

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

**Responsible Office: Facilities and Real Estate Division**

**1. POLICY**

a. It is NASA's goal to reduce its infrastructure footprint by 25 percent within the next 20 years utilizing tools such as Agency and Center Master Plans and Construction of Facilities (CoF) investments and implementing incentive initiatives.

**2. APPLICABILITY**

a. This interim directive is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. This directive applies to the Jet Propulsion Laboratory (JPL) (a Federally Funded Research and Development Center) and other contractors only to the extent specified or referenced in applicable contracts.

b. In this interim 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.

c. In this interim directive, "NASA directives" refers to Agency-level directives.

d. In this interim directive, all document citations are assumed to be the most current version unless otherwise noted.

e. This interim directive is applicable to NASA directives developed or revised after the effective date of this NID.

**3. AUTHORITY**

a. The National Aeronautics and Space Act, as amended, 51 U.S.C. 20113(a).

b. NPD 1000.0B, Governance and Strategic Management Handbook.

c. Management Procedures Memorandum No. 2015-01, Office of Management and Budget, Executive Office of the President, Implementation of Office of Management and Budget Memorandum M-12-12 Section 3: Reduce the Footprint.

**4. APPLICABLE DOCUMENTS**

a. NPD 8820.2, Design and Construction of Facilities.

b. NPD 8800.14, Policy for Real Estate Management.

## **5. RESPONSIBILITY**

a. The Director, Facilities and Real Estate Division, shall have authority to:

- (1) Incorporate this NID into the Agency's Construction of Facilities (CoF) and Real Estate programs,
- (2) Incorporate this NID into the review of Center Master Plans and real estate agreements.

## **6. REQUIREMENTS**

a. The Facilities and Real Estate Division shall, in consultation with and input from the Centers, develop and maintain an Agency Disposal List which contains all planned disposals. The list will be the basis for the Agency Reduce the Footprint Plan and 5-year Demolition Plan. The Agency Disposal List will be updated annually and its contents will include the following:

- (1) Disposals mandated by a NASA governance council,
- (2) Offsets to new acquisitions,
- (3) Abandoned facilities,
- (4) Disposals identified in the approved Center Master Plan,
- (5) Facilities irreparably damaged in natural disasters,
- (6) Other planned disposal actions (termination of leases, transfers, sale, etc.).

b. Centers may request the removal of facilities from the Agency Disposal List by submitting a letter signed by the Center Director to the Director, Facilities and Real Estate Division. The letter shall

- (1) include compelling reasons supported by business case and life-cycle cost analyses that show such disposal would adversely affect the Center's mission; and,
- (2) identify new acquisition offsets of equivalent or greater footprint reduction or current replacement value (CRV).

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c. Conditions for approving a request to remove facilities from the Agency Disposal List:

(1) For NASA governance council mandated disposals, Centers shall seek and receive approval from the same governance council that mandated the disposal.

(2) For disposals identified in the approved Center Master Plan, the Center Master Plan shall be updated.

(3) Facilities irreparably damaged in natural disasters cannot be removed from the Agency Disposal List.

d. The Director, Facilities and Real Estate Division shall incentivize disposals supported by business case or life cycle cost analyses by rewarding Centers with demonstrated success, progress, and commitment to their planned disposals. Incentives may include the following:

(1) Allocation of additional CoF funds to be applied toward approved local authority projects;

(2) Allocation of additional demolition funds to be used toward other approved demolition projects; and,

(3) Use of institutional demolition funds for the following costs:

(a) Demolition of offsets for new acquisitions,

(b) Renovation of existing spaces to accommodate displaced personnel,

(c) Relocation and reactivation of utilities and collateral equipment, and,

(d) Demolition scope of Adaptive Reuse projects. (Adaptive Reuse is defined as the “process of repurposing existing buildings for other than which they were built or designed for while retaining their historic features.”)

e. Centers shall demonstrate their demolition success, progress, and commitment by the following:

(1) Conformance to the master planning Affordability policy;

(2) Compliance with the most current 5-year Agency Reduce the Footprint Plan;

(3) Completion of a “dispositioning review” within the last 5 years with the results of that review incorporated into the Agency Disposal List;

(4) Achieving 95 percent or greater demolition program obligation for the fiscal year prior to the fiscal year under consideration;

(5) Using the Agency Disposal List as the basis, achieving:

(a) 95 percent or greater achievement of planned square feet disposal (for facilities measured in square feet); and

(b) 95 percent or greater achievement of planned current replacement value CRV reduction (for facilities not measured in square feet).

## **7. DELEGATION OF AUTHORITY**

None.

## **8. MEASUREMENT/VERIFICATION**

None.

## **9. CANCELLATION**

None.