



# Ames Policy Directive

APD 8800.1

Effective Date: October 18, 2022

Expiration Date: October 18, 2027

COMPLIANCE IS MANDATORY

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**Subject: Real Property Management**

**Responsible Office: Code JC / Facilities, Engineering, and Real Property Management Division**

## CHANGE LOG

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Baseline	0	10/18/2022	New baseline updated based on Partnerships Board and defining Voting and Non-Voting Members of the FURB.

## **1. POLICY**

a. It is NASA Ames Research Center (ARC) policy to manage its real property to ensure that the mission of the Center and NASA may be performed successfully in accordance with statutory, regulatory, and environmental requirements by:

- (1) Continually assessing real property requirements against current infrastructure and developing and maintaining real property utilization records.
- (2) Establishing and managing a master planning process to ensure that the Center's real property capabilities serve the future mission requirements of ARC and the Agency.
- (3) Ensuring real property management practices align with NASA Ames and Agency strategic governance framework and decisions.

## **2. APPLICABILITY**

- a. This APD is applicable to NASA Ames Research Center and associated facilities, e.g., NASA Research Park, Crows Landing, etc.
- b. This APD applies to civil servants at ARC and to contractors, grant recipients, and parties to agreements to the extent specified or referenced in the contracts, grants, or agreements.
- c. 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 an expected outcome, and "are/is" denote descriptive material.
- d. In this directive, all document citations are assumed to be the latest version unless otherwise noted.
- e. Real Property. For the purposes of this APD, real property means land, buildings, structures, other structures and facilities, and leasehold improvements managed by NASA Ames Research Center. Real property also includes installed collateral equipment (i.e., building-type equipment), as defined in NPR 9250.1.

## **3. AUTHORITY**

- a. NPR 8800.15, Real Property Management Program

## **4. APPLICABLE DOCUMENTS AND FORMS**

- a. None.

## **5. RESPONSIBILITY**

- a. **The Center Operations Director** is responsible for:

- (1) Performing as the Center Operations Integrator to liaise between ARC and the NASA Office of Strategic Infrastructure.
- (2) Establishing the ARC Facilities Utilization Review Board (FURB), pursuant to NPR 8800.15 section 5.3.2, to provide direction regarding utilization of the Center's real property pursuant to NPR 8800.15 section 5.3.3.

(a) The ARC FURB consists of the following voting members or their representatives:

- (i) Deputy Director of Center Operations (Code J), Chairperson
- (ii) Director, Center Operations (Code J)
- (iii) Director, Aeronautics (Code A)
- (iv) Chief Financial Officer (Code C)
- (v) Director, Human Capital and Education (Code H)
- (vi) Director, Information Technology (Code I)
- (vii) Director, Safety and Mission Assurance (Code Q)
- (viii) Director, Science (Code S)
- (ix) Director, Exploration Technology (Code T)
- (x) Director, Programs and Projects (Code P)
- (xi) Director, Engineering (Code R)
- (xii) Director, NASA Research Park Office (NRP)
- (xiii) Office of the Chief Engineering (Code D)

(b) The ARC FURB consists of the following non-voting members or their representatives:

- (i) Real Property Accountability Officer (RPAO)
- (ii) Facility Utilization Officer (FUO)
- (iii) Master Planner
- (iv) Chief Counsel (Code DL)
- (v) Chief, Environmental Management Division
- (vi) Chief, Office of Protective Services Office at Ames
- (vii) Chief, Acquisition Division
- (viii) Chief, Logistics and Documentation Services Division
- (ix) Chief, Facilities Engineering and Real Property Management Division
- (x) Chief, Facilities Engineering Branch
- (xi) Chief, Plant Engineering Branch

b. **The ARC FURB** is responsible for:

- (1) Implementing written policies and procedures as defined in NPR 8800.15.
- (2) Providing information, assessments, and recommendations to Center leadership, including the Ames Partnerships Board.

c. **The ARC FURB Chairperson** is responsible for:

- (1) Establishing procedures for conducting the FURB and ensuring FURB decisions are documented.
- (2) Making recommendations to and obtaining approval from the Associate Director before submitting proposals to the NASA Office of Strategic Infrastructure for CofF institutional and programmatic projects, demolition and consolidation projects, and NHPA/EUL projects.
- (3) Appointing the FURB Secretary to take notes.

d. **The ARC FURB Secretary** is responsible for:

- (1) Providing administrative support required for the conduct of the FURB.
- (2) Preparing and distributing meeting agendas, presentation outlines, meeting minutes, action tracking, and follow-up information, etc.

(3) Forwarding decision packets to the Executive Officer to Deputy Center Director for Center Management (T4) signatures and approval.

## **6. DELEGATION OF AUTHORITY**

None.

## **7. MEASUREMENT/VERIFICATION**

a. Verification of conformance to requirements in this directive are measured through Center and Responsible Organizational management reviews, self-assessments, and subsequent analysis and reports of conformance to requirements, as well as periodic internal audits.

## **8. CANCELLATION**

a. APD 8800.1, Real Property Management, dated June 21, 2017.

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Eugene Tu  
Director

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## **DISTRIBUTION:**

Internal and external distribution.

## APPENDIX A. ACRONYMS

APD	Ames Policy Directive
ARC	Ames Research Center
CofF	Construction of Facilities
EUL	Enhanced Use Lease
FURB	Facilities Utilization Review Board
NHPA	National Historic Preservation Act
NPR	NASA Procedural Requirement