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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 8800.15C**  
Effective Date: October 30,  
2014  
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2019

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Request Notification of Change (NASA Only)

## **Subject: Real Estate Management Program w/Change 1, February 24, 2015**

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

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## **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 (August 18, 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. NAI 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.

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