

Appendix A

Form and Instructions

NASA Form 1400A



Major Facilities Utilization Report

INSTALLATION	DATE	PAGE	OF	PAGES
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CHAIRMAN, FACILITIES UTILIZATION REVIEW BOARD	FACILITIES UTILIZATION OFFICER
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FACILITY NUMBER AND NAME 1.	BASELINE UTILIZATION 2.	FOR REPORTING PERIOD ENDING MARCH 31, 19 ____			PLANNED UTILIZATION 6.	REMARKS 7.
		REPORTED UTILIZATION 3.	PERCENT OF BASELINE 4.	PRIMARY PROGRAMS/PROJECTS SUPPORTED (if applicable) 5.		

General Instructions For Preparing NASA Form 1400A
Major Facilities Utilization Report

Facility Number and Name (Col. 1). Provide facility name and number as carried on the Real Property Accountability Records. (Note: A listing of separate capabilities within a single facility should be made if more meaningful and accurate data can be provided thereby. If this alternative is desired, the cognizant Program Office and the Facilities Engineering Division should concur prior to displaying the data in this manner.)

Baseline Utilization (Col. 2). Provide that quantitative factor that could reasonably justify acquisition and retention of the facility, consistent with the Utilization Criteria.

Reported Utilization (Col. 3). Enter the utilization level experienced in the past year's reporting period, using the same unit of measure reported in Column 2 of the sample form.

Percentage of Baseline (Col. 4). This percentage is computed by dividing the Reported Utilization (column 3) by the Baseline Utilization (column 2). See example form.

Primary Programs/Projects Supported, if Applicable (Col. 5). List two or three of the primary programs/projects, such as by Unique Project Number (UPN), supported during the past year and/or reference the testing or operation scheduled for the year, if appropriate.

Planned Utilization (Col. 6). Enter the utilization level planned for current year's reporting period or, if a utilization percentage is considered more appropriate, divide the planned utilization by the same baseline used for the past year's reporting period.

Remarks (Col. 7). Provide any pertinent utilization remarks, especially those indicating remedial actions for improved future utilization or disposal, or identifying constraints restricting greater use.