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# NASA Policy Directive

**NPD 8800.14C**Effective Date: July 15, 2004  
Expiration Date: November 15,  
2009**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Request Notification of Change

(NASA Only)

## **Subject: Policy for Real Property Management**

**Responsible Office: Facilities Engineering and Real Property Division**

### **1. POLICY**

a. NASA will promote the efficient and economical utilization of its real property assets. The effective management of NASA real property is integral to NASA's mission. Real property under Agency authority or control will be managed in accordance with the principles set forth below. Real property is land and facilities (i.e., buildings and other structures) that are owned, leased, or otherwise managed by NASA, and improvement thereto.

(1) NASA Centers will manage their real property to ensure that it is available to perform their assigned mission in accordance with statutory and regulatory requirements for management of such real property.

(2) NASA Centers will manage their real property to ensure that it is the right size and type, is safe, secure, and environmentally sound, and provides quality, and affordable workspaces.

(3) NASA Centers will operate and construct only the minimum facilities and infrastructure required to conduct NASA programs and meet national responsibilities. As such, NASA will continually assess real property needs against current infrastructure, will seek alternatives to new capability construction wherever possible, and will identify, plan, and implement options to eliminate unnecessary real property through divestment, demolition, or other innovative programs.

(4) NASA will leverage the value of required underutilized real property wherever possible, including seeking other beneficial uses of underutilized land and facilities such as public/private partnerships, outleasing, and similar innovative real property initiatives.

(5) NASA Centers and real property occupants will be good stewards of required real property by maintaining and repairing real property according to current standards, guidance, and performance measures, matched with current human and financial resources.

b. NASA's Office of Institutional and Corporate Management, Facilities Engineering and Real Property Division, will serve as the principal point of contact for real property activities and will provide Agencywide assessment of Center management effectiveness of real property activities.

## **2. APPLICABILITY**

This NPD is applicable to real property owned, leased, or otherwise managed by NASA. The provisions of this NPD and the NASA Procedural Requirements (NPR) 8800.15, Real Estate Management Program Implementation Manual, do not apply to the NASA Headquarters building. Real property matters involving international locations are to be coordinated by the Director, Facilities Engineering and Real Property Division, with the NASA Office of the General Counsel and the NASA Office of External Relations. The NASA Office of External Relations will coordinate with the Department of State as required.

## **3. AUTHORITY**

42 U.S.C. 2473 (c) (1), Section 203 (c) (1) of the National Aeronautics and Space Act of 1958, as amended.

## **4. APPLICABLE DOCUMENTS**

- a. EO 13327, Federal Real Property Asset Management.
- b. NPR 8800.15, Real Estate Program Implementation Manual.
- c. NPR 1441.1, NASA Records Retention Schedules.

## **5. RESPONSIBILITY**

a. The Assistant Administrator for Institutional and Corporate Management is designated as the Agency Senior Real Property Officer.

(1) This designation may be delegated to the Director, Facilities Engineering and Real Property Division.

(2) The Senior Real Property Officer is responsible for the following:

a) Developing and implementing an Agency real property asset management plan in support of Executive Order 13327, Federal Real Property Asset Management.

b) Serving on the Federal Real Property Council.

c) Identifying real property asset management performance measures.

b. The Assistant Administrator for Institutional and Corporate Management and the Director, Facilities Engineering and Real Property Division, are responsible for prescribing Agency real property policies, procedures, and regulations and entering into agreements to acquire, use, grant the use of, and otherwise exercise control over real property under the jurisdiction of NASA.

c. NASA Center Directors are responsible for the following:

- (1) Managing NASA real property in accordance with NPR 8800.15, Real Property Program Implementation Manual.
- (2) Designating a Real Property Accountable Officer responsible for real property accountability, including the recording and reporting of the NASA real property inventory and management of real property records in accordance with NPR 1441.1, NASA Records Retention Schedules.
- (3) Designating a Facilities Utilization Officer responsible for coordinating the assignment of building space, implementing facilities utilization review, and periodic reporting.
- (4) Establishing a Facilities Utilization Review Board to consult with the Facilities Utilization Officer concerning NASA Centers' real property matters.
- (5) Securing approval from the Director, Facilities Engineering and Real Property Division, prior to taking real property actions. If the Assistant Administrator for Institutional and Corporate Management has delegated authority to a Center Director, the Center Director may enter into the specified agreements without the concurrence or approval of the Director, Facilities Engineering and Real Property Division. A copy of the final agreement is to be forwarded to the Director, Facilities Engineering and Real Property Division for recordkeeping.
- (6) Assessing real property needs versus inventory and taking the following actions:
  - a) Eliminate real property not currently required and not required in the foreseeable future through divestment, demolition, or other excessing programs.
  - b) Leverage the value of real property deemed required but underutilized through third-party partnerships, outleasing, or other innovative action.
  - d. The Manager, NASA Management Office-Jet Propulsion Laboratory (JPL), is responsible for 5.c.(1), 5.c.(2), 5.c.(5) and 5.c.(6), and the NASA contractor that operates the JPL is responsible for 5.c.(3) and 5.c.(4) to the extent specified in its contract.

## **6. DELEGATION OF AUTHORITY**

None.

## **7. MEASUREMENTS/VERIFICATION**

Centers shall review their individual performance, using data prepared for the General Services Administration Form 1166, Report of Real Property Owned by or Leased to the United States, and NASA Form 1400, Building Space Utilization Report.

## **8. CANCELLATION**

NPD 8800.14B, Real Policy for Real Property Management, dated November 1, 2002.

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**/s/ Sean O'Keefe**  
**Administrator**

## **ATTACHMENT A: (TEXT)**

**(URL for Graphic)**

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