



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

SPD 8810.1 Basic
June 2015

COMPLIANCE IS MANDATORY

John C. Stennis Space Center Policy for Making Facility Utilization Space Requests

Stennis Policy Directive	SPD 8810.1	Basic
	<i>Number</i>	<i>Rev</i>
	Effective Date: June 24, 2015	
	Expiration Date: June 24, 2020	
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SUBJECT: SSC Policy for Making Facility Utilization Space Requests		

1. POLICY

The National Aeronautics and Space Administration (NASA) at the John C. Stennis Space Center (SSC) manages more than 138,000 acres of real property and owns more than 13,000 of those acres. There are approximately 210 buildings and other structures available for occupancy, totaling more than 5.1 million square feet of diverse real property assets. These assets range from office buildings, warehouses, testing labs, and test stands; to antennas, roads, and utilities. In total, the real property assets at SSC represent more than \$3.8 billion in current replacement value (CRV).

- a. In accordance with NASA Procedural Requirement (NPR) 8800.15C, *Real Estate Management Program*, the SSC Facilities Utilization Officer (FUO) shall ensure the optimum allocation of available facilities and related resources to meet SSC's programmatic and institutional requirements.
- b. The FUO shall promote the productive, safe, and efficient utilization of the spaces in their portfolio. This is accomplished by:
 1. Leveraging unutilized and underutilized space to the extent practical.
 2. Determining the most appropriate means to dispose of space that does not conform to current and/or projected requirements.
- c. The FUO shall plan and coordinate the assignment of building space and routine requests for facilities adjustments.
- d. The FUO shall approve all requests for real property space via the SSC Real Property Space Request System. Access to the system may be obtained through the SSC Intranet Portal Page.
- e. The FUO shall identify underutilized office and warehouse space for consolidation or demolition to meet the agencies goals in compliance with the Office of Management and Budget's (OMB) Reduce the Footprint policy for Federal real estate.

2. APPLICABILITY

- a. This Stennis Policy Directive (SPD) is applicable to the NASA SSC organizations, Officials in Charge, and personnel of SSC. To the extent appropriate as described herein, this SPD is also applicable to NASA Contractors and Tenant Agencies.

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3. AUTHORITY

- a. The National Aeronautics and Space Act, as amended 51 U.S.C. § 20111 et seq.
- b. NPR 8800. 15C, *NASA Real Estate Management Program*.
- c. National Strategy for the Efficient Use of Real Property 2015-2020 (March 25, 2015).

4. APPLICABLE DOCUMENTS

NPR 8800. 15C, *NASA Real Estate Management Program*.

5. RESPONSIBILITY

All SSC personnel requesting space shall provide:

- a. Concurrence with their Division Chief, Office Chief/Manager, or equivalent (NASA Personnel).
 1. In the case of NASA contractors, concurrence shall be provided by the NASA Contracting Officer Representative (COR).
 2. In the case of Tenant Agencies, concurrence shall be provided by the designee of their organization who oversees space utilization at SSC.
- b. Date space required.
- c. Mission or program the space will support.

Final approval or disapproval for each request shall be determined by the FUO. Notification of that decision will be sent via email to the original requestor.

All requests for space shall be submitted via the SSC Real Property Space Request System.

6. MEASUREMENT/VERIFICATION

The Center Operations Division, Center Services is responsible for monitoring and updating content on the Real Property Space Request System:

1. Dissemination lists of Approved requests.
2. Maintaining a record of all submissions.
3. Notification of either Approval or Disapproval.

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7. CANCELLATION

NONE



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Director

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