, such as hoteling and shared workspaces.

5.6.4 To the extent practical and subject to applicable statutes, regulations, and negotiated agreements, Centers shall adhere to the office space allowances shown in Table 5-1. In addition to staff category, functional requirements should be incorporated when determining office sizes. Office requirements for administrative staff may vary from those for technical staff. An office space area exceeding the allowances shown in Table 5-1 may be reasonable in special circumstances, as negotiated with employee unions.

5.6.5 The guidance in this chapter is intended to establish a foundation upon which Centers can build their own space management policies and procedures, as noted in Section 5.3.3.

Table 5-1 Office Space Allowances for NASA Staff

Staff Category	Average Square Feet per Person	X	Circulation Factor	=	Total Allowance
General Staff, GS-12 and below	70	X	1.25	=	88 ft2
Supervisors and Senior Staff	110â?"125	X	1.2	=	132â?"150 ft2
Managers/GS-15	125â?"150	X	1.1	=	138â?"165 ft2
Senior Management and Executives	150â?"250	X	1.1	=	165â?"275 ft2

Chapter 6. Out-Grants of NASA Real Property

6.1 Introduction

6.1.1 This chapter details the various means by which NASA can enter into out-grants, which are real estate agreements granting the use of NASA real property to another party. It discusses requirements and processes for Centers to obtain Headquarters' approval to enter into real estate agreements, including Space Act Agreements (SAAs) and Public-Private/Public-Public Ventures (PPVs), such as Enhanced Use Leases (EULs), Commercial Space Launch Act Agreements, and Commercial Antenna Siting Agreements.

6.1.2 Out-grants include all nonpermanent granting of the use of NASA real property to others by means of lease (or any other form of acceptable legal instrument that recognizes NASA as the landlord and the lessee as the tenant), permit, easement, right-of-way, license, SAA, and agreement, such as Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), and concessionaire agreement.

6.1.3 Given its leadership in research in the Federal Government and ownership of unique scientific facilities, NASA often enters into out-grants with other Federal agencies and other entities. Centers should consider an out-grant agreement for assets that are less than fully utilized, but that support a current or future NASA mission requirement. If the underutilized asset does not have a mission focus in support of current or known future NASA mission requirements, the Center should consider disposal of the asset. NASA's mission is defined in NPD 1001.0.

6.1.4 All use of NASA real property assets by others shall be covered by an out-grant agreement. For agreements with other Government entities, 48 CFR 17.502â?"2 The Economy Act (31 U.S.C. 1535) authorizes agencies to obtain supplies or services by interagency acquisition when in the best interest of the Government and not as conveniently or economically obtained by contracting directly with a private source.

6.1.5 An out-grant of underutilized NASA real property to another Federal agency has the potential to reduce NASA's operating costs, as well as save the other agency the costs of acquiring real property through other means, such as new construction or leasing. Additionally, the agreement with another Federal agency can leverage the asset to be more productive by maximizing its use and efficiency. Thus, Centers shall give priority consideration to other Federal agencies when seeking to out-grant assets due to the benefits these agreements provide to the Federal Government. FRED will work with GSA and other entities to assist Centers in identifying potential Federal tenants.

6.1.6 FRED reviews and approves proposed out-grants, business cases, and supporting documents and facilitates concurrence of other Headquarters offices.

6.1.7 Centers shall coordinate with FRED and seek concurrence on all agreements and supporting documents containing transfer of rights for NASA real property. At the request of FRED, other Headquarters offices may review out-grant submissions relating to their areas of expertise and may confer with their Center counterparts to obtain complete information.

6.1.8 NASA Centers, their Component Facilities, and JPL (an FFRDC) shall obtain all required approvals from their Headquarters program offices and the affected Center's organizations before submitting out-grants to the Director, FRED, for approval. The Center Director or designee ensures

that Center stakeholders who are affected by an agreement have the opportunity to review and modify business cases and draft agreements, if necessary, to prevent any negative impact on their core mission.

6.1.9 In addition to FRED requirements, the Mission Support Directorate (MSD) has requirements for review of SAAs under which NASA property may be used. MSD coordinates review and approval by the appropriate Headquarters offices of all SAA abstracts.

6.1.10 In establishing the term of the agreement, Centers shall comply with state law and conform to good business practice. It is understood that the term needs to be sufficient for the tenant to realize a fair return on their capital investment. The term will be a significant factor in the life-cycle cost analysis of the out-grant. Agreement terms greater than 50 years will raise the question of the need to retain the asset.

6.1.11 Requirement for Notice of Availability

6.1.11.1 For all out-grant agreements with nongovernment entities NASA's intent is to ensure fairness to all parties and best value to the Government. These objectives shall be met through the use of competition. Centers shall ensure that the opportunity is made available to the widest possible competitive market. This may be accomplished through public announcements, such as Fed Biz Ops or other federally authorized advertising methods. Centers may request a policy waiver if they believe that competition is not appropriate.

6.1.11.2 Centers shall consult with their Office of Procurement and with FRED to develop the most appropriate marketing and selection strategy for each out-grant opportunity. The strategy will include advertising method(s) and selection criteria.

6.1.12 When the draft out-grant agreement is sent to FRED for review and approval, a copy of the notice of availability and a list of respondents will be included.

6.2 Environmental, Historic, and Sustainability Considerations

6.2.1 Environmental Procedures

6.2.1.1 Before any out-grant agreement can be approved, the Center Environmental Office shall complete a sustainability review for compliance with the Federal guiding principles established by Executive Order 13423, including the Federal Guiding Principles.

6.2.1.2 The Center Environmental Office shall also complete an Environmental Baseline Survey (EBS) when determined appropriate by the Center to establish the baseline environmental condition of the property in the out-grant.

6.2.1.3 When the property is returned to NASA, a second EBS shall be performed and compared with the original EBS to determine whether any environmental contamination occurred during the out-grant term.

6.2.2 National Environmental Policy Act Process

6.2.2.1 The NEPA process involves the systematic examination of the possible and probable environmental consequences of implementing the proposed privatization of the NASA property. The NEPA procedures and responsibilities can be found in NPR 8580.

6.2.2.2 The NEPA process does not replace other procedural or substantive environmental requirements (e.g., NHPA or Endangered Species Act compliance).

6.2.2.3 To be effective, the NEPA process is integrated into project planning at the earliest possible time.

6.2.3 Historic Procedures

6.2.3.1 Out-grants may be proposed for NASA real property that is listed on the National Register of Historic Properties. Section 470h-3 of the NHPA authorizes a Federal agency to out-grant such historic real property and retain the proceeds for two fiscal years to defray the costs of the Agency's historic preservation efforts. The Center Historic Preservation Officer shall ensure that out-grants involving property of a historic nature comply with the requirements of Section 106 of the NHPA prior to approval.

6.2.3.2 Section 106 of the NHPA provides guidance on working with the State Historic Preservation Office (SHPO) and/or the Advisory Council on Historic Preservation (ACHP) to determine whether there will be adverse effects on historic properties as a result of the out-grant and what mitigation measures are appropriate.

6.2.3.3 Out-grants shall include language protecting the integrity of the historic attributes of the property.

6.3 Out-Grant Procedural Requirements

6.3.1 Submission of an Out-Grant Proposal

6.3.1.1 Any out-grant agreement that includes the use of Agency real property for a period greater than five years, with or without renewal options, shall be submitted to FRED for review and approval. Any out-grant agreement for less than five years may be approved by Center stakeholders and does not require approval by FRED.

6.3.1.2 Real estate agreements for out-grants shall be executed by the Center Director only after review and approval by FRED. In cases where authority to enter into an out-grant has been granted to a Center, FRED, should be consulted prior to executing real estate agreements. See 14 CFR 1204.504 for more information.

6.3.1.3 When developing an out-grant agreement, the Center Director designates in writing the Center official, if it is not the RPAO, who is responsible for developing and negotiating the agreement for the Center. This person may be the SAA manager assigned in accordance with NPD 1050.1 and will ensure that the RPAO reviews and approves the agreement.

6.3.1.4 The RPAO or other NASA official specifically designated by the Center Director supports bringing out-grants to completion by managing the documentation and plan for proposals and submitting the out-grant proposal to FRED. The designated official also coordinates with the Center personal property officer to ensure proper management and possible disposition of personal property related to the asset to be used in the out-grant.

6.3.1.5 Prior to developing all out-grant agreements, the RPAO or other official designated by the Center Director shall provide written notification of the Center's intent to develop out-grant agreements to FRED. The purpose of this notification is to initiate a dialogue. It is not the formal

request for review and approval.

6.3.1.6 FRED provides written comments and guidance based on the Center's notification.

6.3.1.7 For SAAs only, the RPAO or other official designated by the Center Director shall submit through SAAM an abstract of the proposed out-grant to MSD for concurrence and send a copy to the Director, FRED, when the abstract is sent to MSD or when the agreement is submitted for review, whichever occurs first.

6.3.1.8 SAA abstracts submitted to MSD will include key information of proposed out-grant activities in accordance with MSD requirements and comply with the latest guidance contained in Chapter 1.3 of the NASA Advisory Implementing Instruction (NAII 1050-1), Space Act Agreements Guide. See Section 6.6 for more information regarding SAA abstracts.

6.3.1.9 All final SAAM submissions to FRED will include the following attachments:

a. A letter signed by the Center Director or their designee to the Director, FRED, requesting review and approval.

b. A summary of the out-grant including property description, term of the agreement, consideration by the tenant, proposed conveyance, and description of how the proposed agreement supports NASA's mission in both qualitative and quantitative terms, as appropriate.

c. A final draft of the business case and unsigned agreement as agreed to by all parties.

d. A life-cycle cost analysis (LCCA) for the agreement that conforms to OMB Circular A-94, "Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs." Use of ECONPACK software is recommended.

e. An EBS and completion certification for the NEPA process. Copies of these documents are to be held by the Center.

6.3.1.10 FRED coordinates the review of the submitted agreement with the following Headquarters organizations. Review details can be found in the NASA Real Estate Desktop Guide.

a. Office of General Counsel

b. Environmental Management Division

c. Office of Safety and Mission Assurance

d. Headquarters Office of Protective Services

6.3.1.11 The Headquarters review ensures that the proposed out-grant agreement supports a continuing need for the real estate asset for a current NASA mission, future NASA mission, or other reasons as submitted by the Center and approved by FRED.

6.3.1.12 The criteria for Headquarters review include conformance with the Center business case, alignment with the Center Master Plan, and conformance to 14 CFR, Part 1204.504.

6.3.2 Protecting NASA's Primary Interests

6.3.2.1 Out-grants of Government property are regulated to protect the interests of the Government. Out-grant proposals developed and submitted to FRED shall comply with 14 CFR, Part 1204.504, which requires the following:

a. That the interest to be granted is not required for a NASA program.

b. That the grantee's exercise of rights granted will not interfere with NASA operations.

c. That fair value in money is received by NASA on behalf of the Government as consideration.

6.3.2.2 Centers may request a waiver from the requirements of 14 CFR, Part 1204.504 by submitting a written request to the Director, FRED.

6.3.2.3 To comply with Federal requirements, Center Directors or authorized officials shall determine, sign, and certify as part of the out-grant submission these statements:

a. "The out-grant of this property will not have a negative impact on NASA's mission."

b. "The NASA property to be out-granted is required to support current or future NASA missions." This statement will contain a brief description and schedule of the mission requirements.

6.3.2.4 Centers shall ensure that out-grants include adequate termination language that protects the interests of NASA and the Government. The standard termination language included in 14 CFR, Part 1204.504 is restrictive and may be modified provided that a waiver is submitted to and approved by the Director, FRED.

6.3.2.5 The RPAO or other official designated by the Center Director coordinates the review and concurrence of the appropriate Center offices on the proposed out-grant agreement including environmental, safety, security, OCFO (F), Chief Counsel, facilities, master planning, real estate, as well as the program office initiating the request. The submission package should include a list of the persons in these offices who have reviewed the agreement so that their Headquarters counterparts may contact them as needed.

6.3.3 Developing the Business Case

6.3.3.1 Before proceeding with any out-grant, a Center shall develop and submit a business case to the Director, FRED, to support their concept for out-granting NASA real property. Some development of the business case may require projections as to how the Center plans to use NASA's authority. The business case is a tool for planning and decision making. It is an analysis that links estimates of costs and benefits with stated requirements and expectations for projected outcomes. The purpose of a business case is to make transparent to the various decision-making and operating groups the objectives to be met by a facilities investment, the underlying assumptions and alternatives, and the attendant costs and potential consequences of alternative actions.

6.3.3.2 A business case is not required for lesser interests in real estate, such as easements and rights-of-way, unless the agreement is for permanent use of NASA real property.

6.3.3.3 All alternatives should include the costs in personnel resources to develop, enter into, and manage the agreement, as well as operations and maintenance costs. Reimbursable costs, common service charges, and other revenues received should be included, as appropriate.

6.3.3.4 The NASA Business Case Guide for Real Property and Facilities Project Investments provides details on how to prepare a business case. In addition to the elements identified in the guide, a business case also includes:

a. A discussion of the fair market value analysis. This may be performed by the GSA, U.S. Army Corps of Engineers, or an independent professional appraiser, whether or not fair market value is to

be charged for the out-grant. Centers may also conduct their own market survey to determine current rates for comparable real property assets. Current rates can be obtained from real estate industry sources such as the Building Owners and Managers Association, CoStar and LoopNet. The market analysis will determine the demand and likely pricing for the specific facilities or classes of facilities identified for possible out-grant.

b. An LCCA to ensure the Center has evaluated all costs related to the asset under the proposed PPV. These costs are to include any non-reimbursable costs for maintenance or repair of a facility, as well as nonreimbursable service pool-related costs, such as security and fire protection. The LCCA should support the agreement as the best economic value to NASA and compare the agreement to alternatives for managing the property.

c. An environmental and security analysis.

d. Documentation of compliance with Federal guiding principles of sustainability established by Executive Order 13423.

6.3.3.5 If a building or a significant part of a building is to be out-granted to multiple tenants, a business case does not have to be developed for each tenant. A business case should be prepared for the building or portion of the building that will be available for out-grant.

a. If an out-grant is part of a larger development project and the larger development is covered by a business case, a separate business case does not have to be developed for each out-grant inside the development. This would be the case for a development project such as a large research park.

b. If the Center is not planning a large development but is planning to enter into several out grants, the Center may develop a business case that reflects all of its out-grants in a single document. This Center-wide business case shall incorporate all known assets that the Center is considering. This comprehensive business case enables the Center to present its plan for all included out-grants to Headquarters as a package and not have to submit business cases for individual agreements for review.

c. This Center-wide business case includes a discussion of how the out-grants fit into the concept for overall Center development as outlined in the Center Master Plan.

6.3.3.6 The business case shall be reviewed by the Center OCFO (F), Center Chief Counsel's Office, and Center Facilities Office, including master planning and real estate, prior to its submission to FRED. The submission package will include a list of persons in these offices that have reviewed the out-grant so that their Headquarters counterparts can contact them, if necessary.

6.3.4 Recording the Out-Grant

6.3.4.1 The Real Property Management System (RPMS) will be used to record all out-grants that have been finalized and signed. Each agreement is entered as a separate instrument, whether for land, building, other structure, or infrastructure. The final signed agreement should be attached to the RPMS asset record.

6.3.4.2 The SAAM is the official repository for approved real property agreements.

6.4 Commercial Space Launch Act Agreements

6.4.1 Commercial Space Launch Act (CSLA) agreements are another option for Centers with space

launch capabilities to out-grant real property to commercial entities. Centers can contact FRED for more details about the use of CSLA agreements.

6.4.2 The scope of a CSLA agreement is limited to the use of Federal property (real or personal) and services, which may include, for example, facilities, equipment, and personnel under NASA's jurisdiction to support a partner's commercial launch or reentry efforts. A commercial launch or reentry is any activity that is anticipated to be subject to a license or permit by the Federal Aviation Administration (FAA). CSLA agreements are intended to be implemented through appropriate subagreements between partners and the responsible NASA Center. In situations where a subagreement may not be the most appropriate option, the Center shall consult with FRED prior to developing the proposed agreement.

6.5 Public-Private/Public-Public Ventures

6.5.1 A Public-Private/Public-Public Venture (PPV) is an out-grant agreement through which NASA furnishes real property for a specified period of years, and the private or public entity invests its own capital to construct, renovate, or improve that real property and to operate the asset in a manner consistent with the agreement. State and local governments are examples of public entities that may enter into PPVs with NASA. NASA is provided consideration for the use of its real property. The type of consideration is dependent on the type of out-grant. Lease/develop/operate arrangements are the most common PPVs for NASA. Under this scenario, the private or public entity leases land or facilities from NASA, invests its own capital to construct or renovate a facility, and then operates the facility. PPVs generally are not applicable to lesser interests in real estate, such as easements and rights-of-way.

6.5.1.1 A PPV includes at least two parties, and thus, two or more sets of objectives, constraints, and opportunities. A typical NASA objective may be to further a national objective in space or science, to generate funds to be used to maintain other facilities at the Center, or to ensure that the property being privatized is properly rehabilitated and maintained. At the same time, a typical private partner objective may be to make a profit on the venture or to partner on a historic structure simply to ensure its preservation.

6.5.2 NASA Centers will develop only PPVs that support the NASA objective and missions to pioneer the future in space exploration, scientific discovery, and aeronautics research.

6.6 Guidance for Entering Space Act Agreements with Public-Private/Public-Public Ventures

6.6.1 Guidance for entering SAAs may be found in the NAII 1050-1, Space Act Agreements Guide.

6.6.2 Reimbursable SAAs shall include compensation for NASA expenses, in accordance with NAII 1050-1. SAAs that do not provide exclusive use of NASA real property are not considered real estate agreements.

6.6.3 SAAs that provide exclusive use of NASA real property shall be coordinated with the Center RPAO.

6.6.4 MSD is the designated Headquarters office for reviewing proposed SAAs. Centers initiating real estate agreements associated with the Space Act shall forward abstracts of key information for

the proposed activities to MSD via SAAM for review and approval prior to negotiating or committing to any agreements.

6.6.5 Upon receiving an abstract, MSD shall coordinate their review with FRED and other affected or interested Headquarters organizations. The review is to identify any substantive issues or areas of concern among affected NASA organizations.

6.6.6 MSD either approves proceeding with the activity or communicates any areas of concern to the initiating office and to the Office of the Administrator and facilitates the timely resolution of any issues.

6.7 Enhanced Use Leasing

6.7.1 An Enhanced Use Lease (EUL) is an out-grant agreement with a public or private entity for the use of NASA-owned real property that allows NASA to retain the cash or in-kind proceeds from the agreement. The consideration paid by the public or private entity shall be at fair market value.

6.7.2 A broader description of EULs is available in the NASA Desk Guide for Enhanced Use Leasing of Real Property. It is recommended that this document be consulted when considering entering into an EUL, as it contains additional background information and a detailed discussion of the EUL process.

6.7.2.1 Centers shall submit all EULs, regardless of scope, term in years, or amount of revenue, to the Director, FRED, for review and approval before the Center executes the lease.

6.7.3 Authority for Enhanced Use Leasing

6.7.3.1 Under the current EUL authorities, all EUL agreements entered on or after January 1, 2009 may only be for cash consideration. The cash consideration received may be used to cover the full costs to NASA in connection with the lease.

6.7.3.2 Centers shall certify, "The out-lease of this property will not have a negative impact on the NASA mission."

6.7.3.3 EUL authority supports NASA's relationships with the private sector that can provide mission-enhancing, programmatic benefits to the Agency. In addition, it allows Centers to improve their management of NASA real property by leveraging the property's value and attracting outside interest and investment into areas of programmatic interest.

6.7.3.4 EULs may also be used to fund energy projects in accordance with 51 U.S.C. 20145, which authorizes the acceptance of in-kind consideration for leases to develop renewable energy production facilities. Additional information is provided in NPR 8570.

6.7.4 EUL Restrictions

6.7.4.1 EULs shall not be entered into with other Federal agencies.

6.7.4.2 EULs shall not allow lease-back of leased property or assets constructed on NASA property.

6.7.4.3 EULs should not include demand services. Demand services for a tenant should be provided under a separate agreement.

6.7.4.4 No NASA civil service management activities shall be charged to EUL income.

6.7.5 Use of EUL Revenue

6.7.5.1 Guidance on tracking and managing EUL revenue can be found in NPR 9090.1. The use of cash proceeds from all EUL leases, whether the lease was entered under the initial or expanded authority for all Centers, follows the requirements of the expanded authority for all Centers.

6.7.5.2 EUL revenues may be used to cover the full costs to the Center in connection with the lease and for maintenance, capital revitalization, and improvements of the real property assets and related personal property. This includes the revitalization, repair, and replacement of collateral equipment, as defined in NPR 9250.1.

6.7.5.3 Lease management and administration charges may include, but are not limited to, personnel (other than civil service) and other expenses incurred by the Center for administrative, legal, and other support services (e.g., contract support, contract management, and financial management). These lease management and administration charges are recurring and part of the full costs, which are fully defined in NPR 9090.1.

6.7.5.4 Funds shall not be utilized for routine operations costs, such as utilities.

6.7.5.5 All projects that will be funded with EUL revenue will follow standard project review and approval processes as established by FRED.

6.7.5.6 Projects will be prioritized and approved based on Agency-approved discriminating factors, which include ensuring support of NASA's primary missions; reducing NASA operating costs supporting those missions; and ensuring a safe, reliable, and adequate environment for NASA workers.

6.7.5.7 NASA Headquarters reviews all EUL revenue and cost projections as part of the Agency budget process. This information is used to develop the budget that is submitted to Congress. Centers shall provide their projections of EUL revenue and proposed plans for spending the EUL revenue to FRED as part of the yearly PPBE process. If specific repair projects are not known at the time of the budget submission, NASA submits details for the specific projects as part of the initial operating plan.

6.7.5.8 Revenue projections and spending plans are required for the current fiscal year and two years out. Projected revenue includes cash rent, service pool payments, and the anticipated value of in-kind consideration, if applicable. Realistic forecasting of anticipated revenues and expenditures is critical in submission of NASA's operating plan.

6.7.6 Annual Enhanced Use Leasing Reports

6.7.6.1 Centers shall submit reports of the following information for the preceding fiscal year to FRED by January 1:

a. List of active EULs.

b. Base (cash) rent received for each lease.

c. Value of in-kind consideration for each lease received in the preceding calendar year (applicable to Kennedy Space Center and Ames Research Center only).

d. Expenditures to cover the full costs to NASA in connection with each lease.

e. Service pool payments received for each lease.

f. Service pool costs paid to provide for each lease.

g. Expenditures from EUL rent received for maintenance, capital revitalization, and improvements of the real property assets.

h. A list of completed projects on which the rent revenue has been spent, including the name and identifying number of the asset on which the funds were spent, a description of the project, and the cost of the completed project.

6.7.6.2 FRED will measure the effectiveness of the EUL program using the information reported by the Centers, as well as RPMS data. These measures include the amount of revenue received, number and size of underutilized buildings leased under EUL, and amount of revenue spent on facilities repair as a percentage of the total funds spent on facilities repair at the Center.

6.7.6.3 NASA submits an annual EUL Report to Congress by January 31. FRED prepares the report, which will include a status of the program, and provides information on the active leases in the preceding year. The report also highlights proposed projects for the coming year and beyond. Specific information in the annual report is listed in the NASA Desk Guide for Enhanced Use Leasing of Real Property.

6.8 Improvements to NASA Out-Granted Assets

6.8.1 NASA out-grants may authorize the tenant to make capital and other improvements to NASA real property assets. The Center DCFO (F) shall be notified before a tenant begins a capital improvement.

6.8.2 It is not NASA's intent that permanent improvements constructed by the tenant become the property of NASA. Newly constructed assets by the tenant, such as buildings or other permanent structures on NASA-owned land, will remain under the tenant's ownership and control.

6.8.3 NASA Headquarters will consider waivers to Section 6.8.2 if they are submitted to FRED in a letter signed by the Center Director or designee. The request for waiver needs to include an LCCA and a justification for why the improvement should be transferred to NASA and how it will support NASA's current or future missions.

6.8.4 The request for transfer of the constructed asset to NASA is submitted not less than one year before the end of the out-grant term and includes an explanation of the benefit of such acceptance in accordance with the acquisition policy in Chapter 4 of this document.

6.8.5 Any constructed asset not accepted for transfer shall be removed by the tenant at the end of the out-grant term.

6.8.6 Improvements to a NASA facility made by the tenant have dollar value, and such improvements, if transferred to NASA, are viewed as if NASA had purchased them at the same dollar value. The RPAO shall enter the value of these improvements into the real property record as an increase in the value of that asset. Improvements will be capitalized in accordance with NPR 9250.1 and Chapter 2 of this document.

6.9 Providing Sites for Commercial Antennas on Federal

Property

6.9.1 Authority for Providing Antenna Sites

6.9.1.1 On August 10, 1995, President Clinton signed an Executive Memorandum directing Federal agencies to assist the wireless communications industry in identifying sites for antennas on Federal property and to make available Federal buildings and land for the siting of antennas to licensed communications companies. In 1996, Congress enacted the Telecommunications Act of 1996 (Pub. L. 104-104, §704(c)), that further stressed the importance of this effort. In addition, on March 14, 2007, the GSA enacted FMR 2007-B2 (72 FR 11881). This regulation provides all Federal agencies with the criteria and procedures for providing antenna sites. OMB Circular A-25 Revised, User Charges, contains criteria that agencies shall follow to assess fees for the use of Government property or resources.

6.9.1.2 NASA may make available any buildings and lands for the siting of commercial antennas, in accordance with Federal, state, and local laws and regulations and consistent with national security concerns.

6.9.1.3 Antenna sites shall be made available on a fair, reasonable, competitive, and nondiscriminatory basis with a bias toward granting a request unless there are unavoidable conflicts with NASA's mission, including future planned use of the property or access to the property. However, the siting of commercial antennas is not to be given priority over other authorized uses of NASA facilities. Care should be exercised to avoid electromagnetic intermodulations and interferences.

6.9.1.4 Where there are multiple requests for the same site, co-location of antennas is encouraged. The real estate agreement used to grant the antenna site may be a lease, easement, permit, or license, as is appropriate under the circumstances of the request and location.

6.9.1.5 Upon receipt of a siting request, the Center shall conduct an initial evaluation to determine whether the information provided is sufficient and determine whether or not there is obvious reason to deny the request. NASA retains the discretion to deny an unacceptable or inappropriate request to site an antenna on NASA property.

6.9.1.6 The evaluation of a siting request shall take into consideration all environmental and historic preservation issues including, but not limited to, the following:

a. Public health and safety with respect to the antenna installation and maintenance.

b. Aesthetics.

c. Effects on historic districts, sites, buildings, monuments, structures, or other objects, pursuant to NHPA and implementing regulations.

d. Protection of natural and cultural resources (e.g., National Parks and Wilderness areas and National Wildlife Refuge systems).

e. Compliance with NEPA requirements.

f. Compliance with Federal Communications Commission (FCC) criteria for radio frequency exposure and with other relevant Federal regulations, including those of the FAA, the National Telecommunications and Information Administration, the National Capital Planning Commission for

NASA facilities within the National Capital Region.

6.9.1.7 The agreement should ensure the timely removal of the antenna at the end of the term at the sole expense of the telecommunications service provider.

6.9.1.8 The agreement shall provide that the antenna structures may not contain any advertising.

6.9.1.9 The telecommunications service provider is responsible for the reasonable costs incurred by NASA that are associated with providing the requested antenna site. This includes costs associated with obtaining appropriate clearance of provider personnel for access to NASA and non-Federal land or buildings.

6.9.1.10 Centers shall charge reasonable rental fees for the property on which the antenna will be placed.

6.9.1.11 Rental fees shall be based on the market value of the real property encumbered by the antenna. The market value can be determined by an appraisal, market analysis, use of set rate schedules, or any other reasonable means. See Section 6.3.3.4 for more information.

6.9.2 Review and Approval of Requests

6.9.2.1 NASA is required to review siting requests in a timely manner. All requests to site a commercial antenna on NASA-controlled property shall be forwarded by the Center to FRED via the SAAM e-router for review and concurrence. Details on information required in such requests are listed in the NASA Real Estate Desktop Guide. FRED will provide a preliminary response to the Center within 30 days of receiving the request.

6.9.2.2 In all cases, the Center's response to the applicant will include the name and contact information for the NASA representative responsible for the project.

6.9.2.3 The Center shall notify the applicant as soon as possible of their responsibility for any charges for Government services provided in the review process or other issues that need to be resolved. This notification should provide the applicant with an estimated timeframe for completing the necessary actions and should be based on experience in dealing with projects of similar complexity. The Center should advise the applicant in writing of any statutory, legal, or NASA requirements. This may include an Environmental Assessment or Environmental Impact Statement, public hearings (as part of NEPA), etc.

6.9.2.4 Upon receipt of a sufficiently completed application, the Center and the applicant shall conduct a site visit to determine whether the site actually meets the applicant's needs.

6.9.2.5 Final decisions shall be rendered by FRED to the Center in writing, in a timely manner, and after completion of all required reviews, evaluations, or assessments.

6.9.2.6 If the request is denied, the Center shall provide a written explanation to the applicant, which contains the name and address of the NASA official to whom an appeal may be sent. The applicant can appeal the denial to a higher level of NASA authority for review of the denial decision.

6.9.2.7 After Agency determination to approve an antenna siting application, a lease, permit, license, or other agreement shall be executed to document the terms, conditions, and responsibilities of both the Federal Government and the telecommunications service provider.

Chapter 7. Disposition of Real Property

7.1 Overview

7.1.1 This chapter provides guidance on the disposal of NASA's real property assets. Disposition is the permanent removal of a real property asset from the responsibility of a Federal entity through conveyance to another entity or destruction. Disposition occurs only when the disposing Federal entity no longer has custody, control, and accountability for a real property asset. Disposition and disposal are synonymous terms that may be used interchangeably with regard to real property.

7.1.2 All disposals shall fit into one of the following categories that GSA has identified:

a. Demolition (may also be referred to as deconstruction).

b. Federal transfer.

c. Lease expiration.

d. Lease termination.

e. Other â?" may include destruction due to natural or man-made events such as fire, earthquake, flood, or explosion.

f. Public benefit conveyance.

g. Sale â?" either negotiated or public.

7.1.2.1 These disposal categories are recognized throughout the Federal Government, and definitions can be found in Appendix A.

7.1.3 NASA does not have direct authority to dispose of its real property assets. The Federal Property and Administrative Services Act of 1949, as amended, 40 U.S.C. §101 et seq. establishes the GSA as the Federal agency responsible for the disposal of Federal assets and the sole authority to institute regulations for such actions, which are found in GSA Federal Management Regulations (FMR). The authority to dispose of NASA real property, in accordance with the provisions of 40 U.S.C. §101, et seq., is delegated by GSA to the Assistant Administrator for Strategic Infrastructure and the Director, FRED, by 14 CFR, Part 1204.501. Therefore, all disposals of real property shall be coordinated by and through FRED.

7.2 Prerequisites to Disposition Actions

7.2.1 Centers may use the process outlined in the flow chart in Appendix E to determine an appropriate disposition approach.

7.2.2 Before a disposal action can be initiated by a Center, the following criteria will be met:

a. The real property shall be declared as excess of the needs of the holding Center.

b. Before declaring property as excess, Centers shall discuss the property with all program offices at the Center to determine if they need the property.

c. Centers shall ensure that related personal property is promptly redistributed, transferred, or disposed of in accordance with personal property authority. All actions will ensure that the timing and method of disposal of related personal property will not delay disposal of the real property.

d. In accordance with NPR 8820.2, Centers shall maximize reuse, recycling, and salvage and minimize disposal when a project includes demolition.

e. Proposed disposal actions shall be reviewed for legal sufficiency and concurrence by the Center's Chief Counsel's office.

f. Centers shall submit a written request identifying the facility and presenting the rationale for disposal to NASA Headquarters for review and approval by the Director, FRED.

7.2.2.1 When the Center's written request has been approved by Headquarters, FRED shall notify all NASA Centers that the real property asset is available for use. This property screening will provide Centers and programs an opportunity to request ownership of the property.

7.2.2.2 Centers/programs with interest for all or part of the property shall submit written responses to FRED within the time frame specified in the screening notice.

a. Requests shall show that the property is essential to accomplish an assigned mission, that no other real property under the Center's or program's control can satisfy the requirement, and that existing funds are available for operation and maintenance of the property.

7.2.2.3 If FRED does not receive a written expression of interest from a Center or program, the property will be considered surplus.

7.2.3 The McKinney-Vento Homeless Assistance Act (42 U.S.C. Chapter 119), commonly called the Homeless Assistance Act, or McKinney Act, requires Federal agencies to identify and make available excess Federal buildings and land for use by states, local governments, and nonprofit agencies to assist the homeless. The Department of Housing and Urban Development (HUD) has the responsibility for administering this Act. HUD requests information from Federal agencies regarding unutilized, underutilized, excess, and surplus Federal real properties (including land, buildings, and relocatable buildings).

7.2.3.1 Centers shall submit a completed Title V Property Survey to FRED for all buildings and land identified as meeting the McKinney Act criteria and that are proposed for disposal. This includes all buildings and land that are classified as not utilized and underutilized and those that are being submitted to GSA as excess in accordance with Section 7.3 of this document. FRED will forward all surveys to HUD.

7.2.3.2 Once HUD completes its review and Federal screening requirements, HUD will issue a suitability determination and notice of Federal Register announcement to NASA for all properties NASA submits. This determination will normally be made within 30 to 60 days from the date HUD receives the survey. After a property is published in the Federal Register, there is a waiting period of 20 days for unsuitable properties and 60 days for suitable properties. Final disposition of property may not occur until after the waiting period. Centers shall submit the survey early in the disposition process to allow adequate time for HUD's review, determination, and screening requirements.

7.2.3.3 Following the waiting period, Centers shall notify FRED if the property is to be demolished or reused. If one of these circumstances occurs, FRED will notify HUD to remove the property from the HUD inventory.

7.2.4 Additional Requirement for Land Disposals

7.2.4.1 If the capitalized value of any land that is being disposed is greater than $50,000, the proposed disposal action will be reported to Congress as per Section 207 of the Space Act (42 U.S.C. §2476a). This requirement applies only to land and not to buildings or other real property classifications that are being disposed. This report to Congress shall be prepared by FRED and signed by the NASA Administrator, or designee. The report will include a statement of the action proposed and the facts and circumstances relied upon in support of such action.

7.2.4.2 The Administrator, or the designee, shall also notify the Speaker of the House, the President of the Senate, and the appropriate committees and subcommittees. No disposal may take place until 30 days have passed since notification was provided or until each committee has provided written notice that it has no objection to the proposed disposal.

7.2.4.3 Plans for the disposal of real estate, regardless of level or origin, shall not be prematurely disclosed. Information concerning these plans will normally be designated "Sensitive but Unclassified (SBU)." This designation will be canceled after FRED has determined property is excess or 30 days after Congress has been notified. Compliance with environmental, historic preservation, and similar legal documentation requirements does not constitute premature disclosure of disposal plans but needs to be coordinated by FRED.

7.3 Disposal Actions to the General Services Administration

7.3.1 Disposal Procedures for Federal Transfers

7.3.1.1 FMR 102-75 sets forth the procedures for disposing of real property that is excess to a Federal agency's needs. These regulations require the Federal agency to report such property to the GSA by submitting SF 118, Report of Excess along with a Report of Excess Checklist.

a. In accordance with FMR 102.75-115, Centers shall prepare SF 118 and the checklist and submit them to the Director, FRED.

b. Centers shall submit a written request signed by the Center Director for disposal approval and coordination from FRED, when they submit these documents.

7.3.1.2 A variety of supporting documents may be required along with the SF 118 and checklist, including evidence

of title, appraisal reports, current use agreements, environmental reports, etc. Centers shall ensure that the appropriate Center officials have reviewed and concurred with these documents prior to submitting them to FRED.

7.3.1.3 FRED shall submit the documents to the GSA along with a written request signed by the Director, FRED. GSA will notify FRED of its acceptance of the Report of Excess.

7.3.1.4 Requests to withdraw reports of excess shall be routed through the same channels as the original request to excess the property.

7.3.2 General Services Administration Priority of Disposal Options

7.3.2.1 Real property reported to the GSA as excess is first made available for transfer to other Federal agencies. If no other agency needs the property, it is then considered as surplus property and may be made available for other uses through public benefit conveyances (PBCs), negotiated sales, or public land sales, based on GSA's determination of the property's highest and best use. GSA's disposal flow chart is in Appendix F.

7.3.2.2 As a PBC, the property may be substantially discounted in price (up to 100-percent reduction in fair market value) if it is for a specific public use that qualifies through a partner Federal agency.

7.3.2.3 GSA may negotiate a sale at an appraised fair market value with a state or local government if the property will be used for another public purpose.

7.3.2.4 If state and local governments or other eligible nonprofits do not wish to acquire the property, GSA may dispose of surplus property via a competitive sale to the public, generally through a sealed bid or auction.

7.3.3 Disposal Proceeds

7.3.3.1 Proceeds from the disposal of NASA real property and from property separately identifiable from associated real property shall be deposited to the appropriate U.S. Treasury account. Pursuant to FMR 102-75.965, NASA may request reimbursement from GSA for protection and maintenance costs during the time period that the property is pending disposal.

7.3.3.2 The RPAO shall notify the DCFO (F) when property is disposed and, therefore, removed from NASA real property records. The DCFO (F) will effect final settlements, salvage value, and removal of the assets from the general ledger.

7.3.4 Holding Agency Responsibilities

7.3.4.1 After real property is reported to GSA as excess, NASA remains the holding agency for that property.

7.3.4.2 The holding Center or program retains custody and accountability of the property and shall continue programming funds and personnel for protection and maintenance until the date GSA disposes of the property or agrees to assume this responsibility.

7.3.4.3 In coordination with GSA, the Center shall provide access to the real property to interested parties.

7.3.4.4 FRED shall maintain close liaison with GSA to ensure prompt transfer of custody and accountability to GSA or the recipient of the property.

7.4 Requirement for Disposal by Demolition

7.4.1 Demolition, including deconstruction, is an appropriate disposal action for certain NASA real property assets no longer required by NASA. If the real property is to be demolished, the Center shall send a request signed by the Center Director or designee via the SAAM e-router for approval by the Director, FRED. This request letter should include the information specified in the NASA Real Estate Desktop Guide.

7.4.1.1 Once the Director, FRED, has approved the demolition request, Centers shall submit NASA Form 1509 to NASA Headquarters for approval. Requirements and processes for NASA Form 1509 are detailed in NPR 8820.2.

7.5 Disposal Action Considerations

7.5.1 Environmental Considerations

7.5.1.1 All disposals require the NASA disposing official to coordinate with the Center Environmental Office as early as possible to ensure that all environmental requirements are met.

7.5.1.2 The Center shall comply with NASA NEPA requirements for documentation to assess potential environmental impacts of the action, in accordance with NPR 8580.1. An Environmental Assessment or

Environmental Impact Statement may be required.

7.5.1.3 NEPA documentation includes an EBS that reviews the operational history of the real property to identify potential environmental issues. In many cases, required remediation will need to be completed prior to transfer of the property.

7.5.1.4 Environmental requirements may also include the closure requirements of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the Resource Conservation and Recovery Act (RCRA), in accordance with NPR 8850.1.

7.5.1.5 Disposal of real property shall comply with Federal guiding principles for sustainability, as established in Executive Orders 13423 and 13514, as applicable to deconstruction, waste diversion, and recycling.

7.5.2 Historic Preservation Considerations

7.5.2.1 All disposals require the NASA disposing official to coordinate with the Center's Historic Preservation Officer as early as possible to ensure that all historic preservation requirements are met.

7.5.2.2 If the disposal involves historic property, then it is necessary to comply with the requirements of Section 106 of NHPA, which usually involves coordinating with the SHPO and the ACHP. Section 106 of the NHPA helps determine whether there will be adverse effects on historic properties as a result of the disposal action and what mitigation measures are appropriate. The goal of the coordination efforts is to establish an MOA with the SHPO or ACHP regarding these proposed mitigation measures.

7.5.3 Local Considerations

7.5.3.1 Centers shall, with FRED concurrence, coordinate disposal of real property that may affect community development plans with the appropriate state and local elected officials.

7.5.4 Safety Considerations

7.5.4.1 The NASA disposing official shall coordinate with the Center Safety and Mission Assurance office (SMA) as early as possible to ensure that all safety hazards and other related safety issues have been identified and addressed to comply with NASA standards, procedures, and criteria.

7.5.4.2 Safety documentation shall include a Safety Baseline Survey that provides the operational safety history of the real property and identifies the potential safety hazards and concerns as related, but not limited to:

a. Fire protection.

b. Confined space entry.

c. Nuclear safety.

d. Radiation protection.

e. Explosives.

f. Pressurized systems.

7.5.4.3 Safety Baseline Surveys may also include past records of Safety and/or Facility Deficiencies Inspections. In many cases, required abatement actions will need to be completed prior to the actual transfer of the property.

Chapter 8. Relocatable Buildingsâ?"Authorization, Acquisition, Use, and Disposal

8.1 Overview

8.1.1 This chapter discusses the policies and procedures to be followed with regard to relocatable buildings.

8.1.1.1 Centers shall use relocatable buildings for short-term real property requirements only and limit the usage term to three years.

8.1.1.2 Centers shall consult with their FUO to explore other solutions to short-term real property requirements.

8.1.1.3 Relocatable buildings may be purchased and used within NASA when they constitute the most feasible and economical means of satisfying interim facility requirements. Buildings used to satisfy such requirements will normally be funded from program or local resources.

8.1.1.4 Relocatable buildings are considered real property. However, certain types of relocatable structures that are nonrigid, including tents and inflatables, are considered personal property.

8.1.1.5 If a relocatable building is acquired via lease or other use agreement, Chapter 4 of this NPR is applicable.

8.1.2 Authorization

8.1.2.1 NASA Center Directors (or an authorized Center Senior Management Official) and the Director, JPL (an FFRDC), have the authority to purchase or lease relocatable buildings that are necessary for mission performance.

a. The cost of the relocatable building(s) shall not exceed $500,000 per action.

b. The term of the lease shall not exceed three years.

8.1.2.2 If relocatable buildings are required beyond three years, a waiver request shall be sent to the Director, FRED, with justification for the extended term, including plans to meet the requirement with permanent structures.

8.1.3 Obtaining Approval to Acquire Relocatable Buildings

8.1.3.1 Centers shall submit a written request signed by the Center Director or designee and other relevant documents to Headquarters for approval via SAAM at least 90 days prior to the proposed acquisition date. The request should include:

a. Complete justification, including a discussion of the cost and method of acquisition, and projected operating and maintenance costs.

b. Size and scope of acquisition, including interior space and land.

c. Proposed space layout and square footage allowance per person.

8.1.4 If the acquisition of a relocatable building meets the capitalization criteria in NPR 9250.1, Form 1739 shall be completed by the FPM prior to the acquisition, as noted in Section 4.8.

8.1.5 At the end of the term, relocatable buildings may be transferred to personal property records and disposed of as personal property.

Appendix A. General Definitions

5-Foot Line Concept (Inside). Any costs associated with a building and everything within an imaginary 5-foot line surrounding the building will be accountable to the building. This includes construction costs for the facility, such as architectural/structural, mechanical, and electrical work and the associated collateral equipment.

5-Foot Line Concept (Outside). Any costs associated with the building that are outside the imaginary 5-foot line will be accounted for separately from the building. This includes costs normally associated with developing the site, such as site clearance and demolition, earthwork and landscaping, storm and sanitary sewers, mechanical and electrical utilities, roads, bridges, marine facilities, and airfield pavements. This also includes construction costs associated with testing, excavation, removal, and treatment and disposal of hazardous contaminated soil, water, or groundwater.

Acquisition. Permanent and nonpermanent transfer of rights in real property to NASA. Permanent transfer includes purchase, condemnation, gift, and transfer from another Federal agency. Permanent acquisition is recorded as NASA-owned property in the RPMS. Non-permanent transfer includes lease, right-of-way, easement, permit, license, or other in-grant. Nonpermanent acquisition is recorded as in-grant, not as NASA-owned property.

Bargain-Price Purchase Option. A provision allowing the Government to purchase a leased property for a price that is lower than the expected fair market value of the property at the date the option can be exercised. The purchase price includes the value of any rebates or income to NASA or the Government resulting from purchase of the asset.

Beneficial Occupancy Date. The date a facility or real property asset is accepted by NASA for use.

bReady Enterprise Portal. The storefront that provides users single-sign-on into NASA Enterprise Applications Competency Center (NEACC) business applications, including the RPMS and MDI. It also provides information specific to the maintenance and enhancements of NEACC business systems. bReady is a role-based storefront and, as such, allows for collaboration and documentation sharing among specific groups.

Building Support Type Equipment. Equipment that is normally required to make a facility useful and operable. It is built in to the facility, and its removal would impair the usefulness, safety, or environment of the facility. Such equipment includes elevators, HVAC (heating, ventilating, and air-conditioning) systems, transformers, and compressors. It also includes systems and subsystems; such as electrical, plumbing, pneumatic, fire protection, and control and monitoring systems.

Buildings. Constructed assets, each with four walls and a roof.

Built-in or Large, Substantially Affixed Equipment or Property. The unit of equipment or property of any type other than building support equipment that, whether part of the original construction or modification, is built-in in such a manner that the installation costs including building envelope modifications, special foundations, and utility service exceed $300,000.

Capital Improvements. Modifications to existing PP&E that meet or exceed the cost set forth in NPR 9250, extend its useful life by two years or more, enlarge or improve its capacity, or otherwise upgrade it to serve needs different from or significantly greater than those originally intended.

Capital Lease. An in-grant that is equivalent to an installment purchase of property. In accordance with OMB Circular A-11, there are to be sufficient budgetary resources up front to cover the present value of the lease payments using U.S. Treasury interest rates. Any in-grant that does not meet the criteria for an operating lease and is not a lease-purchase is considered to be a capital lease.

Capitalized Assets. Assets with a unit acquisition cost that meets or exceeds the threshold set forth in NPR 9250.1, have an estimated useful life of two years or more, which are not intended for sale in the ordinary cost of operations, have been acquired or constructed with the intention of being used or being available for use by NASA, and have an alternative future use.

Center Operations Directorate. The Center organization that is responsible for ensuring the availability of real property and related services at NASA Centers. Although each Center may use a different name to refer to the organization that performs these functions, this NPR uses Center Operations Directorate to refer to the appropriate Center organizations.

Collateral Equipment. Includes building support equipment and built-in or large, substantially affixed equipment or property. Also includes related personal property as set forth in NPR 4300.

Current Replacement Value (CRV). The total escalated value of the original cost of a real property asset in

present-day dollars. The CRV is not an estimated cost to rebuild or replace the asset, but is the book value of the asset escalated by the Building Cost Index found in the Engineering News-Record.

Deconstruction. The disassembly of a facility by the careful salvaging of reusable or recyclable elements.

Demolition. The tearing down of a facility to eliminate real property that is no longer needed.

Disposition (Disposal). Disposition is the permanent removal of a real property asset from the responsibility of a Federal entity through conveyance to another entity or destruction. Conveyance includes transfer of ownership or conversion to personal property. Destruction includes demolition, deconstruction, and natural or man-made events such as fire, earthquake, flood, or explosion.

Easement. A type of in-grant or out-grant that grants the right to access or use real property for a specific purpose. It may be temporary or permanent.

Enhanced Use Lease (EUL). EUL authority allows Federal agencies to enter into real estate agreements that grant, by lease to others, the use of underutilized federally owned real property. EUL authority allows the agency to retain and use the lease proceeds.

Excess Real Property. Real property under NASA control for which there is no current or foreseeable NASA requirement. Determination of excess status is made by the Center Director of the reporting Center and approved by the Director, FRED.

Federal Real Property Profile. The online system that houses the Federal real property inventory data. Agencies report data annually.

Federal Transfer. The process of permanently changing the ownership (custody and control) of real property from one Federal agency to another. GSA is authorized to perform this function on NASA's behalf.

Holding Agency. The agency responsible and accountable for property purchased for the United States from its appropriated funds or acquired by transfer from other Federal agencies, donations, or other means.

In-Grant. Nonpermanent transfer of real property rights to NASA by means of lease, easement, permit, license, or other agreement.

In-Lease. A type of in-grant in which NASA is the lessee/tenant and has the exclusive right to the property owned by the lessor/landlord for a specified period of time.

Interim Facility Requirement. A short-term (not to exceed three years) requirement for facilities caused by peaks in NASA missions or to satisfy other urgent requirements.

Land Improvements. The cost of nonpermanent, depreciable improvements to land used in general operations. Also includes similar costs to land subject to stewardship reporting, as well as land rights of limited duration that are associated with general operations. The distinction between land and land improvements is that while land has an indefinite life and is non-depreciable, land improvements have an estimated useful life (definite life) and are capitalized and depreciated. Examples of land improvements include parking lots, driveways, fences, and lawn and garden sprinkler systems.

Lease. A type of in-grant or out-grant where the owner of the property (the "lessor") grants to a lessee by written agreement the right to exclusive possession of the property by the lessee for a defined period of time. The lease may contain provisions or conditions restricting the use of the property to ensure conformity with NASA mission.

Lease Expiration. The end of a lease term as specified in the lease.

Lease Termination. A right of either party to an in-grant or out-grant to end that agreement prior to the expiration date. The termination clause will be stated in the agreement, and the effective date of the termination will be the day following the expiration of the required notice period or the termination date set forth in the notice, whichever is later.

Lease-Purchase. A type of lease in which ownership of the asset is transferred to NASA at, or shortly after, the end of the lease term. Such a lease may or may not contain a bargain-price purchase option.

Leasehold Improvements. NASA-funded costs of long-term capital improvements (for more than three years) to leases, rights, interests, and privileges relating to land not owned, but held, by NASA, such as easements, rights-of-way, permits, use agreements, water rights, air rights, and mineral rights. Leasehold improvements also include NASA-funded costs of improvements made to land, buildings, structures, and facilities, as well as easements and rights-of-way, where NASA is the lessee or the cost is charged to a NASA contract.

Lessee. Tenant: a person or group to whom a lease is granted.

Lessor. Landlord: a person or group who grants a lease.

License. A type of in-grant or out-grant where nonexclusive authority is granted to an individual or organization to do specified acts on the licensor's real property, without acquiring any ownership in the property. A license authorizes an act that would otherwise constitute trespass.

Maintenance Costs. Recurring, noncapital expenses for repair and upkeep of buildings or other structures, including infrastructure, to maintain facilities and equipment at the desired level.

Memorandum of Understanding/Memorandum of Agreement. A type of in-grant or out-grant that allows a Federal agency to use another Federal agency's real property for a specified period.

Noncollateral Equipment. When acquired and used in a facility or test apparatus, equipment that can be severed and removed after construction without substantial loss of value or damage to it or the premises where it is installed. Each such item is considered separately in relation to the capitalization criteria.

Operating Costs. Recurring noncapital expenses for day-to-day operations of buildings and other structures, including infrastructure; includes utility costs and maintenance costs.

Operating Lease. An in-lease that meets the following criteria: (a) Ownership of the asset remains with the lessor during the term of the lease and is not transferred to the Government at, or shortly after, the end of the lease term; (b) does not contain a bargain-price purchase option; (c) the term does not exceed 75 percent of the estimated economic life of the asset; (d) the present value of the minimum lease payments over the life of the lease does not exceed 90 percent of the fair market value of the asset at the beginning of the lease term; (e) the asset is a general purpose asset rather than being for a special purpose of NASA and is not built to the unique specifications of NASA as lessee; and (f) there is a private sector market for the asset.

Other Structures. Include construction and improvements of structures and facilities such as airfield pavements, harbor and port facilities, power production facilities and distribution systems, research and development facilities other than buildings, and roads and bridges. This classification also includes structures that are not completely enclosed, like picnic shelters, pavilions, and covered storage areas.

Out-Grant. Non-permanent transfer of rights to NASA real property to others by means of lease (or any other form of acceptable legal instrument that recognizes NASA as the landlord and the lessee as the tenant), permit, easement, right-of-way, license, SAA, and agreement; such as Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), and concessionaire agreement.

Out-Lease. A type of out-grant in which NASA is the lessor/landlord and grants exclusive right to the lessee/tenant for the use of real property for a specified period.

Permit. A type of out-grant for a specific limited use.

Public Benefit Conveyance. A public benefit conveyance (PBC) allows the Federal Government to transfer title of surplus property to qualified state and local governmental agencies and private nonprofits for public uses for up to a 100 percent discount. Properties that qualify for a PBC can be used to provide educational, health care, and correctional facilities or to improve transportation, retain historic monuments, and beautify communities through park and recreational improvements. The intent of a PBC is to support property uses that benefit the community as a whole. A PBC can provide access to property for public and non-profit entities that may not otherwise have been able to acquire it for community uses.

Public-Private/Public-Public Ventures (PPVs). PPVs are out-grants of NASA real property to either private or public entities, such as a company or organization or to a public entity. PPVs are distinguished from other out-grants because they also include a partnership agreement between NASA and the grantee on a specific program or project.

Real Estate. For the purposes of this NPR, real estate refers to the ownership interests in real property and may include fee simple ownership, leasehold agreements, easements, licenses, permits, or reversionary rights.

Real Property. For the purposes of this NPR, real property means land, buildings, structures, other structures and facilities, and leasehold improvements. Real property also includes installed collateral equipment (i.e., building-type equipment), as defined in NPR 9250.1.

Real Property Accountable Officer. A Government employee designated by the Center Director to be responsible for management and accountability of the real property assets under the Center's custody and control.

Real Property Management System. **NASA's automated method for recording,** maintaining, and reporting real property data. Information concerning every real property asset under NASA's management and control can be found in the RPMS. It contains such asset information as description, cost, utilization, condition, and associated

transactions.

Real Property Under Management Control. The property for which NASA is the holding agency or for which NASA has custody and control. Real Property Record File. The documents managed by the RPAO at the Center for actions associated with all real property assets.

Relocatable Buildings. Buildings or other enclosed structures used as working space, shelter, or storage that are designed to be easily erected, dismantled, moved, and reused. This includes office/house trailers, prefabricated modular structures, tents, rigid and nonrigid inflatable structures, and similar structures. Relocatable structures may be either real or personal property. Specifically excluded from this definition are built-in-place, preengineered metal buildings, and wood-frame buildings.

Repair Project. Any project that keeps an asset in useable condition, including preventative maintenance, normal repairs, replacement of parts and structural components, and other activities needed to preserve the asset so that it continues to provide acceptable services and achieves its expected life. Repair projects exclude activities aimed at expanding the capacity of an asset or otherwise upgrading it to serve needs different from, or significantly greater than, those originally intended.

Scoring. An accounting treatment relevant to in-lease of real property by NASA. The determination of the in-lease as a capital or operating lease drives whether the lease costs are budgeted in the first year or spread over the life of the in-lease.

Signing Official. A NASA employee delegated the responsibility to execute agreements for NASA.

Space Act Agreement Maker System. A NASA electronic system for tracking and documenting the review and approval of proposed domestic Space Act Agreements and other real property documents.

Utilities Systems. Heating, sewage, water, and electrical systems that serve several buildings or other structures of an installation. When these systems serve a single building, the utility systems' costs are included in the cost of the building. Includes heating plants and related systems, gas lines, sewage plants, storm and sanitary sewer lines, water treatment plants, wells, pump houses, reservoirs, and pipelines. Also includes electrical substations, standby or auxiliary power plants, lighting structures, and conduits.

Appendix B. Definitions of Terms Used in Space Classification and Measurement

Conference. Permanent space for periodic assembly of large groups, which typically includes high ceilings, fixed seating, and/or specialized audiovisual equipment. Conference space is not usually interchangeable with typical office space.

Executive Office/Suites. Office suites for Center Director, Deputy Center Director, and other senior managers which include reception and administrative areas, small conference spaces, and any other space directly associated with the executive offices.

Functional Categories. Space or open areas generally bound by the supporting walls of the structure.

Laboratory. Space in which electronic, chemistry, life sciences, medical, bioscience, physics, photographic, or other research, development, evaluation, or test activities are conducted. Laboratories are generally single-story spaces characterized by special utilities and built-in or portable instruments and equipment. Laboratory space may include small, incidental office areas (such as desk space).

Miscellaneous. Space in which activities, other than those previously classified, are conducted; include visitor information, libraries, banks, cafeterias, concessions, security, fire protection, post office, and similar activities.

Office. Typically a single-story space with furniture and small, portable equipment in which management, administration, design engineering, and business activities are conducted. Small conference and meeting rooms located throughout buildings will be reported as office space. The space allowance for offices also includes circulation space between the workstations.

Operational. Space for dedicated mission support activities, such as mission or launch control. Examples of operational spaces are mission control centers, control towers, and war rooms. Small incidental office areas may be included.

Shop-Industrial. Space in which carpentry, electrical, plumbing, electronic, welding, metalworking, or other trades are conducted. This includes maintenance, fabrication, manufacturing, or repair activities. Shop-industrial space is characterized by conventional machines and equipment and may include small incidental office areas.

Storage. Administrative. Space within office areas that is used to store files, office supplies, or similar office support items.

Storage. Warehouse. Permanent space where equipment not in use is stored; includes stock, warehousing, and shipping and receiving activities. Technical. Space in which assembly, instrumentation, test, checkout, launch, data reduction, computer, calibration, or similar activities are conducted. Technical space is frequently characterized by multistory or high-bay features and large, installed, and often sophisticated equipment. Technical space may include small, incidental office areas.

Training. Space dedicated to classrooms for training personnel.

Transient. Space for personnel that is not permanently assigned to the Center but for whom space is required on a recurring, periodic basis. This includes space for personnel such as astronauts and visiting scientists. Designation of space as transient requires Headquarters approval. The space is generally used for offices or administrative functions.

Underutilized. As defined by the FRPC, an entire property or portion thereof, with or without improvements, which is used only at irregular periods or intermittently by the accountable landholding agency for current program purposes of that agency, or which is used for current program purposes that can be satisfied with only a portion of the property. 41 C.F.R. § 102-75.1160; accord 45 C.F.R. § 12a.1; 24 C.F.R. § 581.1.

Unutilized or Not Utilized. As defined by the FRPC, an entire property or portion thereof, with or without improvements, not occupied for current program purposes for the accountable executive agency or occupied in caretaker status only. 41 C.F.R. § 102-75.1160; accord 45 C.F.R. § 12a.1; 24 C.F.R. § 581.1.

Utilized. As defined by the FRPC, any real property that is not defined as unutilized or underutilized.

Personnel Types

Requiring Space. Personnel who need assigned office space at a NASA site. In situations where an office space intended for one person is shared by multiple personnel on a rotating basis, only one person will be counted as requiring space for that office. Typical examples of this scenario include technical, security, maintenance, or janitorial

personnel offices.

Civil Service. Personnel who are employed by NASA on a full-time, part-time, or temporary basis.

Contractor. Personnel who directly support a NASA mission but are not employed by NASA. This includes professional, technical, administrative, and other contract support staff.

Other Personnel. Those who occupy space at a NASA site via an out-grant agreement but do not directly support a NASA mission. This includes subcontractors and employees of independent organizations that provide support services to NASA employees (retail shop, cafeteria, childcare, fitness center, etc.), or civil servants of other Federal agencies.

Appendix C. Definitions of Terms Used to Report Area Measurements

Gross Area. The sum of the floor areas included within the outside faces of exterior walls for all stories or areas that have floor surfaces. The basis for measurement is as follows:

a. Gross area is computed by measuring the perimeter of exterior walls, disregarding cornices, pilasters, and buttresses that extend beyond the wall face.

b. Gross area includes basements (except unexcavated portions), floored attics, garages, enclosed porches, penthouses and mechanical equipment floors, lobbies, mezzanines, all balconies (inside or outside) utilized for operational functions, and main/common corridors, provided they are within the outside face lines of the building. Roofed loading or shipping platforms will be included whether within or outside the exterior face lines of the building.

c. Portions of upper floors eliminated by lobbies, open courts, light wells, or other spaces that rise above single-floor ceiling height will not be included in the gross area. Unenclosed roofed-over areas or floored surfaces with less than 6 feet 6 inches clear headroom also will not be included unless they can be designated properly and used as either net usable, mechanical, circulation, or custodial areas.

Gross Area Classifications for Construction Areas. That portion of the gross area that cannot be put to use because of the presence of structural features of the building. Precise computation of construction area is not contemplated under these definitions since some construction features are included in the computation of other areas. However, total construction area will be determined by assuming it to be the residual area after the net usable, circulation, custodial, and mechanical areas have been subtracted from the gross area. Examples of features normally classified as construction areas include exterior walls, firewalls, partitions, and unusable areas in attics, basements, or comparable portions of the building.

Gross Area Classifications for Custodial Areas. The sum of all areas on all floors of a building used for building protection, care, maintenance, and operation.

a. Custodial area includes such areas as janitors' locker rooms, closets and storerooms, and building maintenance and operating engineer control areas.

b. Custodial area is computed by measuring from face to face of enclosing walls.

Gross Area Classifications for Mechanical Areas. That portion of the gross area designed to house mechanical equipment, utility services, and non-private toilet facilities.

a. Mechanical area includes, but is not limited to, air duct shafts, boiler rooms, fixed mechanical and electrical equipment rooms, fuel rooms, mechanical service shafts, meter and communications closets, service chutes, stacks, and non-private toilet rooms (custodial and public). No adjustments are made for minor projections or alcoves that may distort the net usable area of the building.

b. Mechanical area is computed by measuring from face to face of the walls, partitions, or screens enclosing the area.

Net Usable Area. The sum of all areas on all floors of a building comprising all functional categories.

a. The areas excluded from the net usable area consist of custodial, circulation, mechanical, and construction areas.

b. The net usable area will be computed by measuring from face to face of the walls or partitions enclosing the area. When walls or partitions do not enclose areas of the functional categories, measurements will be taken to an assumed line that separates the spaces. No adjustments are made for minor projections or alcoves that would distort the net usable area of the building.

Total Allocated Net Usable Area. The enclosed net usable area of a building, excluding custodial, circulation, mechanical, and construction areas, measured in square feet.

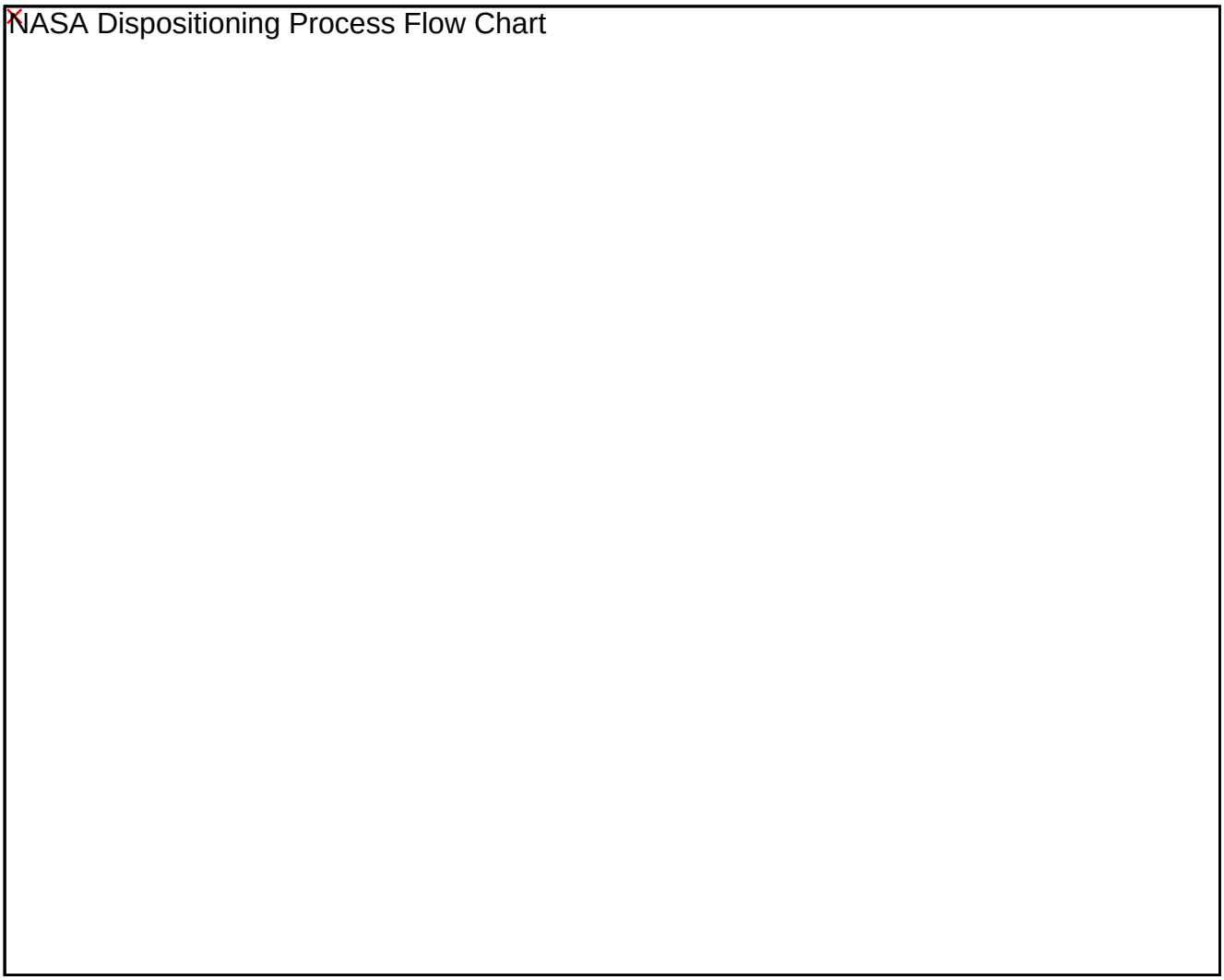
Appendix D. Acronyms

ACHP	Advisory Council on Historic Preservation
ARC	Ames Research Center
BCI	Building Cost Index
BEA	Budget Enforcement Act
BOBJ	Business Objects
CBO	Congressional Budget Office
CECR	Construction and Environmental Compliance and Remediation
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CMO	Center Management and Operations
CMP	Center Master Plan
CO	Contracting Officer
COR	Contracting Officer's Representative
CRV	Current Replacement Value
CSLA	Commercial Space Launch Act
DCFO (F)	Deputy Chief Financial Officer, Finance
DM	Deferred Maintenance
DoD	Department of Defense
DOJ	Department of Justice
EBS	Environmental Baseline Survey
ECONPACK	Economic Analysis Package software
EPA	Environmental Protection Agency
EUL	Enhanced Use Lease
FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulations
FASAB	Federal Accounting Standards Advisory Board
FCC	Federal Communications Commission
FMO	Financial Management Office
FMR	Federal Management Regulations (GSA)

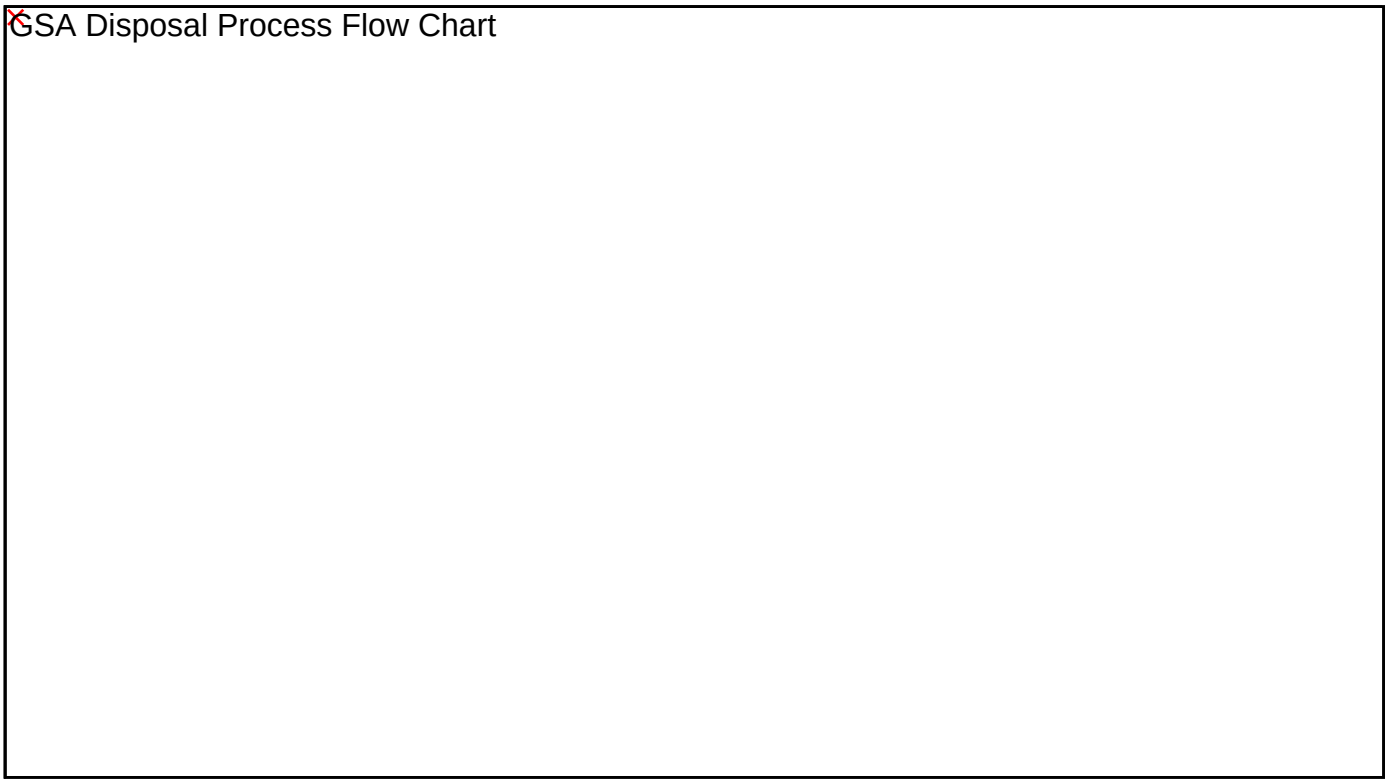
FO	Fiscal Officer
FPM	Facility Project Manager
FRED	Facilities and Real Estate Division
FRPC	Federal Real Property Council
FRPP	Federal Real Property Profile
FUO	Facilities Utilization Officer
FUP	Facilities Utilization Program
FURB	Facility Utilization Review Board
GAO	Government Accountability Office
GSA	General Services Administration
HPO	Historic Preservation Officer
HUD	Department of Housing and Urban Development
JPL	Jet Propulsion Laboratory (a Federally Funded Research and Development Center)
KSC	Kennedy Space Center
LCCA	Life-Cycle Cost Analysis
MDI	Mission Dependency Index
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSD	Mission Support Directorate
NAII	NASA Advisory Implementing Instruction
NASA	National Aeronautics and Space Administration
NBI	National Bridges Inventory
NEACC	NASA Enterprise Application Competency Center
NEPA	National Environmental Policy Act
NF	NASA Form
NHPA	National Historic Preservation Act
NMO-JPL	NASA Management Office-Jet Propulsion Laboratory (FFRDC)
NODIS	NASA Online Directives Information System
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
NTIA	National Telecommunications and Information Administration
O&M	Operations and Maintenance

OCFO	Office of the Chief Financial Officer
OGC	Office of the General Counsel
OMB	Office of Management and Budget
OSI	Office of Strategic Infrastructure
PBC	Public Benefit Conveyance
PCB	Polychlorinated Biphenyl
PP&E	Property, Plant, and Equipment
PPBE	Planning, Programming, Budgeting, and Execution
PPV	Public-Private/Public-Public Venture
RCRA	Resource Conservation and Recovery Act
RDA	Rural Development Act of 1972
RPAO	Real Property Accountable Officer
RPMS	Real Property Management System
SAA	Space Act Agreement
SAAM	Space Act Agreement Maker
SAP	Systems Applications and Products
SBS	Safety Baseline Survey
SBU	Sensitive But Unclassified
SF	Standard Form
SHPO	State Historic Preservation Officer
SMA	Safety and Mission Assurance
U.S.C.	United States Code
WBS	Work Breakdown Structure
WIP	Work in Progress

Appendix E. NASA Dispositioning Process Flow Chart



Appendix F. GSA Disposal Process Flow Chart



Source: http://propertydisposal.gsa.gov/PropertyDisLibrary

Appendix G. References

a. United States international agreements; transmission to Congress (the Case-Zablocki Act), 1 U.S.C. § 112b.

b. Limitations on Expending and Obligating Amounts, 31 U.S.C. § 1341.

c. Information Technology Management, 40 U.S.C. Subtitle III.

d. National Environmental Policy, 42 U.S.C., Chapter 55

e. Identification and Use of Surplus Federal Property, 42 U.S.C. Chapter 119, Subchapter V.

f. Enhanced-Use Lease of Real Property Demonstration, Pub. L. 108-7, Division K, Title IV, Section 418, (codified as 42 U.S.C. §2459j).

g. Coordination, Reporting and Publication of International Agreements, 22 CFR, Part 181.

h. Delegation of Authorityâ?"To Take Actions in Real Estate and Related Matters, 114 CFR § 1204.501.

i. NPD 1360.2, Initiation and Development of International Cooperation in Space and Aeronautics Programs.

j. NPD 1800.2, NASA Occupational Health Program.

k. NPD 2190.1, NASA Export Control Program.

l. NPD 4500.1, Administration of Property in the Custody of Contractors.

m. NPR 1800.1, NASA Occupational Health Program Procedures.

n. NPR 4500.1, Administration of Property in the Custody of Contractors.

o. NPR 8510.1, NASA Cultural Resources Management.

p. NASA Form 1045, Real Property Transaction Voucher.