

**Subject: NASA Interim Directive (NID) for Acquisition of Administrative Office Space****Responsible Office: Facilities and Real Estate Division****1. POLICY**

It is NASA policy to define requirements for facility projects.

**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 [FFRDC]) 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 latest version unless otherwise noted.

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

f. In this interim directive, “applicable buildings” refers to administrative buildings, office buildings, or other buildings with administrative and/or office spaces.

**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 AND FORMS**

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 program and leasing policy,
- (2) Incorporate this NID into the review of Center master plans and real estate agreements,
- (3) Develop and administer a process to evaluate Center requests for waivers to this NID when the NASA mission would likely be adversely affected by adherence to this NID,
- (4) Approve waivers to this NID as may be required.

b. NASA Center Directors and Managers, NASA Management Office - Jet Propulsion Laboratory, are responsible for:

- (1) Ensuring that acquisition or (re) development of applicable buildings are managed in accordance with this NID,
- (2) Requesting and justifying waivers to this NID in accordance with the Facilities and Real Estate Division processes when mission would likely be adversely affected by adherence to this NID.

## **6. REQUIRMENTS**

a. The total administrative area in applicable buildings shall not exceed 180 sq. ft. multiplied by the total number of workstations.

- (1) The total administrative area in applicable buildings shall be defined as the sum of areas associated with all net usable space assigned to house managerial, coordination, clerical, and other administrative work. Spaces included in administrative area are workstations, meeting collaboration and conference space, reception space, printing and copying space, layout/filing space, mail, and related storage. As for any net space use type, circulation is included when integral to the internal configuration of these activities. Administrative areas do not include special

use space such as Secure Compartmentalized Information Facility (SCIF) space and large auditoriums.

(2) Administrative area reflects the net useable square footage. Area that is associated with obstructions (IE, columns, ductwork, etc.) is not considered “useable” space and is excluded from the calculation of area. Office furniture and/or office information technology equipment is not considered an obstruction.

b. The new construction, major renovation, , or new leases of applicable buildings where cost effectiveness has not been demonstrated shall result in a building in which the workstations are consistent with the following Table:

<b>Category</b>	<b>Maximum Useable Space (sq. ft.)</b>
General Staff, GS-12 and below	88
General Staff, GS-13 and GS-14	150
Supervisors/Managers/GS-15	165
Executives/SES	200

(1) A “Workstation” shall be defined as the space assigned to individual(s) for the performance of assigned administrative tasks (IE, office, cubicle, work area, etc.).

(2) A minimum of 90% of the total number of individual workstations in applicable buildings shall not deviate from the respective Category row in the above Table. Deviations from this particular requirement shall be limited to accommodating building configuration, or unique administrative tasks determined by an assessment of the work or tasks to justify the needed special space requirements (IE, plotter, drafting table, etc.)

c. Implementation of this NID shall be consistent with sustainability and Executive Order requirements.

- d. Applicable buildings shall meet or exceed the United States Green Building Council (USGBC) Leadership in Energy & Environmental Design (LEED) Daylight and Views criteria.
- e. This NID shall be in effect for the new lease of applicable buildings effective April 1, 2016.
- f. This NID shall be in effect for applicable buildings that initiate design on or after April 1, 2016.

#### **7. DELEGATION OF AUTHORITY**

None.

#### **8. MEASUREMENT/VERIFICATION**

Compliance with this directive will be measured through the design review process at the critical design stage (35%).

#### **9. CANCELLATION**

None.