National Aeronautics and Space Administration

NASA Real Estate Desk Guide

- AUTHORITIES

INTRODUCTION

- Guiding Principles
- Personnel
- NASA Space Act

PROCESSES

- Acquisition
- Construction
- In-grants
- Out-grants
- Dispositions

REPORTING & RECORDING

- Annual Reports
- Annual FRPP Reports
- Validation of Data
- Facilities Utilization
- Mission Dependency Index

REFERENCES

- FRED Web Site
- NPR 8800.15C
- RPMS
- Definitions
- Procedural Guides
- NASA/Federal Links
- Map of Centers

- RPAO RESPONSIBILITIES

www.nasa.gov

Table of Contents

1. Introduction

1.1. Purpose of the Desk Guide
1.2. How to Use the Desk Guide
1.3. Guiding Principles of NASA Real Property
1.4. Personnel Involved with Real Property

2. Authorities, Regulations and Policies

2.1. Space Act Authority
2.2. Space Act Agreements (SAA)
2.3. Other Authorities and Agreement Types
2.4. NASA Policy Directives
2.5. Federal Management Regulations (FMR) Subchapter C, Real Property
2.6. Code of Federal Regulations
2.7. Real Property Efficiency Plan

3. Business Processes

3.1. Acquisition of Built Asset
3.2. Acquisition of Land
3.3. Construction of New Asset
3.4. Modification to Existing Real Property Asset
3.5. Leasehold Improvement
3.6. In-grant with Other Federal Entities
3.7. In-grant with Private Sector and Public Sector
3.8. Out-grant with Other Federal Entities
3.9. Out-grant with Private Sector and Public Sector
3.10. Out-grant – Enhanced Use Leasing (EUL)
3.11. Out-grant - National Historic Preservation Act Leases
3.12. Guidelines and Criteria for Marketing NASA Properties
3.13. Disposal of Real Property by Demolition
3.14. Disposal of Real Property by Report of Excess to the General Services Administration (GSA)
3.15. Disposal of Real Property by Transfer to Another Federal Agency
3.16. Disposal of International Real Property
3.17. Disposal of Real Property by Demolition Associated with a New Construction Project
3.18. Reporting Availability of Property to Assist the Homeless, The Department of Housing and Urban Development (HUD) Title V Report
3.19. Validation of Real Property Data and the Annual Federal Real Property Profile (FRPP)
3.20. Routing Documents through the Space Act Agreement Maker (SAAM) E-router

4. Reporting and Recording

4.1. Physical Accountability – Reporting and Recording
4.2. Facilities Utilization
4.3. Mission Dependency Index

5. Figures

5.1. Real Property Document Approval E-router Process
5.2. NASA Out-grant Competition Process
5.3. Initial Dispositioning Process Including McKinney Act
5.4. Dispositioning Process after McKinney Act Screening
5.5. NASA Demolition Planning and Execution
5.6. Real Property Dispositioning Process
5.7. Real Property Document Approval for E-router Sequence for Headquarters
5.8. Real Property Document Approval Example Routing/Process Flow

6. References

6.1. Agency Points of Contact
6.2. Acronyms Used in this Guide
6.3. Definitions Used in this Guide
6.4. NASA Facilities and Real Estate Division web site
6.5. NASA Classification Guide
6.6. NASA Business Case Guide
6.7. NASA EUL Desk Guide
6.8. NAII 1050.1C, Space Act Agreements Guide
6.9. Elements for a Lease/Out-grant (non-Federal)
6.10. Elements for a Lease/Out-grant (Federal)

7. NASA/Federal Links

7.1. NASA bReady Guide
7.2. NASA Mission Dependency Index (MDI)
7.3. NASA-Wide Institutional GIS
7.4. NASA RPMS Documents
7.5. Federal Real Property Profile Login
7.6. OMB MAX reporting tool
7.7. GSA FRPC Library
7.8. Federal Real Property Summary Report

1. Introduction

1.1. Purpose of the Desk Guide

This Desk Guide has been prepared for NASA personnel to provide an overview and step-by-step description of the processes used in implementing real property actions at NASA. This Desk Guide is designed to assist in compliance with policy, Federal laws and regulations, and to assist in coordinating with applicable agencies and private sector entities regarding real property. This Desk Guide augments but does not replace NASA policy and requirements documents.

Refer to the Facilities and Real Estate Division (FRED) web site for more information on Real Property polices and guidance.

To help ensure that this Desk Guide remains relevant and beneficial, please send suggestions and recommendations for improvements or changes to Patricia Jones (patricia.l.jones@nasa.gov) or Joe Flores (jose.flores-1@nasa.gov).

1.2. How to Use the Desk Guide

The Desk Guide was designed to be used electronically, but can also be used as a printed document. The documents referenced in this Desk Guide are linked electronically to the NASA Headquarters FRED web site where reference materials are posted. You can also "right click" your cursor on any text that is in blue underline to go directly to the appropriate section in this Desk Guide or FRED web site.

This Desk Guide describes each real property process at both a concise high-level overview as well as a listing of "Descriptive Steps" to easily execute those processes. The descriptive steps include NASA's internal and external reporting and recording requirements. There is also a description of NASA's Agency-wide Real Property Management System (RPMS), which includes the SAP Flexible Real Estate Management (RE-FX) database (repository for the data), and Business Objects (BOBJ) application to produce a variety of standard and adhoc reports. The Reference Section includes NASA's real property guides, acronyms, and definitions used in the guide, and Agency points of contact.

1.3. Guiding Principles of NASA Real Property

NASA is responsible for the stewardship of real property assets under Agency authority and control. Through excellence in real property management, NASA adds value to its programs and workforce by ensuring that its real property assets meet established goals. NASA also provides appropriate stewardship of these assets to achieve the best value for the American taxpayers' investment. Real property under NASA authority and control is managed in accordance with NASA Policy Directive NPD 8800.14, "Policy for Real Estate Management", and NPR 8800.15, "Real Estate Management Program", as well as the authorities outlined in Section 2.

1.4. Personnel Involved with Real Property

1.4.1. Real Property Accountability Officer (RPAO)

The RPAO is responsible for the management of real property records for all owned and otherwise managed property under the control of a NASA Center. The RPAO maintains detailed inventory records on all Center real property assets in the RPMS. The RPMS was developed to assist and establish uniformity in maintaining the Agency's real property records. The RPAO also maintains original documents in the real property record file. The RPMS is the definitive source of NASA real property information. The RPMS is used to generate Agency reports including the annual Federal Real Property Profile (FRPP).

A Center Director appoints, in writing, the RPAO and the Facilities Utilization Officer (FUO). Copies of this appointment are furnished to the employee designated, the Center Financial Management Office (CFMO), and NASA Headquarters, Facilities and Real Estate Division (FRED). See the NPR 8800.15, Chapter 1 for a full list of responsibilities for an RPAO and the requirements associated with the position.

The RPAO maintains close coordination with the Center Deputy Chief Financial Officer (DCFO) in order to ensure that records and accounts remain in agreement. Property values for capitalized real property asset are reconciled to the SAP financial system. The term "Book Value" is also used in Business Objects (BOBJ) reports of real property. Both "Property Value" and "Book Value" indicate the cost in non-escalated dollars spent for the acquisition/construction of the real property asset. There may be a need for coordination between the Center DCFO and the RPAO.

1.4.2. Facilities Utilization Officer (FUO)

The FUO is responsible for the management of the Center's facility utilization data. This includes planning and coordinating the assignment of building space, establishing and maintaining an inventory of facilities assignments, and developing utilization reports for management use, including the 1400 Report. See the NPR 8800.15 Chapter 5 for a full list of responsibilities for a FUO and the requirements associated with the position.

1.4.3. Facility Project Manager (FPM).

The FPM is responsible for organizing, managing, and directing the activities to accomplish facility work within schedule and cost. Different individuals may fill this role at different phases of a project. The FPM is usually a member of the Center construction office. See the NPR 8800.15, Chapter 1 for a list of responsibilities for the FPM.

1.4.4. Facilities and Real Estate Division, NASA Headquarters

The Facilities and Real Estate Division (FRED) provides functional leadership for all Agency facility engineering programs and real property management to ensure NASA has the necessary facilities available to meet NASA's mission. In support of NASA real property management, FRED provides guidance, consulting, and a wide range of enabling and analysis tools for NASA's real property portfolio management. FRED reports to the Office of Strategic Infrastructure (OSI). The full suite of NASA real estate regulations and guidance may be found at the FRED web site.

1.4.5. Office of Strategic Infrastructure, NASA Headquarters

The Office of Strategic Infrastructure (OSI) provides executive leadership, policy, technical expertise and oversight of Agency infrastructure. The Assistant Administrator OSI represents the Agency, in the area of real property, to external entities such as the Office of Management and Budget and Congress and serves as the Agency's Senior Real Property Officer as required by Executive Order (EO) 13327—Federal Real Property Asset Management. EO 13327 also directs the formation of the interagency Federal Real Property Council (FRPC).

1.4.6. NASA Center Director

The Center Director is considered to be the "owner" of all real property associated with the Center and develops and manages his/her institution to meet the needs of the many and various programs assigned to that Center. The Center Director is responsible for sorting out resources and matching them to Agency priorities and is accountable for all Center real property management operations in support of program and mission goals. The Center Director ensures that day-to-day real property management and operations are conducted in accordance with NASA policies.

- **The Designee of the Center Director.** The Center Director may designate two senior managers to sign real estate documents and letters related to excessing real property, demolitions of assets, and out-grants, permits, easements, and licenses. Designation of signing authority is to be made by the Center Director in writing to Director, FRED.

1.4.7. Relevant Headquarters Organizations

FRED will coordinate real estate actions for review and approval with the following Headquarters offices. The corresponding Center offices need to have reviewed the action before it is sent to FRED for review and approval. Real property transactions should be coordinated with the Center's environmental management office, safety office, security office, Office of the Chief Financial Officer (OCFO) and Office of Chief Counsel before submitted to FRED.

- **The Mission Support Directorate (MSD)** provides institutional support to enable the Agency to successfully accomplish its missions. It focuses on reducing institutional risk to NASA's current and future missions by improving processes, stimulating efficiency, and providing consistency and uniformity across institutional capabilities and services. Many real property actions require MSD review and concurrence. The abstracts required for SAAs are sent to MSD for review and coordination via the Space Act Agreement Maker (SAAM) E-router.

- **The Environmental Management Division (EMD)** ensures all potential environmental impacts associated with real property actions are documented in compliance with the National Environmental Policy Act (NEPA). Center environmental management offices need to be included in real property actions.

- **The Office of Protective Services** ensures that all real property is incorporated into NASA's security plan and policy.

- **The Office of Safety and Mission Assurance** ensures that all safety and health hazards, issues and concerns have been addressed.

- **The Office of the Chief Financial Officer (OCFO)** ensures that all financial information in the agreement is appropriate and in compliance with Federal law and NASA policy.

- **The Office of the General Counsel** reviews agreements for legal sufficiency in coordination with the Center's efforts to ensure the same.

- **The Office of International and Interagency Relations (OIIR)** reviews and coordinates all NASA international activities and partnerships and foreign policy interactions between NASA and other U.S. Executive Branch offices and agencies. OIIR serves as the principal Agency liaison with the National Security Council, the Office of Science and Technology Policy, the Department of State, and the Department of Defense. OIIR also directs NASA's international relations and negotiates cooperative and reimbursable agreements with foreign space partners.

2. NASA Authorities, Regulations and Policies

2.1. Space Act Authority

The Space Act is NASA's authorizing legislation. It authorizes NASA to conduct a number of activities to help support and carry out NASA's missions. The Space Act covers the acquisition, ownership, legal agreements and disposition of real property and personal property assets. Sections 20113, 20117 and 21045 specifically cover the authority and activities related to real property acquisition, disposition and out-grants. These three sections are generally outlined below.

2.1.1. Space Act Section 20113 (c), Powers of the Administration in Performance of Functions

Section 20113 authorizes NASA to acquire real property for the performance of its mission by purchase, construction, or by gift as well as by lease and other means less than fee purchase. The Space Act also authorizes NASA to out-grant real property under NASA's control to others. These activities are further described in the associated Code of Federal Regulations (CFR) which are discussed later in this Desk Guide and include direction on authorities and consideration received for out-leases. The Space Act also allows licenses, use permits, Memoranda of Agreement (MOA) and Memoranda of Understanding (MOU).

The consideration for NASA property that is out-granted is not to be less than "fair value in money." Cash payments received for out-grants of NASA real property are delivered to the U.S. Treasury as miscellaneous receipts. There is a special exception for cash rent received under the authority of Enhanced Use Leasing (EUL) which provides that net cash proceeds are deposited in a NASA capital asset account. The requirement of EUL funds is contained in NPR 9090.1, Chapter 5. Out-grants under the authority of the Space Act provide NASA with the right to terminate the agreement for convenience and at no cost. Centers may request a waiver to this stipulation.

2.1.2. Space Act Section 20117, Disposal of Excess Land

Section 20117 provides direction for NASA's disposition of excess land with a value greater than $50,000. The Space Act requires NASA to report the land as excess to the appropriate Congressional committees and to provide information on the proposed disposal action. Following receipt of the NASA's report to the Congressional committees and after a period of 30 days, and if there are no objections from the committees, NASA may report the land as excess to the General Services Administration (GSA) for disposition.

2.1.3. Space Act Section 20145, Lease of Non-Excess Property

Section 20145 provides authority to NASA to out-lease any non-excess property for fair market value. This is also known as EUL. Funds collected from an out-lease are deposited into a capital asset account. No lease-back or other like contracts are authorized and a certification is to be made that an out-grant will not have a negative impact on a Center's mission. EUL authority will expire on December 26, 2017. There are specific guidelines as to the allocation of the funds collected and the use of such funds. These funds can then be used for capital improvements of any NASA real property. Sixty-five percent of the funds can be used at the respective Center on

which the property is located. Thirty-five percent of the funds are available for use on any NASA real property at any Center.

2.2. Space Act Agreements (SAAs)

The Space Act establishes the authority of NASA to enter into agreements which provide for certain authorized actions to take place with other people or entities. The authorized actions are those that support NASA's mission and programs and provide benefit to NASA and to the other party. The payment or consideration for these agreements is based on the type of agreement. Agreement types are explained below. These agreements are referred to as SAAs. The authority to enter into SAAs as provided under the Space Act is further defined by NASA Policy Directive NPD 1050.1, "Authority to Enter into Space Act Agreements." SAAs involving the use of land and facilities owned by NASA require the review and approval of FRED.

Types of SAAs that are authorized under the Space Act are; Reimbursable Space Act Agreements (RSAA), Non-Reimbursable Space Act Agreements (NRSAA), EUL agreements, and Concession Agreements. The Space Acts also authorizes NASA to grant licenses, use permits, Memoranda of Agreement (MOA) and Memoranda of Understanding (MOU). 14 CFR 1204.504 requires out-grants of NASA property to include 4 key aspects.

- Consideration - Out-grants must provide for no less than "fair value in money" consideration for the use of real property assets. All amounts collected, after associated expenses are paid, are delivered to the U.S. Treasury as miscellaneous receipts. This excludes amounts collected under the authority of EUL which provides authority to deposit net cash proceeds in a capital asset account.
- Termination - Out-grants under the authority of the Space Act provide NASA with the right to terminate the agreement for convenience and at no cost.
- Mission Impact – Out-grants must not interfere with NASA mission at the responsible Center.
- Term – Out-grants may not exceed a term of five years.

Centers may request waivers to these requirements in writing to FRED.

NASA Advisory Implementing Instructions NAII 1050.1C, "Space Act Agreements Guide" (SAAG), advises NASA real property personnel in implementing an SAA for a real or personal property asset. The SAAG provides a checklist of items to ensure that all SAAs are appropriately executed to ensure compliance with the Space Act. Each type of SAA provided under the Space Act is summarized in the paragraphs below.

2.2.1. Reimbursable Space Act Agreement (RSAA). RSAAs may include out-grants of real property. Under an RSAA out-grant, NASA's costs associated with a tenant activity are reimbursed by the tenant to NASA. An RSAA permits the tenant to use NASA facilities, land, personnel, expertise, or equipment. NASA enters into RSAAs when NASA has unique goods, services, or facilities that are not currently being fully utilized to accomplish NASA program needs. These may be made available to others on a noninterference basis consistent with NASA's program needs and policies. Use of real property is non-possessory and non-exclusive. The proposed activity must be consistent with NASA's mission. RSAAs must meet one of three conditions to be allowed: (1) sustain or enhance facilities and lower operational costs for current and future needs of NASA's missions; (2) sustain or enhance skills that are expected to be

needed to support NASA's missions; or (3) sustain or enhance a functional area not adequately funded by NASA programs but required for current or future support of NASA's missions

2.2.2. Non Reimbursable Space Act Agreement (NRSAA). NRSAAs may include out-grants of real property. NRSAAs involve NASA and one or more partners in a mutually beneficial activity that furthers NASA's mission, where each party bears the cost of its participation and no funds are exchanged between the parties. NRSAAs permit NASA to offer time and effort of personnel, support services, equipment, expertise, information, or facilities for a collaborative activity where the end result is in the interest of both parties. It is appropriate to use a NRSAA where NASA and the other party are performing activities collaboratively for which each is particularly suited and for which the end results are of interest to both parties. Use of real property is non-possessory and non-exclusive. Therefore, the tenant is unlikely to make significant investment in the asset infrastructure. Essentially, a Center and a tenant partition the cost of participating in a project by making tangible and non-tangible assets of both parties available to each other to accomplish a mission that has an overarching goal in support of the mission of NASA.

2.2.3. Enhanced Use Leasing (EUL). EUL can be used for non-excess, underutilized Agency real property. EULs executed after December 31, 2008 are for cash consideration only. No in-kind consideration, such as building renovation or construction, is allowed with the exception of development of renewable energy production facilities. The cash consideration is to be based on fair market value. Lease proceeds are used to cover the full costs to NASA in connection with the leases. The remaining net cash proceeds are deposited into a capital asset account and may be used for maintenance, capital revitalization and improvements to any NASA real property assets including collateral equipment, and related personal property. EUL authority cannot be used for property that the Agency has declared excess. Excess property is reported to the GSA for disposal. EUL is discussed in Section 3.10.

2.2.4. Concession Agreements. Concession Agreements, also called Concessionaire Agreements, provide for the construction, maintenance, and operation of all manner of facilities and equipment for visitors to NASA Centers. Concessionaires may charge admission fees and use the collected fees to operate, maintain, and improve the facilities. The concessionaire may also be paid from the collected fees.

2.3. Other Authorities and Agreement Types

NASA's authority related to real and personal property assets is not only provided under the Space Act. Other authorities exist which authorize NASA to enter into agreements with other people or entities for specific activities and real property types. A description of those other authorities is provided below.

2.3.1. National Historic Preservation Act (NHPA) permits NASA to out-grant historic property and retain the proceeds for up to two fiscal years to defray the cost of administration, maintenance, repair, and related expenses of NASA's historic preservation efforts. The NHPA allows NASA to retain revenue to maintain and preserve a Center's historic infrastructure. It also allows for a tenant to make improvements at the tenant's expense. See the NHPA for a complete list of requirements. This type of out-grant requires close coordination with the State Historic Preservation Officer (SHPO). Leases under NHPA are discussed in Section 3.11.

2.3.2. The Economy Act (31 U.S.C. § 1535) provides authorization for Federal agencies to request and perform reimbursable work for other Federal agencies. Out-grants entered under the authority of the Economy Act, also referred to as interagency agreements are used to document the utilization of NASA real property and services by another Federal agency. These interagency agreements are based on the condition that there is NASA real property available for use, and the use of the real property by the other agency is in the best interest of the U.S. Government. The Federal tenant is required to pay their proportionate share of the costs of operating the asset and for any special services requested or capabilities used.

2.3.3. Commercial Space Launch Act (49 USC 701) governs out-grants of space launch assets and contracts for the sale of launch services at a Center with such capabilities to a non-NASA entity at the direct cost of those services. The charge for launch services or reentry services also includes the base pay of Government civilian and contractor personnel involved in providing such services. The contract is for the service provided and no rent is charged for the out-grant. Rates are similar to those charged under an SAA and are to cover NASA's cost for providing the service.

2.4. NASA Policy Directives

NASA has a number of policy directives related to real property to provide guidance and establish principles for the Agency to follow.

2.4.1. NPD 8800.14 - Policy for Real Property Management

NPD 8800.14 is applicable to real property owned, leased, or otherwise managed by NASA. The purpose is to ensure that NASA is utilizing its real property assets in an efficient and economical manner. This includes ensuring that real property assets are appropriate to missions in size and type as well as being environmentally sound and affordable.

2.4.2. NPR 8800.15 - Real Estate Management Program

NPR 8800.15 provides procedural requirements for acquiring, managing, and disposing of real property assets. NPR 8800.15 provides NASA real property managers with a common set of requirements and uniform, orderly processes for meeting NASA's real property requirements. Each chapter has a focus on a specific core process, including required documentation for the process.

2.4.3. NPR 9090.1 - Reimbursable Agreements

NPR 9090.1 provides the financial management requirements for Reimbursable Agreements. Chapter 5 specifically addresses EULs.

2.4.4. NPR 9250.1 - Property, Plant, and Equipment and Operating Materials and Supplies

NPR 9250.1 provides the financial management requirements for the identification, valuation, capitalization, and reporting of NASA Property, Plant, and Equipment (PP&E) including real property and collateral equipment.

2.5. Federal Management Regulations (FMR) Subchapter C, Real Property

Federal real property policies are contained in GSA's Federal Management Regulations (FMR), Subchapter C and Parts 102-72 through 102-82 of the chapter apply to Federal agencies,

including GSA's Public Buildings Service (PBS), operating under, or subject to, the authorities of the Administrator of General Services. These policies cover the acquisition, management, utilization, and disposal of real property by Federal agencies that initiate and have decision-making authority over actions for real property services.

2.6. Code of Federal Regulations

The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation. Some selected CFRs applicable to NASA and Federal real property are listed below.

2.6.1. 41 CFR 102-71 covers the general introduction to government administrative practice and procedure, Federal buildings and facilities, government property management, organization and functions, and real property acquisitions.

2.6.2. 41 CFR 102-72 covers delegations of authority from GSA.

2.6.3. 41 CFR 102-74 covers facility management specific to government concessions, energy conservation, fire prevention, government property management, parking.

2.6.4. 41 CFR 102-75 covers surplus government property and real property disposal.

2.6.5. 41 CFR 102-78 covers historic preservation.

2.6.6. 41 CFR 102-79 covers property management specific to assignment and utilization of space within a real property asset.

2.6.7. 41 CFR 102-84 covers property management specific to annual real property inventories.

2.6.8. 14 CFR Section 1204.501 delegates the authority to specific NASA Headquarters offices to take actions in real estate and related matters including acquisition of real property required by NASA by purchase, lease, condemnation, or others means as appropriate. This CFR allows redelegation.

2.6.9. 14 CFR Section 1204.503 delegates the authority to specific NASA Headquarters offices as well as redelegation to Center Directors under specified conditions to grant easements that the Administrator determines are not averse to the interests of the United States.

2.6.10. 14 CFR Section 1204.504 delegates the authority to specific NASA Headquarters offices as well as redelegation to Center Directors under specified conditions to grant leaseholds, permits, and licenses in NASA real property.

2.7. Real Property Efficiency Plan

In 2015 OMB established a "Reduce the Footprint" program that requires Federal agencies to develop and annually update a 5-year Real Property Efficiency Plan. Under the program, Federal agencies are to: (1) move aggressively to dispose of surplus properties; (2) make more efficient use of real property assets; and (3) reduce the total square footage of office and

warehouse inventory. The NASA Real Property Efficiency Plan is to: describe the Agency's overall strategic and tactical approach in managing its real property; provide a rationale for and justify its optimum portfolio; and drive the identification and execution of real property disposal, efficiency improvements, general usage, and cost saving measures. The annual update of the plan follows the final submission of NASA FRPP data. OMB issued implementation guidance as Management Procedures Memorandum No. 2015-01.

3.1. Acquisition of Built Asset

Acquisition of a built asset is the acquisition of existing real property asset(s) by purchase, condemnation, gift, or transfer where NASA has declared a need to support a mission or program. The following information supports this action.

- The acquisition of the asset is essential to NASA's needs.
- Transfer of an asset from another Federal entity requires the approval of GSA.
- Transfer from a private entity by sale, donation, or other means may be accomplished under the authority of the Space Act.
- Centers are to request authority from FRED to acquire real property assets.
- Center request for approval of acquisition is to be submitted using the SAAM E-router system routing as described in Section 3.20.
- An acquisition of a building on non-Federal land needs review and approval of NASA Headquarters. The rights of NASA to access the building and other issues related to the underlying land need to be reviewed and approved by FRED. FRED will consult with other Headquarters offices as necessary. Centers should consult FRED as soon as the Center knows of the potential of this type of acquisition. Requests for approval for this type of acquisition are to be submitted to FRED via SAAM.
- FRED is responsible for coordinating the review and approval of the acquisition of real property assets with all appropriate NASA Headquarters organizations.
- FRED approves and coordinates all acquisition of built assets and other real property asset matters involving international locations with the Office of International and Interagency Relations.
- The Center's OCFO and the RPAO need to maintain close coordination to ensure that acquisition records and the RPMS are in agreement.

Descriptive Steps

3.1.1. The request for the acquisition of the real property asset is assigned to the Center RPAO or other appropriate individual as designated by the Center Director for processing.

3.1.2. Since acquisition of a built asset will likely include the purchase of the land on which the asset is constructed, the steps in Section 3.2 need to be followed.

- The real property asset including the land is appraised to assess its market value. The Center may use a certified appraiser, the US Army Corps of Engineers, or other appropriate means that can substantiate the fair market value.

3.1.3. Center prepares a business case following the NASA Business Case Guide

REFERENCES

Applicable Authorities and Regulations for the acquisition of a real property asset.

The Federal Property and Administrative Services Act of 1949

The National Aeronautics and Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140

14 CFR 1204.501

Section 106 and Section 110(a) of NHPA, 16 USC §470 et seq.

Section 601 of the Rural Development Act (RDA) of 1972, as amended, 7 USC §2204b 1

41 CFR Part 102 83 55

40 CFR §373 certify that no hazardous activity took place on the asset

40 USC §3111 Title Approval

EO 13423

NPD 8800.14

NPD 8810.2

NPR 8580.1

NPR 8800.15

NPR 9250.1

Business Case Guide

for submittal with the request for approval to acquire the real property asset.

- The FPM prepares NASA Form 1739, Capitalization Determination Form, also called the Alternative Future Use Questionnaire (AFUQ), per NPR 9250.1, prior to the acquisition.

3.1.4. Acquisition of the asset is coordinated with the Center's financial office.

3.1.5. Acquisition of the asset is coordinated with the Center's chief counsel, environmental office, safety office, and security office.

- Office of Chief Counsel reviews for legal sufficiency.
- The Center's environmental office ensures the environmental requirements are appropriately addressed including the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA).
- Environmental documentation should be maintained by the Center.
- The Center's safety office ensures that all safety hazards and other related issues have been identified and addressed and prepares a Safety Baseline Survey for the acquisition.
- It is recommended that acquisition or disposition of real property be reported to a Center's security office immediately to ensure that the security office can take the appropriate steps to maintain adequate security standards as set forth by NASA policy.

3.1.6. Real property asset acquisition will comply with the Federal guiding principles for sustainability

- The overall requirements for sustainability in Federal real property assets are established by EO 13693, "Planning for Federal Sustainability in the Next Decade." This includes action by NASA and by the Centers to reduce energy and water consumption on a square footage basis.
- Acquisition of real property requires identification of offsetting square footage so that there is not an overall increase in Agency square footage. NASA's Real Property Efficiency Plan required by the "Reduce the Footprint" program is discussed in Section 2.7. OMB issued implementation guidance as Management Procedures Memorandum No. 2015-01.

3.1.7. Center Director signs and submits a written request for the acquisition to FRED including justification for the acquisition.

- Request for approval, the business case, and other relevant documents are submitted to FRED for approval using the SAAM E-router system.
- The SAAM E-router submittal process is discussed in Section 3.20.
- Figure 5.1 provides a flowchart for the SAAM E-router process.

3.1.8. Headquarters Review

FRED will coordinate the review of acquisition requests with the following Headquarters organizations:

- Office of General Counsel for legal sufficiency, and through them, the

Office of International and Interagency Relations (for Federal agreements and international property).

- Environmental Management Division for environmental compliance.
- Office of Safety and Mission Assurance to ensure the acquisition conforms to NASA's policies.
- Office of Protective Services for security compliance.
- Office of the Chief Financial Officer.

3.1.9. Documenting the Cost

- The FPM submits NASA Form 1739, Capitalization Determination Form, also called the Alternative Future Use Questionnaire (AFUQ), per NPR 9250.1..
- Transfer from the Department of Defense (DOD) when approved by GSA, is documented on DOD Form DD 1354, "Transfer and Acceptance of Military Real Property."
- The RPAO gathers necessary documents and prepares the NASA Form 1046, Transfer and/or Notification of Acceptance of Accountability of Real Property, known as the turnover documents, including all costs incurred to complete the project, as follows:
  - Amount paid to vendors or contractors, including fees.
  - Transportation charges to the point of initiation.
  - Handling and storage charges.
  - Labor and other direct or indirect production costs.
  - Engineering, architectural, and other outside services for designs, plans, specifications, and surveys.
  - Legal and recording fees, and damage claims.
- Upon verification and validation of the data, the RPAO signs the document and accepts accountability for the government.
- All acquisition documentation is retained by the RPAO.

3.1.10. Real property acquisitions will be executed by the Center Director only after review and approval by FRED.

3.1.11 Upon execution of an acquisition, the RPAO enters the asset into the RPMS.

3.1.12. Recording the asset in the RPMS.

- The RPAO creates a new real property record.
- All constructed assets are recorded, regardless of dollar value.
- Real property assets with a value of $500,000 or greater are recorded as capital assets under the OCFO capitalization criteria in NPR 9250.1.
- Record as Legal Interest "Owned or "Leased."
- Refer to the bReady Guide for steps for entering the asset transaction data.
- Assign the NASA real property asset classification code and asset class of "Building" or "Other Structure."
- NASA-owned buildings and structures should be named for their purpose (e.g. Administration building, rocket research, etc.). See NPR 8800.15,

Chapter 4 for guidelines in assigning numbers or names to NASA buildings, roads or streets, public property and public buildings (other than schools), and schools.

- Any non-Federal land that is needed for a construction project is acquired and entered as a separate asset. See Section 3.2 of this Desk Guide.
- The information in the RPMS will be used for internal reporting and for annual reporting to the FRPP.
- Recommend the RPAO use a numbering system for all line items that tie the document to the asset. Use of the asset number, for example "4707," together with the line item number, for example "70," would give an identifying number for related documents of "4707-70." This will aid in locating and identifying the document files.

3.2. Acquisition of Land

Acquisition of land is the acquisition of real property assets without improvements or infrastructure by purchase, condemnation, gift, or transfer where NASA has declared a need to do so in support of a NASA mission or program. The following information supports this action.

- The acquisition of the land is essential to NASA's needs.
- Transfer of land from another Federal entity requires the approval of GSA.
- Transfer of land from a private entity by sale, donation, or other means may be accomplished under the authority of the Space Act.
- Centers are to request authority from FRED to acquire land.
- Center request for approval of acquisition is to be submitted using the SAAM E-router system routing as described in Section 3.20.
- FRED is responsible for coordinating the review and approval of the acquisition of land with all appropriate NASA Headquarters organizations.
- The Attorney General approves the sufficiency of title to any land acquired by the Federal Government, as stated in 40 U.S.C §3111, including leases of a term greater than 30 years.
- The Center's OCFO and the RPAO need to maintain close coordination to ensure that acquisition records and the RPMS are in agreement.

Descriptive Steps

3.2.1. The request for the acquisition of the land is assigned to the Center RPAO or other appropriate individual as designated by the Center Director for processing.

3.2.2. The land is appraised to assess its market value. The Center may use a certified appraiser, the US Army Corps of Engineers, or other appropriate means that can substantiate the fair market value.

3.2.3. Center prepares a business case following the NASA Business Case Guide for submittal with the request for approval to acquire the land.

- The FPM prepares NASA Form 1739, Capitalization Determination Form,

REFERENCES

Applicable Authorities and Regulations for the acquisition of a real property asset.

The Federal Property and Administrative Services Act of 1949

The National Aeronautics and Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140

14 CFR 1204.501

Section 106 and Section 110(a) of NHPA, 16 USC §470 et seq.

Section 601 of the Rural Development Act (RDA) of 1972, as amended, 7 USC §2204b 1

41 CFR Part 102 83 55

40 CFR §373 certify that no hazardous activity took place on the asset

40 USC §3111 Title Approval

EO 13423

NPD 8800.14

NPD 8810.2

NPR 8580.1

also called the Alternative Future Use Questionnaire (AFUQ), per NPR 9250.1, prior to the acquisition.

3.2.4. Acquisition of the land is coordinated with the Center's financial office.

3.2.5. Acquisition of the land is coordinated with the Center's chief counsel, environmental office, safety office, and security office.

- Office of Chief Counsel reviews for legal sufficiency.
- The Center's environmental office ensures the environmental requirements are appropriately addressed including the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA).
- Environmental documentation should be maintained by the Center.
- The Center's safety office ensures that all safety hazards and other related issues have been identified and addressed and prepares a Safety Baseline Survey for the acquisition.
- It is recommended that acquisition or disposition of real property be reported to a Center's security office immediately to ensure that the security office can take the appropriate steps to maintain adequate security standards as set forth by NASA policy.

3.2.6. Center Director signs and submits a written request for the acquisition to FRED including justification for the acquisition.

- Request for approval, the business case, and other relevant documents are submitted to FRED for approval using the SAAM E-router system.
- The SAAM E-router submittal process is discussed in Section 3.20.
- Figure 5.1 provides a flowchart for the SAAM E-router process.

3.2.7. Headquarters Review

FRED will coordinate the review of acquisition requests with the following Headquarters organizations:

- Office of General Counsel for legal sufficiency, and through them, the Office of International and Interagency Relations (for Federal agreements and international property).
- Environmental Management Division for environmental compliance.
- Office of Safety and Mission Assurance to ensure the acquisition conforms to NASA's policies.
- Office of Protective Services for security compliance.
- Office of the Chief Financial Officer.

3.2.8. If the land is being acquired from a non-Federal owner, FRED is responsible for submission of a request to the Department of Justice for determination of sufficiency of title and for coordination of this action with other Headquarters organizations.

- FRED will inform Center of requirements. All land acquisitions, other than transfers from other Federal agencies, require approval by the Department of Justice (DOJ).

NPR 8800.15

NPR 9250.1

Business Case Guide

3.2.9. If the acquisition involves transfer from another Federal agency, the transfer of land is conducted through GSA.

3.2.10. Documenting the Cost

- The FPM submits NASA Form 1739, Capitalization Determination Form, also called the Alternative Future Use Questionnaire (AFUQ), per NPR 9250.1.
- Transfer from the Department of Defense (DOD) when approved by GSA is documented on DOD Form DD 1354, "Transfer and Acceptance of Military Real Property."
- The RPAO gathers necessary documents and prepares the NASA Form 1046, Transfer and/or Notification of Acceptance of Accountability of Real Property, known as the turnover documents, including all costs incurred to complete the project, as follows:
  - Amount paid to vendors or contractors, including fees.
  - Engineering, architectural, and other outside services for designs, plans, specifications, and surveys.
  - Legal and recording fees, and damage claims.
- Upon verification and validation of the data, the RPAO signs the document and accepts accountability for the government.
- All acquisition documentation is retained by the RPAO.

3.2.11. Real property acquisitions will be executed by the Center Director only after review and approval by FRED.

3.2.12. Upon execution of acquisition, the RPAO enters the asset into the RPMS.

3.2.13. Recording the asset in the RPMS.

- The RPAO creates a new real property record.
- All constructed assets are recorded, regardless of dollar value.
- Real property assets with a value of $500,000 or greater are recorded as capital assets under the OCFO capitalization criteria in NPR 9250.1.
- Record as Legal Interest "Owned or "Leased."
- Refer to the bReady Guide for steps for entering the asset transaction data.
- Assign the NASA real property asset classification code and asset class of "Land."
- The information in the RPMS will be used for internal reporting and for annual reporting to the FRPP.
- Recommend the RPAO use a numbering system for all line items that tie the document to the asset. Use of the asset number, for example "4707," together with the line item number, for example "70," would give an identifying number for related documents of "4707-70." This will aid in locating and identifying the document files.

3.3. Construction of New Asset

Construction of a new asset is the construction of new buildings, facilities or other structures by NASA where NASA has declared a need to do so in support of a NASA mission or program.

- If land is being acquired for the building site, all the acquisition processes for that land in Section 3.2 need to be completed. Approval and authority to proceed have been granted by FRED and NASA Headquarters.
- In the construction of a new real property asset or in the modification of an existing asset, collateral equipment removed from another real property asset may be utilized in the new or modified asset. The RPAO should coordinate with the Facility Project Manager (FPM) to ensure that the appropriate values are entered into the NASA Form 1509as "Transfer of Excess."
- The Center's OCFO and the RPAO need to maintain close coordination to ensure that records of the new construction and the RPMS are in agreement.

Descriptive Steps

3.3.1. The Center construction office is responsible for all the preliminary work involved in awarding a construction contract, including the contract for architectural design of the building.

- The Center construction office completes and submits as necessary documentation for project approval to FRED, including NASA Form 1509, Facility Project-Brief Project Document. Processes for NASA Form 1509 are established in NPR 8820.2.
- The Center construction office prepares a business case following the NASA Business Case Guide.
- The FPM prepares NASA Form 1739, Capitalization Determination Form, also called the Alternative Future Use Questionnaire (AFUQ), per NPR 9250.1, prior to the acquisition.

3.3.2. The RPAO and the Center's financial office should be involved in all preliminary meetings with the Center construction office.

3.3.3. The RPAO accompanies the FPM on the final walk-through of the project.

3.3.4. The RPAO is responsible for the verification of the installation and location of the collateral equipment.

3.3.5 Documenting the Cost

- The FPM submits NASA Form 1739, Capitalization Determination Form, also called the Alternative Future Use Questionnaire (AFUQ), per NPR 9250.1, prior to construction.
- The FPM submits all necessary documentation to the RPAO with a signed NASA Form 1046, Transfer and/or Notification of Acceptance of Accountability of Real Property, also known as the turnover documents, at

REFERENCES

Applicable Authorities and Regulations for the construction of real property.

The Federal Property and Administrative Services Act of 1949

The National Aeronautics and Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140

14 CFR 1204.501

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NPD 8810.2

NPR 8580.1

NPR 8800.15

NPR 8820.2

NPR 9250.1

Business Case Guide

beneficial occupancy.

- The costs of the completed acquisition entered on the NASA Form 1046 include all costs incurred to complete the project, as follows:
  - Amount paid to vendors or contractors, including fees.
  - Transportation charges to the point of initiation.
  - Handling and storage charges.
  - Labor and other direct or indirect production costs.
  - Engineering, architectural, and other outside services for designs, plans, specifications, and surveys.
  - Legal and recording fees, and damage claims.
- Upon verification and validation of the data, the RPAO signs the document and accepts accountability for the government.
- All construction documentation is retained by the RPAO. Construction contracts are retained by the Procurement Office for six years and three months, per the NASA Records Retention Schedules (NRRS), NASA NRRS 1441.1.

3.3.6. Upon beneficial occupancy of the asset the RPAO enters the asset into the RPMS.

- Entry of the asset into the RPMS may also be made at physical or financial completion, or when title is vested in NASA, whichever occurs first. See Section 2.2.10, NPR 8800.15.

3.3.7. Recording the asset in the RPMS.

- The RPAO creates a new real property record.
- All constructed assets are recorded, regardless of dollar value.
- Real property assets with a value of $500,000 or greater are recorded as capital assets under the OCFO capitalization criteria in NPR 9250.1.
- Record as Legal Interest "Owned."
- Refer to the bReady Guide for steps for entering the asset transaction data.
- Assign the NASA real property asset classification code and asset class of "Building" or "Other Structure."
- .
- NASA-owned buildings and structures should be named for their purpose (e.g. Administration building, rocket research, etc.). See NPR 8800.15, Chapter 4 for guidelines in assigning numbers or names to NASA buildings, roads or streets, public property and public buildings (other than schools), and schools.
- The information in the RPMS will be used for internal reporting and for annual reporting to the FRPP.
- Recommend the RPAO use a numbering system for all line items that tie the document to the asset. Use of the asset number, for example "4707," together with the line item number, for example "70," would give an identifying number for related documents of "4707-70." This will aid in locating and identifying the document files.

3.4 Modification to Existing Real Property Asset

Modification to interior and/or exterior of existing real property assets is an alteration or modification of an existing facility when NASA has declared a need to do so in support of a support of a NASA mission or program.

- If land is being acquired for the building site all the acquisition processes for that land in Section 3.2 need to be completed. Approval and authority to proceed with the acquisition of the land will need to be granted by FRED and NASA Headquarters.
- In the construction of a new real property asset or in the modification of an existing asset, collateral equipment removed from another real property asset may be utilized in the new or modified asset. The RPAO should coordinate with the FPM to ensure that the appropriate values are entered into the NASA Form 1509 as "Transfer of Excess."
- The Center's OCFO and the RPAO need to maintain close coordination to ensure that records of the modification and the RPMS are in agreement.

Descriptive Steps

3.4.1. The Center construction office is responsible for all the preliminary work involved in awarding a construction contract, including the contract for architectural design of the building.

- The Center construction office completes and submits all required documentation for project approval to FRED, including NASA Form 1509, Facility Project-Brief Project Document. Processes for NASA Form 1509 are established in NPR 8820.2.
- The Center construction office prepares a business case following the NASA Business Case Guide.
- The FPM prepares NASA Form 1739, Capitalization Determination Form, also called the Alternative Future Use Questionnaire (AFUQ), per NPR 9250.1, prior to the acquisition.

3.4.2. The RPAO and the Center's financial office should be involved in all preliminary meetings with the Center's construction office.

3.4.3. The RPAO accompanies the FPM on the final walk-through of the project.

3.4.4. The RPAO is responsible for the verification of the installation and location of the collateral equipment.

3.4.5. Partial Demolition

- Modification of an existing asset usually includes partial demolition of the asset.
- Partial demolition of the asset necessitates reducing the property value by the value of the removed structural elements and collateral equipment as well as increasing the property value by the value of added structural

REFERENCES

Applicable Authorities and Regulations for the construction of real property.

The Federal Property and Administrative Services Act of 1949

The National Aeronautics and Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140

14 CFR 1204.501

NPD 8800.14

NPD 8810.2

NPR 8800.15

NPR 8580.1

NPR 8820.2

NPR 9250.1

Business Case Guide

elements or collateral equipment.

- The value of the removed structural elements or collateral equipment needs to be determined from existing invoice records in the real property record file or by an engineering estimate. The value of the removed property is subtracted from the property value.
- The value of the added structural elements and collateral equipment is determined from invoices. The value of the added property is added to the property value.

3.4.6. Documenting the Cost

- The FPM submits NASA Form 1739, Capitalization Determination Form, also called the Alternative Future Use Questionnaire (AFUQ), per NPR 9250.1, prior to construction.
- The FPM submits all necessary documentation to the RPAO with a signed NASA Form 1046, Transfer and/or Notification of Acceptance of Accountability of Real Property, also known as the turnover documents, at beneficial occupancy.
- The costs of the completed acquisition entered on the NASA Form 1046 include all costs incurred to complete the project, as follows:
  - Amount paid to vendors or contractors, including fees.
  - Transportation charges to the point of initiation.
  - Handling and storage charges.
  - Labor and other direct or indirect production costs.
  - Engineering, architectural, and other outside services for designs, plans, specifications, and surveys.
  - Legal and recording fees, and damage claims.
- Upon verification and validation of the data, the RPAO signs the document and accepts accountability for the government.
- All construction documentation is retained by the RPAO. Construction contracts are retained by the Procurement Office for six years and three months, per NASA NRRS 1441.1.

3.4.7. Upon beneficial occupancy of the modification the RPAO enters the asset into the RPMS.

- Entry of the asset into the RPMS may also be made at physical or financial completion, or when title is vested in NASA, whichever occurs first. See Section 2.2.10, NPR 8800.15.

3.4.8. Recording the asset in the RPMS

- Record as a "Transaction" (line item) of an existing asset.
- All real property assets are recorded, regardless of dollar value
- Real property assets with a value of $500,000 or greater are recorded as capital assets under the OCFO capitalization criteria in NPR 9250.1.
- Refer to the bReady Guide for steps for entering the asset transaction data.
- If the modification changes the predominant use of a facility, a change to the asset's classification code is required.

- Any land acquired as part of the construction project is entered separately.
- A physical increase in the size of the facility that adds to its overall dimensions requires an addition to the real property asset record.
- The information in the RPMS will be used for internal reporting and for annual reporting to the FRPP.
- Recommend the RPAO use a numbering system for all line items that tie the document to the asset. Use of the asset number, for example "4707," together with the line item number, for example "70," would give an identifying number for related documents of "4707-70." This will aid in locating and identifying the document files.

3.5. Leasehold Improvement

Leasehold improvements include NASA-funded costs of long-term capital improvements to leases, rights, interests, and privileges relating to land or constructed assets not owned by NASA. These improvements may be new buildings or other structures on leased land, or improvements by NASA to buildings or other structures that it has leased from others. Leasehold improvements also include NASA-funded costs of improvements made to buildings, structures, and facilities, where NASA has authorized a contractor to lease space that requires improvements, or when the cost is an allowable charge to a NASA contract for changes to a contractor-owned asset. The costs for leasehold improvements include collateral equipment (generators, air handlers, etc.). This action is implemented when NASA has declared a need to improve an asset that is not owned by NASA in order to support a mission or program requirement.

- The Center's OCFO and the RPAO need to maintain close coordination to ensure that records for the leasehold improvement and the RPMS are in agreement.

Descriptive Steps

3.5.1. The Center construction office is responsible for all the preliminary work involved in awarding a construction contract for the Leasehold improvement, including the contract for architectural design of the building.

- The Center construction office completes and submits as necessary documentation for project approval to FRED, including NASA Form 1509, Facility Project-Brief Project Document. Processes for NASA Form 1509 are established in NPR 8820.2.
- The Center construction office prepares a business case following the NASA Business Case Guide.
- The FPM prepares NASA Form 1739, Capitalization Determination Form, also called the Alternative Future Use Questionnaire (AFUQ), per NPR 9250.1, prior to the acquisition.

3.5.2. The RPAO and the Center's financial office should be involved in all preliminary meetings with the construction office.

REFERENCES

Applicable Authorities and Regulations for the construction of real property.

The Federal Property and Administrative Services Act of 1949

The National Aeronautics and Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140

14 CFR 1204.501

NPR 8800.15

NPR 8820.2

NPR 9250.1

Business Case Guide

3.5.3. The RPAO accompanies the project construction manager on the final walk-through of the project.

3.5.4. Documenting the Cost

- The FPM submits NASA Form 1739, Capitalization Determination Form, also called the Alternative Future Use Questionnaire (AFUQ), per NPR 9250.1, prior to construction.
- The FPM submits all necessary documentation to RPAO with a signed NASA Form 1046, Transfer and/or Notification of Acceptance of Accountability of Real Property, also known as the turnover documents, at beneficial occupancy.
- The costs of the completed acquisition entered on NASA Form 1046 include all costs incurred to complete the project, as follows:
  - Amount paid to vendors or contractors, including fees.
  - Transportation charges to the point of initiation.
  - Handling and storage charges.
  - Labor and other direct or indirect production costs.
  - Engineering, architectural, and other outside services for designs, plans, specifications, and surveys.
  - Legal and recording fees, and damage claims.
- Upon verification and validation of the data, the RPAO signs the document and accepts accountability for the government.
- All construction documentation is retained by the RPAO. Construction contracts are retained by the Procurement Office for six years and three months, per NASA NRRS 1441.1.

3.5.5. Upon beneficial occupancy of the modification/leasehold improvement the RPAO enters the asset into the RPMS.

- Entry of the asset into the RPMS may also be made at physical or financial completion, or when title is vested in NASA, whichever occurs first. See Section 2.2.10, NPR 8800.15.

3.5.6. Recording the leasehold improvement in the RPMS

- The RPAO creates a new real property record.
- All constructed assets are recorded, regardless of dollar value.
- Real property assets with a value of $500,000 or greater are recorded as capital assets under the OCFO capitalization criteria in NPR 9250.1.
- Record as Legal Interest "Leased."
- Refer to the bReady Guide for steps for entering the asset transaction data.
- Assign asset class of "Leasehold Improvement."
- If the leasehold improvement changes the predominant use of a facility, a change to the asset's NASA real property asset classification code is required.
- Improvements are considered capital expenses that contribute some lasting value or value added to the asset.

- A physical increase in the size of the facility that adds to its overall dimensions requires an addition to the lease in the real property asset records.
- The information in the RPMS will be used for internal reporting and for annual reporting to the FRPP.
- Recommend the RPAO use a numbering system for all line items that tie the document to the asset. Use of the asset number, for example "4707," together with the line item number, for example "70," would give an identifying number for related documents of "4707-70." This will aid in locating and identifying the document files.

3.6. In-grant with Other Federal Entities

An in-grant of real property from another Federal entity is utilized when NASA has a requirement to use land or an existing building/structure that is accountable by another Federal entity (host agency).

- FRED is responsible for coordinating the review and approval of the in-grant with all appropriate NASA Headquarters organizations.

Descriptive Steps

3.6.1. The request for the in-grant is forwarded to the Center RPAO or other appropriate individual as designated by the Center Director for processing.

- Center prepares a business case following the NASA Business Case Guide for submittal with the request for approval to acquire the real property asset.

3.6.2. The RPAO contacts the other Federal agency's RPAO to coordinate the agreement for NASA use of the real property asset.

3.6.3. All in-grants of other Federal real property require FRED review and approval and are submitted through the SAAM E-router.

3.6.4. The Center Director signs and submits a written request for the in-grant to FRED including justification for the acquisition.

- Request for approval, the business case, and other relevant documents are submitted to FRED for approval using the SAAM E-router.
- The SAAM E-router submittal process is discussed in Section 3.20.
- Figure 5.1 provides a flowchart for the SAAM E-router process.

3.6.5. The proposed in-grant is coordinated with the Center's financial office.

3.6.6. The proposed in-grant is coordinated with the Center's chief counsel, environmental office, safety office, and security office.

- Office of Chief Counsel reviews for legal sufficiency.
- The Center's environmental office ensures the environmental requirements are appropriately addressed including the National Environmental Policy

REFERENCES

Applicable Authorities and Regulations for the construction of real property.

The Federal Property and Administrative Services Act of 1949

The National Aeronautics and Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140

14 CFR 1204.501

48 CFR 17.502 2 The Economy Act (31 U.S.C. 1535

40 USC §3111 Title Approval

NPR 8800.15

NPR 9250.1

Business Case Guide

Act (NEPA) and the National Historic Preservation Act (NHPA).

- Environmental documentation should be maintained by the Center.
- The Center's safety office ensures that all safety hazards and other related issues have been identified and addressed and prepares a Safety Baseline Survey for the in-grant.
- It is recommended that in-granting of real property be reported to a Center's security office immediately to ensure that the security office can take the appropriate steps to maintain adequate security standards as set forth by NASA policy.

3.6.7. Center submits request for approval with the business case to FRED.

3.6.8. Headquarters Review

FRED will coordinate the review of the in-grant request with the following Headquarters organizations:

- Office of General Counsel for legal sufficiency and through them the Office of International and Interagency Relations (for Federal agreements and international property).
- Environmental Management Division for environmental compliance.
- Office of Safety and Mission Assurance to ensure the agreement conforms to NASA's policies.
- Office of Protective Services for security compliance.
- Office of the Chief Financial Officer.

3.6.9. Real property agreements will be executed by the Center Director only after review and approval by FRED.

3.6.10. Upon execution of an agreement, in-grant is entered into the RPMS.

3.6.11. Recording the in-grant in the RPMS.

- The RPAO creates a new real property record.
- Legal Interest is "Other Federal Government-Owned."
- Asset class is "Building" or "Other Structure" or "Land" as appropriate, and indicated as "In-grant."
- Refer to the bReady Guide for steps for entering the asset transaction data.
- The Center RPAO enters all required data fields into the RPMS including the name of the in-grant agreement, name of the other Federal entity, and the term of the agreement.
- The information in the RPMS will be used for internal reporting and for annual reporting to the FRPP.
- Recommend the RPAO use a numbering system for all line items that tie the document to the asset. Use of the asset number, for example "4707," together with the line item number, for example "70," would give an identifying number for related documents of "4707-70." This will aid in locating and identifying the document files.

3.7. In-grant with Private Sector and Public Sector

An in-grant from the Private sector or the State or local government is a non-permanent transfer of real property asset rights to NASA by means of lease, easement, permit, or license. This acquisition method is used when NASA has a requirement to utilize an existing building/structure owned by a public or private entity. FRED is responsible for coordinating the review and approval of the in-grant with all appropriate NASA Headquarters organizations.

- The Attorney General approves the sufficiency of title to any land acquired by the Federal Government, as stated in 40 U.S.C §3111, including leases of a term greater than 30 years.

Descriptive Steps

3.7.1. The request for the in-grant is forwarded to the Center RPAO or other appropriate individual as designated by the Center Director for processing.

- Center prepares a business case following the NASA Business Case Guide for submittal with the request for approval to acquire the real property asset.

3.7.2. The RPAO contacts the private/public sector agent/representative to develop a proposed agreement.

3.7.3. All in-grants of private/public sector property require FRED review and approval and are submitted through the SAAM E-router.

3.7.4. The Center Director signs and submits a written request for the in-grant to FRED including justification for the acquisition.

- Request for approval, the business case, and other relevant documents are submitted to FRED for approval using the SAAM E-router.
- The SAAM E-router submittal process is discussed in Section 3.20.
- Figure 5.1 provides a flowchart for the SAAM E-router process.

3.7.5. The proposed in-grant is coordinated with the Center's financial office.

3.7.6. The proposed in-grant is coordinated with the Center's chief counsel, environmental office, safety office, and security office.

- Office of Chief Counsel reviews for legal sufficiency.
- The Center's environmental office ensures the environmental requirements are appropriately addressed including the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA).
- Environmental documentation should be maintained by the Center.
- The Center's safety office ensures that all safety hazards and other related issues have been identified and addressed and prepares a Safety Baseline Survey for the in-grant.
- It is recommended that in-granting of real property be reported to a Center's security office immediately to ensure that the security office can take the appropriate steps to maintain adequate security standards as set forth by

REFERENCES

Applicable Authorities and Regulations for the construction of real property.

The Federal Property and Administrative Services Act of 1949

The National Aeronautics and Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140

14 CFR 1204.501

OMB Circular A 11

40 USC §3111 Title Approval

42 USC §2459J Legislative authority authorizing EUL

NPD 8800.14

NPR 8800.15

NPR 8820.2

NPR 9250.1

Business Case Guide

NASA policy.

3.7.7. Center submits request for approval with the business case to FRED.

3.7.8. Funds and Scoring

- Scoring is an analysis relevant to in-lease of real property asset by NASA in which the in-lease is determined to be a capital lease or an operating lease. The determinations of whether the lease costs are all budgeted in the first year of the lease term or if they can be spread over the life of the in-lease is also considered. Refer to Office of Management and Budget (OMB) Circular A-11. Sufficient Agency appropriations need to be available to cover the amount scored and may not be used for other obligations or purposes.

3.7.9. Headquarters Review

FRED will coordinate the review of the in-grant request with the following Headquarters organizations:

- Office of General Counsel for legal sufficiency and through them the Office of International and Interagency Relations (for Federal agreements and international property).
- Environmental Management Division for environmental compliance.
- Office of Safety and Mission Assurance to ensure the agreement conforms to NASA's policies.
- Office of Protective Services for security compliance.
- Office of the Chief Financial Officer.

3.7.10. Real property agreements will be executed by the Center Director only after review and approval by FRED.

3.7.11. Upon execution of the agreement, the in-grant is entered into the RPMS.

3.7.12. Recording the in-grant in the RPMS

- The RPAO creates a new real property record.
- Legal Interest is "Leased."
- Asset class is "Leasehold Improvement" and indicated as "In-grant."
- Refer to the bReady Guide for steps for entering the asset transaction data.
- The Center RPAO enters all required data fields into the RPMS including the name of the in-grant agreement, name of the other private entity, and the term of the agreement.
- The information in the RPMS will be used for internal reporting and for annual reporting to the FRPP.
- Recommend the RPAO use a numbering system for all line items that tie the document to the asset. Use of the asset number, for example "4707," together with the line item number, for example "70," would give an identifying number for related documents of "4707-70." This will aid in locating and identifying the document files.

3.8. Out-grant with Other Federal Entities

Out-grant agreements with other Federal entities include non-permanent granting by NASA of the use of NASA real property assets to other Federal agencies by means of lease, easement, permit, license, SAA, or MOU/MOA. The NASA real property asset is not transferred but is retained in NASA's real property inventory. The purpose is to satisfy another Federal entity's requirement to use an existing building/structure that is accountable by NASA (host Agency). The following information supports this action.

- For all out-grants of NASA real property the Center needs to affirm that the proposed partnership is aligned with Agency policy, strategic plan, and mission.
- The asset should be less than fully utilized so that the agreement/use does not interfere with NASA mission requirements.
- NASA does not enter into EULs with other Federal entities.
- The Center submits certifications signed by the Center Director or their designee that: (1) the proposed out-grant will not have any negative impact to NASA's mission, and (2) that the asset to be out-granted is required to support current or future NASA missions. This includes a determination by the Center of whether the asset being considered for lease is underutilized.
- If an SAA, either RSSA or NRSSA, is being considered as the vehicle for the out-grant the Center should review the guidance for use of an SAA in Section 2.2 and in the NAII 1050.1C.
- If the asset does not have a known mission focus in support of NASA and the asset is also underutilized, the Center should consider disposal of the facility through demolition/deconstruction or other means.
- The process for executing an out-grant includes ensuring fairness in competition between all potential entities who may be interested in the underutilized properties. See Section 3.12 for a description of the process supporting competition.
- NASA has developed a user guide for preparing an initial non-binding agreement with the intended Federal entity as party to the out-grant. This "Letter of Intent" (LOI) or "Term Sheet" is a non-binding understanding of the business and operational terms of the proposed out-grant.

Descriptive Steps

3.8.1. Center Director or their designee forwards out-grant proposal to the Center RPAO or other appropriate individual as designated by the Center Director for processing.

- Except for EULs, out-grants of NASA real property for a term of five years or less, including any options, may be executed by the Center Director or the Center Director's designee without Headquarters review. FRED should still be consulted prior to executing these real property agreements.
- All Center out-grants with a term greater than five years including extensions of existing agreements are to be approved by FRED. FRED will

REFERENCES

Applicable Authorities and Regulations for the construction of real property.

The Federal Property and Administrative Services Act of 1949

The National Aeronautics and Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140

14 CFR 1204.501, 503 and 504

48 CFR 17.502 2 The Economy Act (31 U.S.C. 1535

40 USC §3111 Title Approval

14 CFR 1204.501

42 USC §2459J Legislative authority authorizing EUL

16 USC §470h out grant NHPA real property

NPR 8800.15

NPR 8820.2

NPR 9250.1

Business Case Guide

coordinate the review of the real property agreement within the appropriate offices in NASA Headquarters.

3.8.2. Center Director prepares a request for approval by FRED if the out-grant of tenancy is greater than five years.

- For all out-grants, no matter the length of term, the Center Director prepares certifications for the record that: (1) the out-grant will not have a negative impact on NASA's mission; and (2) the NASA property to be out-granted is required to support current or future NASA missions.
- If tenancy is greater than five years, this certification is sent to FRED with request for approval; if five years or less, the certification is placed in real property record file.
- The required language may be found in NPR 8800.15, Section 6.3.2.

3.8.3. For all SAAs the Center prepares and submits an abstract to Headquarters, Mission Support Directorate (MSD) for approval.

- Only SAAs require abstracts; other proposed out-grants do not require abstracts.
- If the out-grant is for a term greater than five years, the proposed out-grant should be sent to FRED via the SAAM E-router for review and approval as required by NPR 8800.15, Chapter 6.
- Figure 5.1 provides a flowchart for the SAAM E-router process.

3.8.4. The Center develops a business case for all out-grants. Please refer to the NASA Business Case Guide.

- An LOI or term sheet is prepared and agreed to with the prospective party to the out-grant.

3.8.5. RPAO ensures all costs related to the use of NASA real property assets by another Federal agency are evaluated.

3.8.6. The proposed out-grant is coordinated with the Center's chief counsel, financial office, environmental office, safety office, and security office.

- Office of Chief Counsel reviews for legal sufficiency.
- The Center's financial office reviews to ensure appropriate management of the proceeds.
- The Center's environmental office ensures the environmental requirements are appropriately addressed including the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA) and ensures environmental regulations are followed with respect to the tenant's operations and potential liability.
  - Prior to entering into a real property agreement with another Federal entity and upon return of the real property, the host agency (NASA) may require an environmental checklist of the asset.
- Environmental documentation should be maintained by the Center.
- The Center Historic Preservation Officer provides coordination with the

State Historic Preservation Officer (SHPO) to determine whether there will be adverse effects on historic properties as a result of the agreement and what mitigation measures are appropriate.

- The Center's safety office ensures that all safety hazards and other related issues have been identified and addressed and prepares a Safety Baseline Survey for the out-grant.
- It is recommended that out-granting of real property be reported to a Center's security office immediately to ensure that the security office can take the appropriate steps to maintain adequate security standards as set forth by NASA policy.

3.8.7. Center forwards abstract (only for SAAs) that includes key information of the proposed activities to Headquarters, Mission Support Directorate (MSD), with copy to FRED through the SAAM E-router for review prior to negotiating or committing to any agreements.

MSD is the designated Headquarters office for reviewing abstracts of proposed SAAs.

- Only SAAs require abstracts; other proposed out-grants do not require abstracts.
- If the out-grant is for a term greater than five years, the proposed out-grant should be sent to FRED via the SAAM E-router for review and approval as required by NPR 8800.15, Chapter 6.
- FRED will provide written comments on the Center's abstract (for SAAs) and will include references to guidance and suggestions on proposed agreement development.
- A draft of the out-grant should only be completed by the Center upon successful coordination of the above.
- The SAAM E-router submittal process is discussed in Section 3.20.
- Figure 5.1 provides a flowchart for the SAAM E-router process.

3.8.8. Expectations for SAA abstracts. The Center is required to submit an abstract to Headquarters for all SAAs. This includes SAAs involving NASA real property. The primary purposes of the abstract review process are to validate that NASA is being a good steward of Government resources, ensure the soundness of the financial approach, and affirm that the proposed partnership is aligned with Agency policy, strategic plan, and mission.

The abstract should be 2-3 pages in length and clearly explain the purpose of the agreement and the benefit to the parties to the agreement, including NASA. In addition to the following required information, the abstract should include information the initiating Center considers relevant to the SAA and which may facilitate Headquarters' review and approval of the abstract. A full description of abstract process may be found in NAII 1050.1C.

- An overall description of the proposed activity listing responsible NASA personnel. This may be concise but should clearly explain the purpose of the agreement. Provide the name of the proposed Agreement Partner. If the

Agreement Partner is an organization of entities that will benefit from the agreement or have joined to use the real property under the SAA, include a list of these beneficiaries. Also indicate if the SAA is reimbursable or non-reimbursable.

- The responsibilities of NASA and the Agreement Partner. For example, this includes agreements as to maintenance of the real property and provision of services by NASA as well as other significant responsibilities of either party.
- Financial commitments by NASA and the Agreement Partner (including estimated ranges of the total for NASA and the total amount to be reimbursed by the Partner over the entire term of the Agreement). This activity should be coordinated with the Center OCFO.
- Resources commitments (personnel, facilities, and equipment) by NASA and the Agreement Partner. For example, will personnel needed to operate a technical facility be provided by NASA? Is the agreement for the exclusive use of the Agreement Partner or is the asset shared with NASA?
  - For all SAAs, include an estimated range of the number of NASA civil service full-time equivalents and NASA contractor work-year equivalents to be committed over the entire term of the agreement and a description of any NASA facilities and key equipment or assets to be committed.
  - For non-reimbursable or partially reimbursable SAAs include an identification of the specific NASA program or other funding source (e.g., Center CMO funds) for the non-reimbursed NASA costs under the SAA.
  - For reimbursable SAAs with non-Federal Agreement Partners include a description of how the NASA resources (facilities, and equipment) to be committed are unique or not otherwise reasonably available on the U.S. commercial market from another source.
- A description of the applicable date rights provisions.
- Performance or schedule milestones required of NASA or the Agreement Partner.
- Proposed terms of the agreement including number of years. It is helpful to provide a proposed start date (month and year).
- A description of the potential effect on NASA programs, if any.
- A description of how the proposed activities support NASA missions.

3.8.9. Any out-grant for a term of five years or less, including all options, may be executed by the Center Director.

- Center keeps the required certification signed by the Center Director and the business case in the real property record file.

3.8.10. Any out-grant with another Federal agency for with a total term greater than five years is to be submitted to FRED for review and approval through the SAAM E-router.

- Center submits request for approval signed by the Center Director with the

required certifications and the business case through the SAAM E-router.

- When the draft out-grant agreement is sent to FRED for review and approval, a copy of the notice of availability and a list of respondents will be included.
- The SAAM E-router submittal process is discussed in Section 3.20.
- Figure 5.1 provides a flowchart for the SAAM E-router process.

3.8.11. Headquarters Review

FRED will coordinate the review of the out-grant request with the following Headquarters organizations:

- Office of General Counsel for legal sufficiency, and through them the Office of International and Interagency Relations (for Federal agreements and international property).
- Environmental Management Division for environmental compliance.
- Office of Safety and Mission Assurance to ensure the out-grant conforms to NASA's policies.
- Office of Protective Services for security compliance.
- Office of the Chief Financial Officer.

3.8.12. Out-grants with a Federal agency will be executed by the Center Director only after any required review and approval by FRED.

3.8.13. Upon execution of the agreement, the out-grant is entered into the RPMS.

3.8.14. Recording the Out-grant in the RPMS.

- Record as Legal Interest "Owned" and indicated as having an "Out-grant."
- Refer to the bReady Guide for steps for entering the asset transaction data.
- The Center RPAO enters all required data fields into the RPMS including the title of the agreement, name of the other Federal agency, and the term of the agreement.
- The information in the RPMS will be used for internal reporting and for annual reporting to the FRPP.
- Recommend the RPAO use a numbering system for all line items that tie the document to the asset. Use of the asset number, for example "4707," together with the line item number, for example "70," would give an identifying number for related documents of "4707-70." This will aid in locating and identifying the document files.

3.8.15. Upon execution of the agreement, documentation of the process and the execution is placed in the real property record file.

- The real property record file should contain the executed lease, the business case, and the previously referenced certifications that the proposed out-grant will not have any negative impact to NASA's mission, with the determination by the Center of whether the asset being considered for lease is underutilized.
- If the following are not part of the business case and were prepared in other

documents, those documents should be included in the real property record file.

a. How was the asset determined to be underutilized?
b. Why was the asset not excessed or demolished?
c. Was the potential out-grant marketed/advertised? If so how? If not, why not?
d. What was the response to marketing/advertisement? Who responded? What was the level of interest?
e. Why was the selected tenant chosen?
f. Did others express interest in the out-grant? If so, why were they not selected?
g. Prepare and retain a chronological journal or brief of the negotiation process.
h. How were rent and other obligations determined?

- Modifications to the out-grant should also be included in the real property record file.

3.9. Out-grant with Private Sector and Public Sector

Out-grants with private sector and public sector entities include any transactions or agreements, including but not limited to, easements, leases (including EULs), licenses, permits, SAAs, MOU/MOA, rights-of-way or other transactions that are authorized by the Space Act, Commercial Space Launch Act, or National Historic Preservation Act for use of NASA real property asset by a private sector and public sector entity. All use of NASA real property assets by the private sector and public sector entity are covered by an out-grant. The out-grant allows a Center to enter into an agreement with a private sector and public sector entity to use an underutilized asset, which leverages the asset into a more productive asset, maximizing asset utilization and efficiency. These actions are also known as Public-Private/Public-Public Ventures (PPV). The following information supports this action.

- For all out-grants of NASA real property the Center needs to affirm that the proposed partnership is aligned with Agency policy, strategic plan, and mission.
- The asset should be less than fully utilized so that the agreement/use does not interfere with NASA mission requirements.
- The Center submits certifications signed by the Center Director or their designee that: (1) the proposed out-grant will not have any negative impact to NASA's mission; and (2) the asset to be out-granted is required to support current or future NASA missions. This includes a determination by the Center of whether the asset being considered for lease is underutilized.
- If an SAA, either RSSA or NRSSA, is being considered as the vehicle for the out-grant the Center should review the guidance for use of an SAA in Section 2.2 and in the NAII 1050.1C.
- The process for executing an out-grant includes ensuring fairness in

REFERENCES

Applicable Authorities and Regulations for the construction of real property.

The Federal Property and Administrative Services Act of 1949

The National Aeronautics and Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140

14 CFR 1204.501, 503 and 504

42 USC §2459J Legislative authority authorizing EUL

51 U.S.C. Chapter 509, Commercial Space Launch Activities

16 USC §470h out grant NHPA real property

NPR 8800.15

NPR 8820.2

NPR 9250.1

Business Case Guide

competition between all potential entities who may be interested in the underutilized properties. See Section 3.12 for a description of the process supporting competition.

- NASA has developed a user guide for preparing an initial non-binding agreement with the intended party to the out-grant. This "Letter of Intent" (LOI) or "Term Sheet" is a non-binding understanding of the business and operational terms of the proposed out-grant.
- The Center should take action to ensure that all potential commercial partners are aware of NASA's lease terms and conditions, including any recent changes to these terms and conditions, that may affect development of proposals.
- If the asset does not have a known mission focus in support of NASA and the asset is also underutilized, the Center should consider disposal of the facility through demolition/deconstruction or other means.
- FRED is responsible for coordinating the review and approval of the out-grant with all appropriate NASA Headquarters organizations.

Descriptive Steps

3.9.1. Center Director or their designee forwards out-grant proposal to the Center RPAO or other appropriate individual as designated by the Center Director for processing.

- All EULs, no matter scope or length, are to be submitted to FRED for review and approval (see Section 3.10).
- Except for EULs, out-grants of NASA real property for a term of five years or less, including all options may be executed by the Center Director or the Center Director's designee without Headquarters review. FRED should still be consulted prior to executing these real property agreements.
- All Center out-grants with a term greater than five years, including extensions of existing agreements, are to be approved by FRED. FRED will coordinate the review of the real property agreement within the appropriate offices in NASA Headquarters.

3.9.2. Center Director prepares a request for approval of the out-grant by FRED if tenancy is greater than five years, including all options.

- For all out-grants, no matter the length of the term, the Center Director prepares certifications for the record that: (1) the out-grant will not have a negative impact on NASA's mission; and (2) the NASA property to be out-granted is required to support current or future NASA missions.
- If tenancy is greater than five years, certification is sent to FRED with request for approval; if five years or less, the certification is placed in real property record file.
- The required language may be found in NPR 8800.15, Section 6.3.2.

3.9.3. For all SAAs the Center prepares and submits an abstract to Mission Support Directorate (MSD) for approval.

- Only SAAs require abstracts; other proposed out-grants do not require

abstracts.

- If the out-grant is for a term greater than five years, the proposed out-grant should be sent to FRED via the SAAM E-router for review and approval as required by NPR 8800.15, Chapter 6.
- Figure 5.1 provides a flowchart for the SAAM E-router process.

3.9.4. The real property asset is appraised to assess its market value. The Center may use a certified appraiser, the US Army Corps of Engineers, or other appropriate means that can substantiate the fair market value of the rent.

- RPAO ensures the Center obtains a Fair Market Rental Value rent, as allowed under the applicable authority, to be provided in return for use of the NASA real property asset.

3.9.5. The Center develops a business case for all out-grants, including leases and permits with the exception of easements and rights-of-way unless they are considered permanent. Please refer to the NASA Business Case Guide.

- An LOI or term sheet is prepared and agreed to with the prospective party to the out-grant.

3.9.6. The proposed out-grant is coordinated with the Center's chief counsel, financial office, environmental office, safety office, and security office.

- Office of Chief Counsel reviews for legal sufficiency.
- The Center's financial office reviews to ensure appropriate management of the proceeds.
- The Center's environmental office ensures the environmental requirements are appropriately addressed, including the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA), and ensures environmental regulations are followed with respect to the tenant's operations and potential liability.
  - Prior to entering into a real property agreement with a private entity and upon return of the real property, NASA may require an environmental checklist of the asset.
- Environmental documentation should be maintained by the Center.
- The Center's safety office ensures that all safety hazards and other related issues have been identified and addressed and prepares a Safety Baseline Survey for the out-grant.
- The Center Historic Preservation Officer provides coordination with the SHPO to determine whether there will be adverse effects on historic properties as a result of the agreement and what mitigation measures are appropriate.
- It is recommended that out-granting of real property be reported to a Center's security office immediately to ensure that the security office can take the appropriate steps to maintain adequate security standards as set forth by NASA policy.

3.9.7. Center forwards abstract (only for SAAs) that includes key information of

the proposed activities to Mission Support Directorate (MSD) with copy to FRED through the SAAM E-router for review prior to negotiating or committing to any agreements.

- MSD is the designated Headquarters office for reviewing abstracts of proposed SAAs.
- Only SAAs require abstracts; other proposed out-grants do not require abstracts.
- If the out-grant is for a term greater than five years, the proposed out-grant should be sent to FRED via the SAAM E-router for review and approval as required by NPR 8800.15, Chapter 6.
- FRED will provide written comments on the Center's abstract (for SAAs) and will include references to guidance and suggestions on proposed agreement development.
- A draft of the out-grant should only be completed by the Center upon successful coordination of the above.
- The SAAM E-router submittal process is discussed in Section 3.20.
- Figure 5.1 provides a flowchart for the SAAM E-router process.

3.9.8. Expectations for SAA abstracts. The Center is required to submit an abstract to Headquarters for all SAAs. This includes SAAs involving NASA real property. The primary purposes of the abstract review process are to validate that NASA is being a good steward of Government resources, ensure the soundness of the financial approach, and affirm that the proposed partnership is aligned with Agency policy, strategic plan, and mission.

The abstract should be 2-3 pages in length and clearly explain the purpose of the agreement and the benefit to the parties to the agreement, including NASA. In addition to the following required information, the abstract should include information the initiating Center considers relevant to the SAA and which may facilitate Headquarters' review and approval of the abstract. A full description of abstract process may be found in NAII 1050.1C.

- An overall description of the proposed activity listing responsible NASA personnel. This may be concise but should clearly explain the purpose of the agreement. Provide the name of the proposed Agreement Partner. If the Agreement Partner is an organization of entities that will benefit from the agreement or have joined to use the real property under the SAA, include a list of these beneficiaries. Also indicate if the SAA is reimbursable or non-reimbursable.
- The responsibilities of NASA and the Agreement Partner. For example, this includes agreements as to maintenance of the real property and provisions of services by NASA, as well as other significant responsibilities of either party.
- Financial commitments by NASA and the Agreement Partner (including estimated ranges of the total cost for NASA and the total amount to be reimbursed by the Partner over the entire term of the Agreement).
- Resource commitments (personnel, facilities, and equipment) by NASA

and the Agreement Partner. For example, will personnel needed to operate a technical facility be provided by NASA? Is the agreement for the exclusive use of the Agreement Partner, or is the schedule for the asset shared with NASA?

- For all SAAs, include an estimated range of the number of NASA civil service full-time equivalents and NASA contractor work-year equivalents to be committed over the entire term of the agreement and a description of any NASA facilities and key equipment or assets to be committed.
- For non-reimbursable or partially reimbursable SAAs, an identification of the specific NASA program or other funding source (e.g., Center CMO funds) for the non-reimbursed NASA costs under the SAA.
- For reimbursable SAAs with non-Federal Agreement Partners, a description of how the NASA resources (facilities, and equipment) to be committed are unique or not otherwise reasonably available on the U.S. commercial market from another source.

- A description of the applicable date rights provisions.
- Performance or schedule milestones required of NASA or the Agreement Partner.
- Proposed terms of the agreement including proposed term of the agreement in years. It is helpful to provide a proposed start date (month and year).
- A description of the potential effect on NASA programs, if any.
- A description of how the proposed activities support NASA missions.

3.9.9. Any out-grant except EULs for a term of five years or less may be executed by the Center Director.

- Center keeps the required certification signed by the Center Director and the business case in the real property record file.

3.9.10. Any out-grant with the total term greater than five years, including all options, is to be submitted to FRED for review and approval through the SAAM E-router.

- Submit Center request for approval signed by the Center Director with the required certifications and the business case through the SAAM E-router.
- When the draft out-grant agreement is sent to FRED for review and approval, a copy of the notice of availability and a list of respondents will be included.
- The SAAM E-router submittal process is discussed in Section 3.20.
- Figure 5.1 provides a flowchart for the SAAM E-router process.

3.9.11. Headquarters Review

FRED will coordinate the review of the out-grant request with the following Headquarters organizations:

- Office of General Counsel for legal sufficiency.
- Environmental Management Division for environmental compliance.
- Office of Safety and Mission Assurance to ensure the agreement conforms

to NASA's policies.

- Office of Protective Services for security compliance.
- Office of International and Interagency Relations (for Federal agreements and international property).
- Office of the Chief Financial Officer.

3.9.12. The Center Director will execute the out-grant only after any required review and approval by FRED.

3.9.13. Upon execution of the agreement, the out-grant is entered into the RPMS.

3.9.14. Recording the out-grant in the RPMS.

- Record as Legal Interest "Owned" and indicated as having an "Out-grant."
- Refer to the bReady Guide for steps for entering the asset transaction data.
- The Center RPAO enters all required data fields into the RPMS including the title of the agreement, the name of the other private sector entity, and the term of the agreement.
- The information in the RPMS will be used for internal reporting and for annual reporting to the FRPP.
- Recommend the RPAO use a numbering system for all line items that tie the document to the asset. Use of the asset number, for example "4707," together with the line item number, for example "70," would give an identifying number for related documents of "4707-70." This will aid in locating and identifying the document files.

3.9.15. Upon execution of the agreement, documentation of the process and the execution is placed in the real property record file.

- The real property record file should contain the executed lease, the business case, and the previously referenced certification that the proposed out-grant will not have any negative impact to NASA's mission, with the determination by the Center of whether the asset being considered for lease is underutilized.
- If the following are not part of the business case and were prepared in other documents, those documents should be included in the real property record file.
    a. How was the asset determined to be underutilized?
    b. Why was the asset not excessed or demolished?
    c. Was the potential out-grant marketed/advertised? If so, how? If not, why not?
    d. What was the response to marketing/advertisement? Who responded? What was the level of interest?
    e. Why was the selected tenant chosen?
    f. Did others express interest in the out-grant? If so, why were they not selected?
    g. Prepare and retain a chronological journal or brief of the negotiation process.

h. How were rent and other obligations determined?

- Modifications to the out-grant should also be included in the real property record file.

3.10. Out-grant Enhanced Use Leasing (EUL)

Enhanced Use Leasing (EUL) is a non-permanent granting of the use of NASA real property to others under EUL authority, also known as "Lease of Non-excess property." The NASA real property asset is retained and recorded as an "EUL" in the NASA RPMS. The EUL authority allows NASA to enter into real property out-grants for the use of underutilized real property assets including land, buildings and other structures to the private sector. The EUL allows the Agency to retain and use the lease proceeds for facility-related capital expenses. The following tasks support this action.

- For all out-grants of NASA real property the Center needs to affirm that the proposed partnership is aligned with Agency policy, strategic plan, and mission.
- The asset should be less than fully utilized so that the agreement/use does not interfere with NASA mission requirements.
- NASA does not enter into EULs with other Federal entities.
- All EULs with private sector entities, no matter the length of term, need to be reviewed and approved by Headquarters before the Center enters into them.
- The Center submits certifications signed by the Center Director or their designee that: (1) the proposed out-grant will not have any negative impact to NASA's mission; and (2) the asset to be out-granted is required to support current or future NASA missions. For EUL, an additional certification is needed that the Center has determined that the asset being considered for EUL is underutilized.
- The process for executing an out-grant includes ensuring fairness in competition between all potential entities who may be interested in the underutilized properties. See Section 3.12 for a description of the process supporting competition.
- The Center should take action to ensure that all potential commercial partners are aware of NASA's lease terms and conditions, including any recent changes to these terms and conditions, that may affect development of proposals.
- NASA has developed a user guide for preparing an initial non-binding agreement with the intended party to the out-grant. This "Letter of Intent" (LOI) or "Term Sheet" is a non-binding understanding of the business and operational terms of the proposed out-grant.
- If the asset does not have a known mission focus in support of NASA and the asset is also underutilized, the Center should consider disposal of the facility through demolition/deconstruction or other means.

REFERENCES

Applicable Authorities and Regulations for the construction of real property.

The Federal Property and Administrative Services Act of 1949

The National Aeronautics and Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140

14 CFR 1204.501, 503 and 504

42 USC §2459J Legislative authority authorizing EUL

P.L. 108 7, Section 315 EUL Authorization

P.L. 112 55, Section 20145 Allowance for in kind for renewable energy EUL

51 U.S.C. Chapter 509, Commercial Space Launch Activities

16 USC §470h out grant NHPA real property

NPR 8800.15

NPR 8820.2

NPR 9250.1

Business Case Guide

- FRED is responsible for coordinating the review and approval of the EUL with all appropriate NASA Headquarters organizations.
- In accordance with 51 U.S.C. 20145, if the EUL is for the purpose of developing renewable energy production facilities, NASA may accept in-kind consideration. No other EULs are allowed to accept in-kind consideration and may only accept cash rent.

Descriptive Steps

3.10.1. The Center Director or their designee forwards the EUL proposal to the Center RPAO or other appropriate individual as designated by the Center Director for processing.

- The Center submits all EULs, regardless of the scope, term in years, or amount of revenue, to FRED for review and approval before the Center enter the EUL.

3.10.2 Center Director prepares a request for approval by FRED of the EUL.

- For all EULs, the Center Director prepares required certifications for the record that: (1) the out-grant will not have a negative impact on NASA's mission; (2) the NASA property to be out-granted is required to support current or future NASA missions; and (3) the Center has determined that the asset being considered for EUL is underutilized.
- The required language for items (1) and (2) may be found in NPR 8800.15, Section 6.3.2.

3.10.3. The real property asset is appraised to assess its market value. The Center may use a certified appraiser, the US Army Corps of Engineers, or other appropriate means that can substantiate the fair market value of the rent.

- RPAO ensures the Center obtains a Fair Market Rental Value rent, as allowed under the applicable authority, to be provided in return for use of the NASA real property asset.

3.10.4. The Center develops a business case for all EULs. Please refer to the NASA Business Case Guide.

- An LOI or term sheet is prepared and agreed to with the prospective party to the out-grant.

3.10.5. The proposed EUL is coordinated with the Center's chief counsel, safety office, financial office, environmental office and security office.

- Office of Chief Counsel reviews for legal sufficiency.
- The Center's financial office reviews to ensure appropriate management of the proceeds.
- The Center's safety office ensures that all safety hazards and other related issues have been identified and addressed and prepares a Safety Baseline Survey for the in-grant.
- The Center's environmental office ensures the environmental requirements are appropriately addressed including the National Environmental Policy

Act (NEPA) and the National Historic Preservation Act (NHPA) and ensures environmental regulations are followed with respect to the tenant's operations and potential liability.

- Prior to entering into a real property agreement with a private entity and upon return of the real property, NASA may require an environmental checklist of the asset.
- Environmental documentation should be maintained by the Center.
- The Center Historic Preservation Officer provides coordination with the SHPO to determine whether there will be adverse effects on historic properties as a result of the agreement and what mitigation measures are appropriate.
- It is recommended that out-granting of real property be reported to a Center's security office immediately to ensure that the security office can take the appropriate steps to maintain adequate security standards as set forth by NASA policy.

3.10.6. All EULs require FRED review and approval and are submitted through the SAAM E-router.

- Submit Center request for approval signed by the Center Director with the required certifications and the business case.
- When the draft out-grant agreement is sent to FRED for review and approval, a copy of the notice of availability and a list of respondents will be included.
- The SAAM E-router submittal process is discussed in Section 3.20.
- Figure 5.1 provides a flowchart for the SAAM E-router process.

3.10.7. Headquarters Review

FRED will coordinate the review of EUL request with the following Headquarters organizations:

- Office of General Counsel for legal sufficiency, and through them the Office of International and Interagency Relations (for Federal agreements and international property).
- Environmental Management Division for environmental compliance.
- Office of Safety and Mission Assurance to ensure the agreement conforms to NASA's policies.
- Office of Protective Services for security compliance.
- Office of the Chief Financial Officer.

3.10.8. The EUL will be executed by the Center Director only after review and approval by FRED.

3.10.9. Upon execution of the agreement, the EUL is entered into the RPMS.

3.10.10. Recording the EUL in the RPMS.

- Record as Legal Interest "Owned" and indicated as having an "EUL."
- Refer to the bReady Guide for steps for entering the asset transaction data.

- The Center RPAO enters all required data fields into the RPMS including the title of the agreement, the name of the other private sector entity, and the term of the agreement.
- The information in the RPMS will be used for internal reporting and for annual reporting to the FRPP.
- Recommend the RPAO use a numbering system for all line items that tie the document to the asset. Use of the asset number, for example "4707," together with the line item number, for example "70," would give an identifying number for related documents of "4707-70." This will aid in locating and identifying the document files.

3.10.11. Upon execution of the agreement, documentation of the process and the execution is placed in the real property record file.

- The real property record file should contain the executed lease, the business case, and the previously referenced certification that the proposed out-grant will not have any negative impact to NASA's mission, with the determination by the Center of whether the asset being considered for lease is underutilized.
- If the following are not part of the business case and were prepared in other documents, those documents should be included in the real property record file.
    a. How was the asset determined to be underutilized?
    b. Why was the asset not excessed or demolished?
    c. Was the potential out-grant marketed/advertised? If so, how? If not, why not?
    d. What was the response to marketing/advertisement? Who responded? What was the level of interest?
    e. Why was the selected tenant chosen?
    f. Did others express interest in the out-grant? If so, why were they not selected?
    g. Prepare and retain a chronological journal or brief of the negotiation process.
    h. How were rent and other obligations determined?

- Modifications to the out-grant should also be included in the real property record file.

3.10.12. The Center submits an annual report to FRED for the preceding fiscal year of completed projects on which the rent revenue has been spent, including the name and identifying number of the asset on which the funds were spent, a description of the project, and the cost of the completed project.

Although it is not the responsibility of the RPAO, the Center is responsible for properly managing the receipts from tenants. The receipts from EULs are managed differently than receipts from non-EULs since NASA's expanded EUL authority allows NASA to retain the cash received in consideration rather than sending it to

the Treasury. Guidance to the Centers on management of EUL receipts as well as receipts from other leases and reimbursable agreements may be found in NPR 9090.1, Chapter 5.

3.11 Out-grant - National Historic Preservation Act Leases

The National Historic Preservation Act (NHPA) provides the authority for Federal agencies to enter into leases for the use of their historic real property and retain the resulting proceeds for the preservation of the agency's historic real properties. The NHPA, 54 U.S. Code § 306121 (a), allows Federal agencies to enter into out-grants of historic real property that are not needed for current or projected agency purposes, provided that the agency head determines that the lease will adequately insure the preservation of the historic real property. This includes individual properties, districts, and properties contributing to historic districts. Under this authority, NASA may enter into an out-grant of historic real property that is either eligible or listed on the National Register of Historic Places (NRHP). Leases of NASA controlled historic real property leverages the asset into a more productive asset, maximizing asset utilization and efficiency.

- For all out-grants of NASA real property the Center needs to affirm that the proposed partnership is aligned with Agency policy, strategic plan, and mission.
- The asset should be less than fully utilized so that the agreement/use does not interfere with NASA mission requirements.
- The Assistant Administrator for OSI serves as NASA's Senior Real Property Officer.
- The Director, FRED approves NHPA leases and may delegate signature authority.
- The process for executing an out-grant includes ensuring fairness in competition between all potential entities who may be interested in the underutilized properties. See Section 3.12 for a description of the process supporting competition.
- The Center should take action to ensure that all potential commercial partners are aware of NASA's lease terms and conditions, including any recent changes to these terms and conditions, that may affect development of proposals.
- NASA has developed a user guide for preparing an initial non-binding agreement with the intended party to the out-grant. This "Letter of Intent" (LOI) or "Term Sheet" is a non-binding understanding of the business and operational terms of the proposed out-grant.
- The Federal Preservation Officer (FPO) a member of the Headquarters Environmental Management Division that: (1) serves as the principal point of contact for the Center Historic Preservation Officers (HPOs); (2) in coordination with the HPOs identifies a consultation strategy for NHPA leases; and (3) consults with the Advisory Council on Historic Preservation (ACHP) on intent to enter into an NHPA lease.

REFERENCES

Applicable Authorities and Regulations for the construction of real property.

The Federal Property and Administrative Services Act of 1949

The National Aeronautics and Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140

14 CFR 1204.501

16 USC §470h out grant NHPA real property

42 U.S.C. Chapter 119, Homeless Assistance Act

NPR 8800.15

NPR 9250.1

Business Case Guide

- Since consultation with the ACHP is required for all leases of historic real property all out-grants of historic real property need to be submitted to FRED for review.
- FRED is responsible for coordinating the review and approval of the out-grant with all appropriate NASA Headquarters organizations.

Descriptive Steps

3.11.1. Center Director or their designee forwards out-grant proposal to the Center RPAO (or other appropriate individual as designated by the Center Director) for processing.

- All out-grants of historic real property, no matter scope or length, are to be submitted to FRED and the FPO for review and approval.
- All Center extensions of out-grants historic real property are to be submitted for approval by FRED and the FPO.
- FRED will coordinate the review of the real property instrument within the appropriate offices in NASA Headquarters.

3.11.2. Center Director prepares a request for approval by FRED of the out-grant historic real property.

- Center Directors develop a business case for the out-grant of NASA historic real property under NHPA.
- The Center Director prepares certifications for the record that: (1) the out-grant will not have a negative impact on NASA's mission; and (2) the NASA property to be out-granted is required to support current or future NASA missions.
- The required language may be found in NPR 8800.15, Section 6.3.2.

3.11.3. The real property asset is appraised to assess its market value. The Center may use a certified appraiser, the US Army Corps of Engineers, or other appropriate means that can substantiate the fair market value of the rent.

- RPAO ensures the Center obtains a Fair Market Rental Value rent, as allowed under the applicable authority, to be provided in return for use of the NASA real property asset.
- Oversees the development, review, and approval of all leases of historic real properties.
- Advises and assists other Center personnel regarding real property accountability matters concerning historic real properties.

3.11.4. The Center develops a business case for all out-grants of historic real property. Please refer to the NASA Business Case Guide.

- The business case should indicate that the HPO has commenced development of a consultation strategy with the FPO.
- Because NHPA leases require consultation with the ACHP, the business case needs to be forwarded to OSI at least 90 days in advance of the lease to allow time for the ACHP consultation process by Headquarters. This also

allows FRED and the FPO time to approve the business case in advance of routing the lease in the SAAM E-router.

- An LOI or term sheet is prepared and agreed to with the prospective party to the out-grant.

3.11.5. The proposed out-grant is coordinated with the Center's chief counsel, environmental office, safety office, and security office.

- Office of Chief Counsel reviews for legal sufficiency.
- The Center's financial office reviews to ensure appropriate management of the proceeds.
- The Center's environmental office ensures the environmental requirements are appropriately addressed, including the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA), and ensures environmental regulations are followed with respect to the tenant's operations and potential liability.
- Prior to entering into a real property agreement with a private entity and upon return of the real property, NASA may require an environmental checklist of the asset.
- Environmental documentation should be maintained by the Center.
- The Center's safety office ensures that all safety hazards and other related issues have been identified and addressed and prepares a Safety Baseline Survey for the out-grant.
- Center HPO ensures that NHPA leases comply with the NHPA requirements, and consults with the relevant State Historic Preservation Officer (SHPO) and the FPO.
- Consultation with the relevant SHPO may be required and should have commenced prior to submitting the lease package to FRED for approval.
- It is recommended that out-granting of real property be reported to a Center's security office immediately to ensure that the security office can take the appropriate steps to maintain adequate security standards as set forth by NASA policy.

3.11.6. The Center submits a request for approval signed by the Center Director with the required certifications and business case through the SAAM E-router. The SAAM E-router submittal process is discussed in Section 3.20. Figure 5.1 provides a flowchart for the SAAM E-router process. All lease approval requests sent to FRED should include:

- Draft of the unsigned lease as agreed in principle by all parties, including SHPO input.
- Summary of lease to include a description of the property, the term of the lease, and name of partner.
- Approved business case for the lease or a site development that includes the lease.
- When the draft out-grant agreement is sent to FRED for review and approval, a copy of the notice of availability and a list of respondents will be included.

- The lease will include ongoing maintenance and repair of historic real properties (as detailed in NPR 8831.2) and conditions required for compliance with Section 106.
- The lease will be reviewed and approved by FRED, including any option(s) to extend or renew, prior to execution of the lease.
- In the event there are any substantive changes prior to signing but after the final draft has been approved, including changes needed after consultation with the SHPO, the Center needs to submit a revised lease.

3.11.7. Headquarters Review
FRED will coordinate the review of the out-grant request with the FPO and the following Headquarters organizations:

- Office of General Counsel for legal sufficiency, and through them the Office of International and Interagency Relations (for Federal agreements and international property).
- Environmental Management Division for environmental compliance.
- Office of Safety and Mission Assurance to ensure the agreement conforms to NASA's policies.
- Office of Protective Services for security compliance.
- Office of International and Interagency Relations (for Federal agreements and international property).
- Office of the Chief Financial Officer.

3.11.8. The Center Director will execute the out-grant only after approval by FRED.

3.11.9. Upon execution of the agreement, the out-grant is entered into the RPMS.

3.11.10. Recording the out-grant in the RPMS.

- Recorded as Legal Interest "Owned" and indicated as having an "Out-grant."
- Refer to the bReady Guide for steps for entering the asset transaction data.
- The Center RPAO enters all required data fields into the RPMS including the title of the agreement, the name of the other private sector entity, and the term of the agreement.
- The information in the RPMS will be used for internal reporting and for annual reporting to the FRPP.
- Recommend the RPAO use a numbering system for all line items that tie the document to the asset. Use of the asset number, for example "4707," together with the line item number, for example "70," would give an identifying number for related documents of "4707-70." This will aid in locating and identifying the document files.

3.11.11. Upon execution of the agreement, documentation of the process and the execution is placed in the real property record file.

- The real property record file should contain the executed lease, the business

case, and the previously referenced certification that the proposed out-grant will not have any negative impact to NASA's mission, with the determination by the Center of whether the asset being considered for lease is underutilized.

- If the following are not part of the business case and were prepared in other documents, those documents should be included in the real property record file.
  a. How was the asset determined to be underutilized?
  b. Why was the asset not excessed or demolished?
  c. Was the potential out-grant marketed/advertised? If so, how? If not, why not?
  d. What was the response to marketing/advertisement? Who responded? What was the level of interest?
  e. Why was the selected tenant chosen?
  f. Did others express interest in the out-grant? If so, why were they not selected?
  g. Prepare and retain a chronological journal or brief of the negotiation process.
  h. How were rent and other obligations determined?
- Modifications to the out-grant should also be included in the real property record file.

3.11.12. NHPA lease proceeds are not managed by the RPAO.

- Proceeds can be used to defray administrative cost, maintenance and repair, code upgrades and other directly related lease expenses incurred by the Agency, by the revenue-generating lease asset, or other NRHP-listed property under the jurisdiction or control of NASA, including properties that are contributing to the historic district in which the leased property is located.
- Lease proceeds may not be spent on noncontributing properties or elements within the boundaries of a historic district.
- Proceeds can be used on real property assets that are on the NRHP at the Center generating the revenue, as well as other NRHP-listed real property owned or under the jurisdiction or control of the Agency.
- Centers submit project plans and request for funds from the NHPA lease proceeds to FRED.

3.12. Guidelines and Criteria for Marketing NASA Properties

NASA has underutilized real property that may be required by NASA in the future, but are not required for current program and mission requirements. Out-grants of NASA underutilized NASA real property leverages the asset into a more productive asset, maximizing asset utilization and efficiency. Out-grant agreements include non-permanent granting by NASA of the use of NASA real property assets to public and private entities and other Federal agencies by means of lease, easement, permit, license, SAA, or MOU/MOA.

REFERENCES

Applicable Authorities and Regulations for the construction of real property.

The Federal Property and Administrative Services Act of 1949

The National Aeronautics and

The process for executing an out-grant includes ensuring fairness in competition between all potential entities who may be interested in the underutilized properties. This includes the actions covered in this guide in the following sections.

3.8. Out-grant with Other Federal Entities
3.9. Out-grant with the Private Sector and Public Sector
3.10. Out-grant–Enhanced Use Leasing (EUL)
3.11. Out-grant - National Historic Preservation Act Leases.

The following information supports this action.

- A determination of identifying properties for out-grant should be an ongoing effort for each Center based on a consistent set of criteria.
- Underutilized real property should be marketed fairly to the widest possible competitive market, including both Federal and non-Federal entities.
- A fair market value analysis should be conducted to ensure that value of the NASA real property is understood by NASA prior to awarding an out-grant.
- If the out-grant includes in-kind consideration, a process for determining whether in-kind consideration provides the best value to NASA should be established.
- Figure 5.2 provides a flowchart of the competition process leading to negotiation of a lease.

Descriptive Steps

3.12.1. The Center RPAO (or other appropriate individual as designated by the Center Director) should annually, or more frequently as determined by the Center Director, review all real property for potential out-grant.

- The criteria for determining whether a real property asset is underutilized should include the following factors:
  - Current Utilization: Is the asset fully utilized, or is the asset left substantially underutilized for long periods of time?
  - Future Mission: Is the asset required for NASA mission purposes?
  - If it is determined that the asset will not be required by NASA in the future, consider disposition of the asset by other than out-grant (Demolition, Excess, Transfer to another Federal agency)

3.12.2. If a real property asset is determined to be underutilized and available for out-grant, the Center Director notifies FRED of the Center's intent to initiate a competition for out-grant.

- The Center RPAO consults with the Center's Office of Procurement and FRED to determine the appropriate marketing.
  - The marketing strategy should first include other Federal entities
  - The marketing strategy should also include non-Federal entities as a "second step" in the event Federal entities are not interested in the asset or do not agree to fair market value.

Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140

14 CFR 1204.501

16 USC §470h out grant NHPA real property

42 U.S.C. Chapter 119, Homeless Assistance Act

42 USC §2459J Legislative authority authorizing EUL

P.L. 108 7, Section 315 EUL Authorization

P.L. 112 55, Section 20145 Allowance for in kind for renewable energy EUL

NPR 8800.15

NPR 9250.1

Business Case Guide

3.12.3. If a real property asset is determined to be underutilized and available for out-grant, the RPAO determines the fair market value based on the assets' specific characteristics.

- The real property asset is appraised to assess its market value. The Center may use a certified appraiser, the US Army Corps of Engineers, or other appropriate means that can substantiate the fair market value of the rent.
- The RPAO should prepare materials to fully describe the asset, based on specific circumstances. The description should include:
    a. Size and location of the real property asset
    b. Asset-specific characteristics (i.e. administrative space, a building, a site, a technical facility, etc.)
    c. Any special criteria associated with potential use by a third party (i.e. full or partial availability, out-grant timeframe that may be appropriate without impacting NASA mission activities, etc.).

3.12.4. If there is a reason to consider an out-grant with a single entity, the RPAO should prepare a request for waiver of competition and submit it to the Center Director and FRED for concurrence. The waiver is required even if the total term being considered is less than five years.

- The waiver should include, at a minimum:
    a. Description of the asset, and documentation of fair market value;
    b. Description of the proposed entity who is interested in the asset;
    c. A MOU or Letter of Intent (LOI) that demonstrates the proposed entity is willing to provide NASA with a fair value.
    d. A justification of why this entity proposes a unique synergy or mission alignment with NASA that would not be achieved by other entities through a traditional competition.

3.12.5. If a Federal entity is selected, refer to Section 3.8. If no Federal entity is selected, begin process of broadly advertising the opportunity through a notice of availability (See NPR 8800.15, Section 6.1.11) to encourage competition. The guidelines for any public advertisement are as follows.

- Content: the advertisement should be clear and concise and aligned with the real property description described in 3.12.3 above.
- Distribution: the advertisement should be through a widely recognized distribution channel based on the type of asset. For example:
    - If the asset is highly technical, advertisement through traditional Federal channels (Fed Biz Ops, etc.) as well as technical industry channels.
    - If the asset is likely to be used by a local entity and not by a national or global entity, traditional channels coupled with local newspapers may be appropriate.
    - If the asset is high profile and potentially used by a national or global entity, traditional channels coupled with national news organizations (Wall Street Journal, Financial Times, etc.) may be appropriate.
- When the draft out-grant agreement is sent to FRED for review and approval, a

copy of the notice of availability and a list of respondents is to be included.

3.12.6. Evaluation of Offers.

- The Center RPAO consults with the Center's Office of Procurement and FRED to determine the appropriate selection strategy to be used to evaluate the offers. The evaluation process should include, at a minimum:
  a. Responses which meet the fair market value expectation, plus
  b. Responses which are most synergistic and in alignment with NASA mission.
- If a single response is received, and if the response is acceptable to the RPAO and the Center Director, prepare a justification to FRED for selection.

3.12.7. Through whichever method an entity is selected for negotiation of an out-grant, the RPAO prepares a letter signed by the Center Director or their designee to the Director, FRED requesting review and approval based on the specific type of out-grant (Section 3.8, Section 3.9, Section 3.10, or Section 3.11), along with a description of the competitive process utilized.

3.12.8. If the out-grant includes in-kind benefits, a process for ensuring that in-kind benefits are received should be documented.

3.13. Disposal of Real Property by Demolition

Demolition is the disposition/disposal of real property assets by demolishing, destroying or deconstructing of a real property asset when NASA no longer requires the property. FMR Subpart E §102-75.1035 requires landholding agencies to coordinate and obtain concurrence from GSA prior to demolishing Federal real property. NASA Headquarters has received approval authority from GSA for demolitions of NASA real property. Under the authority granted to NASA by GSA the reporting of the proposed demolition to FRED by the Center fulfills the requirement of FMR.

- FRED is responsible for oversight of real property disposal and approval and release of all documentation and notification that is sent outside of the Agency.
- The Center will prepare documentation and information needed to support the specific disposal.
- Center will submit required documentation to FRED via the SAAM E-router. The SAAM E-router submittal process is discussed in Section 3.20.
- Figure 5.1 provides a flowchart for the SAAM E-router process.
- Figure 5.3 shows the initial decision process for disposal of a real property asset.
- Figure 5.4 shows the disposal process after McKinney Act Screening.
- Figure 5.5 shows the process for demolition planning and execution.

Descriptive Steps

REFERENCES

Applicable Authorities and Regulations for the construction of real property.

The Federal Property and Administrative Services Act of 1949

The National Aeronautics and Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140

14 CFR 1204.501

16 USC §470h out grant NHPA real property

40 USC §471 GSA responsible for sale of Federal

FMR 102.75 115, preparation of SF Form 118

40 CFR §373 certify that no hazardous activity took place within the asset

42 U.S.C. Chapter 119, Homeless Assistance Act

3.13.1. Prior to planning demolition of an asset the asset should be included in a Housing and Urban Development (HUD) Title V Survey, as described in Section 3.18.

NPR 8800.15

NPR 9250.1

3.13.2. The request to dispose of the real property asset is assigned to the Center RPAO or other appropriate individual as designated by the Center Director for processing. The following actions support this task.

- All utilities are secured and disconnected at the first service equipment location outside the facility, with the exception of those needed for fire protection, security, or safety.
- Collateral equipment including facility systems may be identified for use at other NASA locations where it is feasible and cost effective.
- The RPAO coordinates with the Center's Property Disposal Officer (PDO) to arrange for the disposal of all personal property in the facility.
- Personal property is removed and turned over to the PDO in the Center's disposal office.
- The facility is secured to prevent the pilfering of salvageable materials.
- In coordination with the Center Environmental Office, the RPAO documents that environmental surveys have been completed and required remediation has been identified and programmed.
- Plans should be put in place to demolish the facility at the earliest practical date.

3.13.3. A letter, signed by the Center Director or their designee, requesting authority to proceed with the demolition is sent to FRED. The letter may address one of more facilities that the Center plans to demolish. The RPAO files the letter in the Center property records of the assets. The letter includes the following information:

- A list of the facilities to be demolished along with their property value and square footage.
- Rationale for disposal of each asset listed.
- Confirmation of changes of the status of the real property asset in the RPMS.
- Facility status of active and inactive as well as subcategories are described in NPR 8800.15, Chapter 5. Figure 5.6 shows the process for determining the disposition of a real property asset.
- Confirmation that the HUD Title V Survey process has been completed as described in Section 3.18.

3.13.4. As a separate process carried out by the Center construction office, the demolition request is submitted to FRED as part of the annual Planning, Programming, Budgeting, and Execution (PPBE) process, including a NASA Form 1509, Facility Project-Brief Project Document, describing the scope and need for the demolition. Processes for NASA Form 1509 are established in NPR 8820.2.

- Figure 5.5 shows the process for demolition planning and execution.

3.13.5. Recording Disposal in the RPMS.

- Do not delete the asset record.
- Do not "zero out" or remove the value of the asset from the RPMS.
- Change status to "Disposed" and enter method of disposition.
- "Valid To Date" in RPMS should be the date of the disposition.
- The cost of the demolition may be entered in the memo field as a record of the cost. Invoices and other documents may be attached.
- Facility number is retired and should not be reassigned.
- The information in the RPMS will be used for internal reporting and for annual reporting to the FRPP.
- Recommend the RPAO use a numbering system for all line items that ties documents to the asset. Use of the asset number, for example "4707," together with the line item number, for example "70," would give an identifying number for related documents of "4707-70." This will aid in locating and identifying the document files.

3.14. Disposal of Real Property by Report of Excess to General Services Administration (GSA)

Disposal by Report of Excess is the disposition/disposal of real property by GSA at the request of NASA. NASA does not have the authority to dispose by sale or transfer. The authority to sell or transfer by NASA has been granted in the past for specific properties, but without specific authorization, all sale and transfer of NASA property is through GSA. NASA reports the real property asset as excess to its needs using SF-118, Report of Excess. The Report of Excess process can be lengthy and completion of the final report to GSA may take 12 months or more for complex sites. Upon receipt of the Report of Excess, GSA will announce the availability of the property to other Federal agencies. If no Federal agency requires the property, it will be offered to state and local governments and to the public. The following actions support this task.

- FRED is responsible for oversight of real property disposal and approval and release of all documentation and notification that is sent outside of the Agency.
- The Center will prepare and submit to FRED all documentation and information as needed by the specific disposal, including land and all improvements.
- Disposal of land valued greater than $50,000.00 requires FRED to notify Congress, see NPR 8800.15, Chapter 7.
- Collateral equipment remains with the real property.
- All personal property (computers, office furniture, anything that is not attached to the facilities) may be removed and become the responsibility of the Center's PDO.
- The property remains in NASA's inventory until the transfer is completed by GSA.
- FRED is responsible for coordinating the review and approval of the

REFERENCES

Applicable Authorities and Regulations for the construction of real property.

The Federal Property and Administrative Services Act of 1949

The National Aeronautics and Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140

14 CFR 1204.501

16 USC §470h out grant NHPA real property

40 USC §471 GSA responsible for sale of Federal

FMR 102.75 115, preparation of SF Form 118

40 CFR §373 certify that no hazardous activity took place within the asset

42 U.S.C. Chapter 119, Homeless Assistance Act

NPR 8800.15

NPR 9250.1

disposal with all appropriate NASA Headquarters organizations.

- Figure 5.3 shows the initial decision process for disposal of a real property asset.
- Figure 5.4 shows the disposal process after McKinney Act Screening.

Descriptive Steps

3.14.1. Prior to preparation and submission of the Center's draft SF-118, Report of Excess, described in Section 3.14.3 below, the Center RPAO reports the asset in the HUD Title V Survey, as described in Section 3.18.

3.14.2. The preparation of the Center draft Report of Excess for submission to FRED is assigned to the RPAO by the Center Director or their designee for processing. See NPR 8800.15, Chapter 7, for requirements of SF-118. The following actions support this task.

- All utilities are secured and disconnected at the first service equipment location outside the facility, with the exception of those needed for fire protection, security, or safety.
- Collateral equipment including facility systems may be identified for use at other NASA locations where it is feasible and cost effective.
- The RPAO coordinates with the Center's PDO to arrange for the disposal of all personal property in the facility.
- Personal property is removed and turned over to the PDO in the Center's disposal office.
- The Facility is secured to prevent the pilfering of salvageable materials.

In coordination with the Center Environmental Office, the RPAO documents that environmental surveys have been completed and required remediation has been identified and programmed.

3.14.3. RPAO prepares the SF-118, Report of Excess, the Excess Real Property Checklist and supporting documentation, and a letter to the Director, FRED stating the asset is no longer required and requesting the asset be reported as excess.

- SF-118 requires significant review by the Center Environmental Management Office and the Center Historical Preservation Officer, including coordination with the SHPO.
- The letter should identify the recorded capitalized value of the asset including land and the total square footage of the facilities as applicable.
- Excess Real Property Checklist and supporting documentation is submitted along with the SF-118.
- RPAO should inform the Center financial office that the Report of Excess has been submitted to FRED.

3.14.4. Center Director or their designee signs and submits: the letter; the Excess Real Property Checklist and supporting documentation; and the SF-118 to FRED, reporting the property as excess and certifying no mission organizations have a

requirement for the real property asset and there will be no negative impact to NASA's mission by excessing the property.

- The Center does not submit the SF-118 to GSA.

3.14.5. FRED coordinates the approval to report the property as excess with other Headquarters offices and submits SF-118 with the Excess Real Property Checklist and supporting documentation to GSA.

3.14.6. After Report of Excess is submitted to GSA, the property remains in NASA's RPMS until GSA has completed the transfer of the asset to another Federal entity or to a non-Federal entity.

3.14.7. When GSA has completed the transfer, the asset no longer belongs to NASA.

3.14.8 Recording Disposal in the RPMS.

- Do not delete the asset record.
- Do not remove or zero out the value.
- Change status to "Disposed" and enter method of disposition.
- "Valid To Date" in RPMS should be the date of the disposition.
- Any cost associated with the disposal may be entered in the memo field as a record of the cost. Invoices and other documents may be attached.
- Facility number is retired and should not be reassigned.
- The information in the RPMS will be used for internal reporting and for annual reporting to the FRPP.
- Recommend the RPAO use a numbering system for all line items that ties documents to the asset. Use of the asset number, for example "4707," together with the line item number, for example "70," would give an identifying number for related documents of "4707-70." This will aid in locating and identifying the document files.

3.15. Disposal by Transfer of Real Property Asset to Another Federal Agency

Disposal by transfer to another Federal agency is accomplished via the same process as excessing real property. NASA does not have the authority to transfer real property to another Federal entity. GSA is the transfer agent. NASA reports the real property asset as excess to its needs. In the past Congress has given NASA the authority to sell or transfer specific properties. But without specific authorization, transfer of NASA property to another Federal agency is the responsibility of GSA. NASA reports the real property asset as excess to its needs using SF-118, Report of Excess. The Report of Excess process can be lengthy and completion of the final report to GSA may take 12 months or more for complex sites. Upon receipt of the Report of Excess, GSA will announce the availability of the property to other Federal agencies. If another Federal agency requires the asset, GSA will transfer the asset to them.

REFERENCES

Applicable Authorities and Regulations for the construction of real property.

The Federal Property and Administrative Services Act of 1949

The National Aeronautics and Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140

14 CFR 1204.501

16 USC §470h out grant NHPA

- FRED is responsible for oversight of real property disposal and approval and release of all documentation and notification that is sent outside of the Agency.
- If another Federal agency has requested the transfer, early coordination with GSA will be beneficial to both agencies.
- The Center will prepare documentation and information and submit this information to FRED as needed by the specific disposal, including land and all improvements.
- Collateral equipment remains with the real property.
- All personal property (computers, office furniture, anything that is not attached to the facilities) may be removed and become the responsibility of the Center's Personal Disposal Officer (PDO).
- The property remains in NASA's inventory until the transfer is completed by GSA.
- FRED is responsible for coordinating the review and approval of the disposal with all appropriate NASA Headquarters organizations.
- Figure 5.3 shows the initial decision process for disposal of a real property asset.
- Figure 5.4 shows the disposal process after McKinney Act Screening.

Descriptive Steps

3.15.1. Prior to preparation and submission of the Center's draft SF-118, Report of Excess, described in Section 3.15.3 below, the Center RPAO reports the asset in the HUD Title V Report, as described in Section 3.18.

- If another Federal agency has requested the transfer, early coordination with GSA will be beneficial to both agencies. A determination of whether the asset needs to be reported in the HUD Title V report may be made by GSA.

3.15.2. The preparation of the Center draft Report of Excess for submission to FRED is assigned to the RPAO by the Center Director or their designee for processing. See NPR 8800.15, Chapter 7, for requirements of SF-118. The following actions support this task.

- SF-118 requires significant review by the Center Environmental Management Office and the Center Historical Preservation Officer, including coordination with the SHPO.
- All utilities are secured and disconnected at the first service equipment location outside the facility, with the exception of those needed for fire protection, security, or safety.
- Collateral equipment including facility systems may be identified for use at other NASA locations where it is feasible and cost effective.
- The RPAO coordinates with the Center's PDO to arrange for the disposal of all personal property in the facility.
- Personal property is removed and turned over to the PDO in the Center's disposal office.
- The facility is secured to prevent the pilfering of salvageable materials.
- In coordination with the Center Environmental Office, the RPAO

real property

40 USC §471 GSA responsible for sale of Federal

FMR 102.75 115, preparation of SF Form 118

40 CFR §373 certify that no hazardous activity took place within the asset

42 U.S.C. Chapter 119, Homeless Assistance Act

NPR 8800.15

NPR 9250.1

documents that environmental surveys have been completed and required remediation has been identified and programmed.

3.15.3. RPAO prepares the SF-118, Report of Excess, the Excess Real Property Checklist and supporting documentation, and a letter to FRED stating the asset is no longer required and requesting the asset be reported as excess.

- SF-118 requires significant review by the Center Environmental Management Office and the Center Historical Preservation Officer, including coordination with the SHPO.
- Center letter should identify the recorded capitalized value of the asset including land and the total square footage of the facilities as applicable.
- Excess Real Property Checklist and supporting documentation is submitted along with the SF-118.
- RPAO should inform the Center financial office of the excess.

3.15.4. Center Director or their designee signs and submits the letter, the Excess Real Property Checklist and supporting documentation, and the SF-118 to FRED. The Center letter reports the property as excess and certifying no mission organizations have a requirement for the real property asset. Additionally, the letter states that there will be no negative impact to NASA's mission by excessing the property.

- The Center does not submit the SF-118 to GSA.

3.15.5. FRED coordinates the review and approval to report the property as excess with other Headquarters offices and submits SF-118 with the Excess Real Property Checklist and supporting documentation to GSA.

3.15.6. After Report of Excess is submitted to GSA the property remains in NASA's RPMS until GSA has completed the transfer.

3.15.7. When GSA has completed the transfer the asset no longer belongs to NASA.

3.15.8. Recording Disposal in the RPMS.

- . Do not delete the asset record.
- Do not remove or zero out the value.
- Change status to "Disposed" and enter method of disposition.
- "Valid To Date" in RPMS should be the date of the disposition.
- Any cost associated with the disposal may be entered in the memo field as a record of the cost.
- Facility number is retired and should not be reassigned.
- RPAO provides OCFO with appropriate documentation of the transferred value.
- The information in the RPMS will be used for internal reporting and for annual reporting to the FRPP.
- Recommend the RPAO use a numbering system for all line items that ties

documents to the asset. Use of the asset number, for example "4707," together with the line item number, for example "70," would give an identifying number for related documents of "4707-70." This will aid in locating and identifying the document files.

3.16. Disposal of International Real Property

FRED approves and coordinates all disposal of real property at international locations with the Office of the General Counsel and the Office of International and Interagency Relations. The Office of International and Interagency Relations will coordinate with the Department of State as required. The following actions support this task.

- FRED is responsible for oversight of real property disposal and approval and release of all documentation and notification that is sent outside of the Agency.
- The Center will prepare documentation and information and submit this information to FRED as needed by the specific disposal, including land and all improvements.
- FRED is responsible for coordinating the review and approval of the disposal with all appropriate NASA Headquarters organizations.

Descriptive Steps

3.16.1. The request to report Center international real property as excess is assigned to the RPAO by the Center Director or their designee for processing. The following actions support this task.

- The RPAO prepares letter to FRED stating the asset is no longer required and requesting the asset be reported as excess. Correspondence should identify the recorded capitalized value of the site to include land and the total square footage of the facilities as applicable.
- Working through the program office responsible for the international facility, and so far as practical to ensure the safety and security of the property, equipment, and personnel, the following actions should be discussed with the program and the host country personnel.
  - All utilities are secured and disconnected at the first service equipment location outside the facility, with the exception of those needed for fire protection, security, or safety.
  - Collateral equipment including facility systems may be identified for use at other NASA locations where it is feasible and cost effective.
  - The RPAO coordinates with the Center's PDO to arrange for the disposal of all personal property in the facility.
  - Personal property is removed and turned over to the PDO in the Center's disposal office.
  - The facility is secured to prevent the pilfering of salvageable materials.
- In coordination with the Center Environmental Office, the RPAO documents that environmental surveys have been completed and required remediation has been identified and programmed.

REFERENCES

Applicable Authorities and Regulations for the construction of real property.

The Federal Property and Administrative Services Act of 1949

The National Aeronautics and Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140

14 CFR 1204.501

NPR 8800.15

NPR 9250.1

3.16.2. Center Director or their designee signs and submits a letter to FRED, reporting the property as excess and certifying no mission organizations have a requirement for the real property asset and there will be no negative impact to NASA's mission by excessing the property.

- International property is not reported in the HUD Title V report.

3.16.3. FRED coordinates the approval to report the international property as excess with the Office of International and Interagency Relations.

3.16.4. After the international property transfer is complete, the transfer may be recorded in the NASA RPMS.

3.16.5. Recording Disposal in the RPMS.

- Do not delete the asset record.
- Do not remove or zero out the value.
- Change status to "Disposed" and enter method of disposition.
- "Valid To Date" in RPMS should be the date of the disposition.
- Any cost associated with the disposal may be entered in the memo field as a record of the cost.
- Facility number is retired and should not be reassigned.
- The information in the RPMS will be used for internal reporting and for annual reporting to the FRPP.
- Recommend the RPAO use a numbering system for all line items that ties documents to the asset. Use of the asset number, for example "4707," together with the line item number, for example "70," would give an identifying number for related documents of "4707-70." This will aid in locating and identifying the document files.

3.17. Disposal of Real Property by Demolition Associated with a New Construction Project

Demolition associated with a new construction project is the disposition/disposal of real property assets by destruction or deconstructing of the real property assets that need to be removed in order for new construction to take place. This demolition should be requested by the Center in the Institutional CoF Call and PPBE per NPR 8820.2.

- The property is not declared as excess in which case the property would be turned over to GSA for disposal.
- The property is not screened for use by other NASA Centers.
- The property is reported to HUD in the quarterly report for property that may be available to assist the homeless, but it should be noted as discussed in Section 13 and Section 14 of the HUD "Guidance on Completing the Title V Property Survey," that there are restrictions and limitations on the use of the property to assist the homeless. For further explanation, see Section 3.18.

REFERENCES

Applicable Authorities and Regulations for the construction of real property.

The Federal Property and Administrative Services Act of 1949

The National Aeronautics and Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140

14 CFR 1204.501

42 U.S.C. Chapter 119, Homeless Assistance Act

NPR 8800.15

NPR 9250.1

- NASA Headquarters has received sole approval authority from GSA for demolitions of NASA real property. This authority and reporting of proposed demolition to FRED by the Center fulfills the requirement of FMR Subpart E §102-75.1035 which requires landholding agencies to coordinate and obtain concurrence from GSA prior to demolishing Federal real property.
- FRED is responsible for oversight of real property disposal and approval and release of all documentation and notification that is sent outside of the Agency.
- The Center will prepare documentation and information and submit this information to FRED as needed by the specific disposal, including land and all improvements.
- Center will submit required documentation to FRED via the SAAM E-router. The SAAM E-router submittal process is discussed in Section 3.20.
- Figure 5.1 provides a flowchart for the SAAM E-router process.

Descriptive Steps

3.17.1. Prior to preparation and submission of the Center's request for disposal of the asset described in Section 3.17.3 below, the Center RPAO reports the asset in the HUD Title V Report, as described in Section 3.18.

3.17.2. The request to demolish a real property asset when associated with a new construction project is shared between the Center RPAO and the FPM. The following actions support this task.

- All utilities are secured and disconnected at the first service equipment location outside the facility, with the exception of those needed for fire protection, security, or safety.
- Collateral equipment including facility systems may be identified for use at other NASA locations where it is feasible and cost effective.
- Personal property is removed and turned over to the PDO in the Center's disposal office.
- The RPAO should work with the Center's Disposal Officer to arrange for the disposal of all personal property in the facility.
- The facility is secured to prevent the pilfering of salvageable materials.
- In coordination with the Center environmental office, the RPAO documents that environmental surveys have been completed and required remediation has been identified and programmed.
- Plans should be put in place to demolish at the earliest practical date.

3.17.3. The demolition of real property associated with a new construction project may be submitted and approved as part of the FRED Institutional CoF Call and PPBE, per NPR 8820.2, including the NASA Form 1509. If the demolition of one or multiple properties associated with a construction project is not included in the project NASA Form 1509 and not included in the PPBE process for demolition, a letter, signed by the Center Director or their designee, requesting authority to proceed with the demolition is sent to FRED. The letter should be filed in the

Center property records of the assets and include the following:

- A list of the buildings to be demolished along with their property value and square footage.
- Rationale for disposal of each asset listed.
- Confirmation of changes of the status of the real property asset in the RPMS.
- In a separate process the Center submits to the Facilities Engineering Division, FRED a request for approval of the facilities demolition project. This process is established in NPR 8820.2.
- Figure 5.5 shows the process for demolition planning and execution.

3.17.4. Recording Disposal in the RPMS:

- Do not delete the asset record.
- Do not remove or zero out the value.
- Change status to "Disposed" and enter method of disposition.
- "Valid To Date" in RPMS should be the date of the disposition.
- The cost of the demolition may be entered in the memo field as a record of the cost.
- Facility number is retired and should not be reassigned.
- The information in the RPMS will be used for internal reporting and for annual reporting to the FRPP.

3.18. Reporting Availability of Property to Assist the Homeless, The Department of Housing and Urban Development (HUD) Title V Report

The McKinney-Vento Homeless Assistance Act (42 U.S.C. Chapter 119), commonly called the Homeless Assistance Act, or McKinney Act, requires Federal agencies to identify and make available excess Federal real property assets to assist the homeless. HUD has the responsibility for administering this Act. On a quarterly basis HUD requests information from Federal land-holding agencies, including NASA, in a Title V Property Survey." The information collected includes data on unutilized, underutilized, excess, and surplus Federal real properties (including land, buildings, and relocatable buildings) that can be used for this purpose.

- FRED is responsible for oversight of reporting NASA real property to HUD under the McKinney Act.
- Center will respond to data requests from FRED required to respond to HUD data calls.
- Center will submit required documentation to FRED via the SAAM E-router. The SAAM E-router submittal process is discussed in Section 3.20.
- Figure 5.1 provides a flowchart for the SAAM E-router process.

Descriptive Steps

3.18.1. On a quarterly basis following the HUD Property Survey data call, the RPAO prepares and the Center submits to FRED the completed HUD Title V Property Survey for all buildings and land identified as meeting the McKinney Act

REFERENCES

Applicable Authorities and Regulations for the construction of real property.

The Federal Property and Administrative Services Act of 1949

The National Aeronautics and Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140

14 CFR 1204.501

42 U.S.C. Chapter 119, Homeless Assistance Act

NPR 8800.15

NPR 9250.1

criteria. This includes all buildings and land that are classified as unutilized and underutilized and those that are being submitted to GSA as excess. The Center also reports assets that are proposed for disposal even if not classified as unutilized or underutilized.

- FRED will forward all surveys to HUD within 45 days of receipt of quarterly survey from HUD.
- Each quarterly survey collects information on:
  - Properties not previously reported, and
  - Property previously reported but now the status or classification has changed or any of the information reported on the property checklist has changed. For example, a property that was previously reported as unutilized or underutilized is now utilized due to changes in its use pattern.
- To ensure that Center demolition projects are not inordinately delayed, Centers are encouraged to submit properties they plan to dispose of whether by demolition or others means early in their processes to ensure that the HUD process is completed before the disposal is desired to take place.
- If a Report of Excess has been submitted to GSA but has not been accepted by GSA, it is the Center's responsibility to continuing reporting the asset in response to the HUD data calls.
- HUD has prepared a guide for responding to the quarterly data call, "Guidance on Completing the Title V Property Survey."
- A property that is reported in the quarterly report and is listed by HUD in the Federal Register remains on the list following the initial waiting periods (described in Section 3.18.3 below) until the status of the property is changed to utilized, or the property is demolished or transferred out of NASA.
- Neither the 60-day nor the 20-day waiting periods described in Section 3.18.3 below restart each quarter. They run once starting with the property's initial listing in the Federal Register.

3.18.2. HUD will consider all properties suitable for use to assist the homeless unless a property's characteristics include one or more of the conditions provided in 45 CFR 12.a.6. The Center may indicate any of these conditions for the properties in the quarterly HUD Title V Property Survey.

- National security concern including a property located in an area to which the general public is denied access in the interest of national security; for example, facilities or land where a special pass or security clearance is a condition of entry to the property.
- Property containing flammable or explosive materials or located within 2000 feet of an industrial, commercial or Federal facility handling flammable or explosive material.
- Runway clear zone and military airfield clear zone.
- Floodway as the property is located in the floodway of a 100-year floodplain.
- Documented deficiencies that represent a clear threat to personal physical

safety.

- Inaccessible as it is not accessible by road or is land-locked (e.g., can be reached only by crossing private property and there is no established right or means of entry).

3.18.3. Holding Periods.

- There is a 60-day holding period following publication of the list including any NASA property that HUD has determined as available for use to assist the homeless. The list is published in the Federal Register. During this holding period representatives of the homeless may make application for use of the property to the Department of Health and Human Services (HHS), which is the agency responsible for interaction with homeless assistance providers. During this holding period NASA may not take action to dispose of a property that is determined by HUD to be available for use to assist the homeless.
  - At the end of the 60-day holding period HHS will notify NASA if an expression of interest has been received for a particular property. Where there is no expression of interest NASA may proceed with disposal.
  - When there is no expression of interest in the property by a representative of the homeless, the Center will notify FRED if the property is to be demolished or reused. If one of these circumstances occurs, FRED will notify HUD to remove the property from the HUD inventory. If there is no change in status of the property, it will remain on the HUD list.
  - The 60-day waiting period does not restart each quarter.
- Similarly, there is a 20-day holding period on properties that HUD has determined are unsuitable for use by the homeless. This waiting period begins with the publication of the list of unsuitable properties in the Federal Register. During this holding period NASA may not take action to dispose of a property that is determined by HUD to be available for use to assist the homeless.
  - At the end of the 20-day holding period, the Center will notify FRED if the property is to be demolished or reused. If one of these circumstances occurs, FRED will notify HUD to remove the property from the HUD inventory. If there is no change in status of the property, it will remain on the HUD list.
  - The 20-day waiting period does not restart each quarter.

3.18.4. Following review of properties by HUD and HUD's determination of suitability for use to assist the homeless, any properties that have been determined to be suitable for use to assist the homeless and for which a representative of the homeless has submitted an application, and which HHS has approved, the property will be made available to the applicant per 45 CFR 12.a.10.

- For property that is unutilized or underutilized, the Center will prepare a permit or lease for the approved applicant, following the procedure given in Section 3.9.

- For property submitted to GSA by a SF-118, Report of Excess, and which GSA has approved NASA's Report of Excess, the property may be assigned by GSA to HUD for lease to the approved application.
- Ownership of the property may be transferred to the approved applicant through GSA by sale or transfer of the deed in accordance with Section 203(k) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 484(k)(1).

3.19. Validation of Real Property Data and the Annual Federal Real Property Profile (FRPP).

FRED is NASA's principal point of contact for real property and is the Agency point of contact with GSA for the annual FRPP report. FRED is also responsible for verification and validation of the full set of all Center's RPMS data. The annual FRPP Guidance and Data Dictionary may be found in the GSA FRPC Library.

Verification and validation of RPMS data is crucial to the success of NASA's RPMS and the reports made from the RPMS. In accordance with NPR 8800.15, Chapter 3, RPMS records must be kept up to update by Center RPAOs and validated by FRED. The Centers ensure that all data under their management and accountability control is current and accurate. Emphasis is placed on correct entry of construction costs, facility status, facility and space utilization, annual operating costs, mission dependency, facility condition, unit of measurement (UOM), and anticipated disposal date.

FRED verifies and validates RPMS and DM assessment data through annual reviews of the RPMS data, random data samplings, and Center site visits as budgets allow.

In accordance with EO 13327, NASA is required to report all property owned and leased and otherwise-managed to the FRPP. FRED follows GSA's annual "Guidance for Real Property Inventory Reporting" to make required changes to the RPMS.

Key dates:

- FRED should have all data verified and validated, including any site visits, by October 15th of each year.
- NASA Center RPAOs are required to have all data up-to-date and uploaded into the RPMS by November 15th of each year.
- FRED will upload RPMS real property data elements to the FRPP by December 15th of each year.

Descriptive Steps Verification and Validation of RPMS Data

3.19.1. Center RPAOs and FUOs are responsible for keeping RPMS asset records up-to-date. Updates should be made in a timely and ongoing manner. Prior to the

REFERENCES

Applicable Authorities and Regulations for the construction of real property.

The Federal Property and Administrative Services Act of 1949

The National Aeronautics and Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140

14 CFR 1204.501

NPR 8800.15

NPR 9250.1

November 15th deadline, all updates to the RPMS should be completed. Specifically, the RPAO:

- obtains sustainability data, facility utilization data, and operations and maintenance costs from project managers via spreadsheets and uploads the data into the RPMS,
- reviews the Deferred Maintenance (DM) Report and make necessary changes to the RPMS,
- ensures all disposed assets are properly entered into the RPMS with method of disposition,
- enters new NASA Forms 1046, Transfer and/or Notification of Acceptance of Accountability of Real Property, into the RPMS,
- enters any necessary changes to the RPMS asset records as a result of FRED data validation and verification processes and site visits.

The FUO:

- conducts the Annual Utilization Review and updates data for the 1400 Report, and
- updates data necessary for the Space Utilization Report and runs the report, and
- submits the report to FRED by November 15 of each year.

3.19.2. The RPAO and the Center's OCFO should work together to ensure that records and accounts remain in agreement, and support Agency and Center reconciliation requirements, NPR 9010.2, The Continuous Monitoring Program and Financial Management Operating Procedures.

3.19.3. The RPAO performs a visual inspection of Center managed real property assets every three years to ensure the accuracy of the data in the RPMS and what is reported to the FRPP.

The Center should carry out verification of the Mission Dependence Index (MDI) assessment as part of the 3-year physical inventory. Reassessment of the MDI should be triggered by construction projects, organizational moves, or significant program changes. The RPAO should coordinate the triennial visual inspection with the Center Directorates which are the organizations that monitor and assess the MDI scores.

3.19.4. In order to improve the accuracy and completeness of the FRPP submission, FRED has implemented validation and verification of the RPMS data. Validation and Verification begins with the Center ensuring and checking the data in the RPMS and in their FRPP data submission.

- FRED will notify the Centers of planned site visits. Approximately 30 days prior to a site visit FRED will notify the RPAO of any specific assets files to be reviewed.
- FRED will conduct annual reviews of RPMS and DM assessment reports.
- FRED will conduct random record samplings in the RPMS and review

anomalies with the Center.

- FRED will conduct the Center site visits as budgets allow.
- Validation of RPMS data by FRED will be completed by October 15th of each year to allow the Centers to make necessary changes in the RPMS.

Descriptive Steps for Agency Reporting to Annual Federal Real Property Profile (FRPP)

FRED is responsible for uploading RPMS data into the Federal Real Property Profile (FRPP). FRED reviews GSA's annual Guidance for Real Property Inventory Reporting and requests modifications to the RPMS as necessary from the NASA Enterprise Applications Competency Center (NEACC) needed to address changes in the FRPP data requirements or process.

- NASA Centers are to complete all FRPP data updates by November 15th of each year.
- FRED completes the upload to the FRPP by December 15th of each year.

3.19.5. Each year FRED retrieves GSA's annual Guidance for Real Property Inventory Reporting from GSA's web site. GSA posts the initial draft of the guide for the Federal agencies in the June timeframe. Multiple versions of the guide may be released by GSA until the Final version is completed.

3.19.6. FRED, along with the Center RPAOs and FUOs, participates in GSA's annual videoconference to understand any updates/changes to the FRPP Guide and to address any questions. FRED and Center RPAO's should also review GSA's online videos, posted on YouTube, to assist in understanding the requirements of the FRPP Data Dictionary and any changes and requirements for FRPP upload.

3.19.7. FRED will discuss any required RPMS software changes with the NASA Enterprise Applications Competency Center (NEACC) RPMS Team and submit Service Request(s) as necessary to the Remedy Integrated Service Request System (ISRS).

- Generally, there is a two-year window on new FRPP requirements. In the first year NASA and the Centers update their systems and asset records and may report the new data. In the second year agencies are expected to have their systems modified and the new data fully reported.

3.19.8. Once the software changes have been made to the RPMS, Headquarters conducts a videoconference/meeting with Center RPAOs/FUOs to review any changes to the RPMS that requires changes or modification to the Center's real property record keeping processes.

- RPAOs will update their Center's RPMS data as required in preparation for the Headquarters FRPP upload.

3.19.9. FRED and the NEACC work closely with GSA's point of contact for the annual upload of the data to GSAs FRPP database to ensure the data is uploaded

correctly. GSA posts online training videos on YouTube to assist in FRPP Data Submission.

3.19.10. After November 15th, Center RPAOs and FUOs will be asked not to make any changes to the RPMS until the FRPP report is finalized and upload to the FRPP is complete.

- This lock-out will remain in effect until The FRPP is submitted by FRED to GSA.

3.19.11. In preparation for the NASA upload into the FRPP, the NEACC generates the XML data file and submits NASA's data to the FRPP in a test environment until there are no errors.

3.19.12. The Final XML file will be uploaded by FRED to the FRPP database on or before December 15th.

- Any new errors in the data uploaded to the FRPP will be flagged by GSA.
- FRED in coordination with the NEACC and the Centers will need to correct these errors and reload the data to the FRPP.

3.19.13. Once the upload is complete, FRED will obtain a summary report of NASAs data from the FRPP.

- FRED will provide this report to the Center RPAOs for comparison to the Center RPMS data and validation and verification of the asset by the Center.

3.19.14. To further ensure that NASA's data is valid and correct, the NEACC will perform a crosscheck of each Center's FRPP submission and the Center Inventory Report.

- NEACC will create a report of all RPMS data (by Center) not mandated by the FRPP for the upload.
- NEACC will run a program to add each Center's FRPP data summation total together with the total data not mandated by the FRPP to equal the Center's Inventory Report total to ensure that all NASA real property assets are accounted for and that the total for each Center is correct.
- The formula is: Center FRPP uploaded total + Center data not mandated (wanted) by FRPP = Center RPMS total.

3.19.15. When NASA declares that the data uploaded is accurate and complete, FRED will submit a certification letter to the FRPP.

Descriptive Steps for Certification of the Real Property Reporting

3.19.16. FRED prepares a certification letter for the CFO signature in accordance with GSA's FRPP guidance.

- The letter characterizes the accuracy of the data being submitted to the FRPP and the methodology used to evaluate the accuracy of the data.
- The letter is due to the GSA by December 31st of each year.

- The letter is to describe efforts currently employed or planned as part of the Agency's independent verification and validation process to improve the accuracy and completeness of the FRPP data.

3.20. Routing Documents through the Space Act Agreement Maker (SAAM) E-router.

Each Space Act Agreement (SAA) has an Agreements Manager who oversees the process required to initiate, to gain concurrence, and to conclude an SAA. The Agreement Manager works closely with the Originator of the SAA (or other real estate document/agreement) and the RPAO.

The SAAM E-router is part of the NASA Space Act Agreement Maker (SAAM). SAAM is a NASA system and database used to assist in writing and storing information relating to Space Act agreements. NASA FRED requires that the SAAM E-router be used to submit certain real estate documents as well as SAAs regarding real estate. These include any document authorizing use of any NASA real property and all requests for authority and/or approval to demolish or acquire real property for NASA. Title V reports are also submitted via SAAM E-router. Figure 5.1 provides a flowchart for the SAAM E-router process. This includes the actions covered in this guide in the following sections, each of which calls out the requirement for submittal using the SAAM E-router:

3.1. Acquisition of Built Asset
3.2. Acquisition of Land
3.6. In-grant with Other Federal Entities
3.7. In-grant with Private Sector and Public Sector
3.8. Out-grant with Other Federal Entities
3.9. Out-grant with the Private Sector and Public Sector
3.10. Out-grant–Enhanced Use Leasing (EUL)
3.11. Out-grant - National Historic Preservation Act Leases
3.13. Disposal of Real Property by Demolition (including Title V Report)
3.17. Disposal of Real Property by Demolition Associated with a New Construction Project
3.18. Reporting Availability of Property to Assist the Homeless, HUD Title V Report.

- Figure 5.7 provides a list of the persons who are designated as Headquarters reviewers and their alternates in the SAAM E-router.
- Figure 5.8 provides an example of the SAAM E-router process

Descriptive Steps

3.20.1. Originator creates final draft of requested real estate document/agreement. The development of the document/agreement should be coordinated with RPAO if the RPAO is not the Originator.

REFERENCES

Applicable Authorities and Regulations for the construction of real property.

The Federal Property and Administrative Services Act of 1949

The National Aeronautics and Space Act, as amended, 51 U.S.C. §20113, §20117, and §20140

14 CFR 1204.501

NPR 8800.15

- This should also include coordination with the other parties involved, if applicable.

3.20.2. The RPAO works in coordination with the SAAM E-router package administrators and provides a summary of the draft agreement document, including an appropriate title of the approval package and information necessary for the Comment fields within SAAM. The information provided in the Comment fields include the following information.

- A brief description of the Center/site.
- The name of the SAA partner, or in the case of a real estate agreement the other party or parties included in the real estate agreement.
- The purpose of the SAA or the real estate document/agreement.
- The scope of the SAA or the real estate document/agreement.
- The term of the SAA or real estate document/agreement.

3.20.3. The document/agreement is sent via the SAAM E-router through all Center reviewers before the agreement is sent to Headquarters for review and concurrence.

- A courtesy copy of the document is sent to FRED at the start of the Center review. As this is not a concurrence copy, but an information copy, it may be sent as an attachment to an e-mail. This courtesy/information copy may be sent to others at Headquarters as well.
- Concurrence of the persons who originate the agreement, including the RPAO, is to be provided in the SAAM E-router before the agreement is routed to other Center reviewers.
- The RPAO needs to ensure that all appropriate parties at the Center review and provide their concurrence to the agreement before the agreement is sent to Headquarters for review and approval.
- This Center level review must include the Center-level counterparts of the Headquarters reviewers.
- The Originator incorporates/dispositions all comments prior to document/agreement being released to Headquarter.
- The RPAO ensures that the designated reviewer or a designated alternate concurs on the document.
- Figure 5.1 provides a flowchart for the SAAM E-router process.

3.20.4. The Center needs to ensure that the Headquarters reviewing offices and reviewers who are not members of FRED precede FRED in the SAAM E-router routing sequence.

- The Center ensures that all Headquarters reviewers not in FRED have reviewed the document, and their concerns addressed by the Center. Their concurrence on the document should be obtained before FRED begins its review of the document.

3.20.5. During the routing and review process, if a reviewer has concerns that need

to be resolved before the agreement document can be approved, they should select "NON-CONCUR" in the SAAM E-router.

- The routing package administrator will address those concerns, and working with the Originator and other reviewers as necessary, will revise the agreement document accordingly.
- Once the issue is resolved, the Center SAAM Manager turns off the "NON-CONCUR" status, adds an explanatory note in SAAM E-router, and attaches the revised document(s).
- Depending upon the issue, it may be necessary to completely restart the routing. Persons may be added to the routing sequence using the CC option. However, in some instances the routing sequence can just be resumed.

3.20.6. The RPAO ensures that the designated reviewer or a designated alternate concurs on the document.

- Figure 5.7 provides a list of the persons who are designated as Headquarters reviewers and their alternates in the SAAM E-router.

3.20.7. The Originator incorporates/dispositions all comments received from Headquarters reviewers prior to document/agreement being released to FRED and the Office of General Counsel (OGC).

3.20.8. After FRED and the Office of General Counsel (OGC) have completed their review and concurred on the document/agreement, the agreement is approved in the SAAM E-router by the approving official or their designee.

- The approving official may delegate their authority to a person who is in an acting capacity for their position. This designation as acting should be in writing or provided by an e-mail to the person acting in the positon.
- Figure 5.8 provides an example of the SAAM E-router process.

4. Reporting and Recording

4.1. Physical Accountability – Reporting and Recording

4.1.1. Records Accountability – NASA Real Property Management System

The NASA Real Property Management System (RPMS) is the repository for all NASA real property information. The NASA RPMS may be reached through the link embedded here; NASA RPMS Documents.

The RPMS is the system for recording all NASA land, buildings, and other structures. It is integrated with NASA's financial system, SAP. The RPMS provides the capability of inventory management and asset valuation of NASA's real property portfolio. It facilitates in-grant and out-grant management as well as providing Facility Utilization reports. RPMS data is uploaded annually to the GSA Federal Real Property Profile (FRPP) database.

The RPMS is comprised of the following three system applications:

- SAP Flexible Real Estate (RE-FX). The RE-FX includes the transactional system of record, inventory of buildings and land, lease administration, as well as Facility Utilization data.
- Business Objects (BOBJ) Reporting. BOBJ is the web-based application that summarizes data from SAP RE-FX for reporting purposes. RE-FX data is uploaded to BOBJ each night and will appear in BOBJ the following business day.
- Mission Dependency Index (MDI): MDI is a web application that interfaces with SAP RE-FX to improve alignment between real property assets and NASA missions/programs.

Access to the RPMS, user roles, and current information on its functionality can be obtained from FRED and Center RPAOs. FRED establishes and assigns user roles and levels of capability within the system. See the support information for RPMS, "Real Property Management (RPMS) Frequently Performed Actions Reference Guide" for system access instructions, information and system questions. Also refer to the bReady Guide portal and the Enterprise Performance Support System web sites for guidance (see below).

System support for the RPMS is provided by the Real Property Management Team at the Marshall Space Flight Center (MSFC), NASA Enterprise Applications Competency Center (NEACC). Team members are listed in the Agency POCs on the FRED web site, and on NASA's business system portal (bReady Guide).

The NEACC has two system support web sites for the RPMS.

The NASA bReady Enterprise Portal (NASA's business system portal) provides the latest information available on the RPMS. The RPMS Tab is on the main menu and contains Job Aids for real property actions as well as training. The portal also contains information on

upcoming events, Center and FRED POCs, documents, and links. The bReady Guide system launcher can also be used to access SAP, BOBJ or the MDI system applications.

The Enterprise Performance Support System (EPSS) provides end-user procedures (EUPs) for the SAP RE-FX, BOBJ, and MDI systems. This includes job aids and help content for many RPMS business processes.

RPMS System changes, fixes and enhancements can be made through the Remedy Integrated Service Request System (ISRS). Access to this application can be found on the bReady Enterprise Portal.

4.1.2 General Requirements for Recording of RPMS Asset Information

See NPR 8800.15, Chapter 2 for detailed business processes and guidelines for the Center RPAO to update and maintain real property records in the RPMS. General information regarding the recording of owned and leased assets in the RPMS is provided below.

- All real property assets are recorded into the RPMS. This applies to new construction as well as individual modifications to existing real property assets.
- All real property assets with a value $500,000 or greater are recorded as capital assets under the OCFO capitalization criteria in NPR 9250.1.
- The real property record files are required for land, buildings, other structures, leasehold improvements, in-grants including leases, easements, and licenses or permits. Records include any construction, as well as the installation, replacement, or removal of collateral equipment. Out-grants of NASA assets including leases, easements, and licenses or permits are recorded in the asset record file. The disposal or demolition of real property are also recorded within the asset in the asset record file.
- Supporting documentation regarding the real property action, including leases, use agreements, NASA Forms 1046, NASA Forms 1739, photos, etc., should be attached to the RPMS asset record.
- NASA will capitalize assets that have a unit acquisition cost of $500,000 or more, have an estimated useful life of two years or more, are acquired for use by NASA, and have an alternative future use. For a complete list of requirements regarding capitalization, see NPR 9250.1, Property, Plant, and Equipment and Operating Materials and Supplies.
- Centers are to record the use of NASA property by other parties (out-grants) in the RPMS.
- Centers are to record property that NASA leases or otherwise holds on a non-permanent basis from other parties (in-grants) in the RPMS.
- NASA-funded improvements to in-grants are recorded as leasehold improvements in the RPMS.
- NASA-funded improvements to contractor's property based on a NASA contract requirement are also recorded as leasehold improvements in the RPMS.

4.1.3. Coordination of Records

The RPAO is responsible for the coordination of asset record information with the Center Financial Management Office, the Center construction office, the Facility Project Managers

(FPMs) and Facility Utilization Officer (FUO), in order to maintain the integrity of the real property record. The RPAO coordinates the following activities.

- Completion of NASA Form 1739, Capitalization Determination Form (also called the Alternative Future Use Questionnaire per NPR 9250.1) by the FPM for all facility projects.
- Assigning the appropriate financial class code to the asset.
- Obtaining the NASA Form 1046, Transfer and/or Notification of Acceptance of Accountability of Real Property, from the FPM in the Facility Construction Office.
- Ensuring the required documentation has been provided and the respective record balances for capitalized assets are in agreement and up to date.
- Creating records for new assets and new transactions in the RPMS.
- Documenting all disposals when the real property asset is demolished or excessed and transferred.
- Validating records for capitalized real property assets (per the capitalization thresholds) and reconciling with the OCFO.

4.1.4. Classification and Accounting Codes for RPMS

All NASA real property assets are assigned a classification code and are mapped to a financial asset class within the RPMS. Both stay with the asset throughout its life unless the use of the asset changes.

The NASA Real Property Classification Guide provides details of the NASA facility classification coding system and a cross-reference to the GSA usage codes.

Financial Asset Class	
Asset Class	Description
500	Land
511	Improvements to Land
515	Other Structures and Facilities
520	Leasehold Improvements
540	Buildings

4.1.5 Annual Reports

NASA NPR 8800.15 requires NASA Centers maintain and keep all real property data in the RPMS up to date. The RPMS is utilized by Headquarters to obtain federally required reports such as the FRPP. A new reporting tool, Business Objects (BOBJ) has been added to SAP and provides flexible reporting functionality to the RPMS.

Date Due	Report Name	Description	NPR Reference	From/To
Annually	Deferred Maintenance (DM) Report	Third-party assessment of Center facility condition.	3.2.4.	Contractor to FRED
Quarterly	Quarterly Reconciliation	The SAP financial system can run reconciliation. Based on Center practice the RPAO should continue to coordinate with the DCFO to ensure that records and accounts remain in agreement.	2.2.5.1	RPAO to Center DCFO
Every 3 Years	Physical Inventory of NASA Real Property Assets	RPAO performs a visual inspection of Center managed real property assets in accordance with OMB requirements and to ensure the accuracy of the data that NASA reports to the FRPP.	2.5	RPAO to RPMS
Every 3 Years	Verification of MDI Assessments	MDI Verification will be performed as part of 3-year physical inventory.	2.3.6.3	RPAO to RPMS
1-Jan	NBI Bridge Data Report	NASA submits its most current National Bridge Inventory (NBI) data.	3.4	Centers to FRED
1-Jan	Annual Center EUL Report	Report for Congress regarding the status of the EUL Program, as required by NASA's EUL authority.	6.7.6.1	Center to FRED
31-Jan	RPMS Annual Certification to Headquarters	Center Director submits a signed letter certifying that all Center controlled real property has been reviewed, is being put to its best use, and the data is up-to-date in	5.4.3	Center Director to FRED

		the RPMS.		
31-Jan	Annual Agency EUL Report	NASA submits the Agency summary EUL report to Congress.	6.7.6.3	FRED to Congress
15-Feb (per GSA guidance)	Personnel Data Report	Report of all Federal and resident contractor personnel housed in assets with a predominant use "Office".		FRED to OMB
25-Mar	Real Property Efficiency Plan	Agency 5-year plan for implementation of "Reduce the Footprint" per OMB Management Procedures Memorandum No. 2015-01.		FRED to OMB
1-Mar	RPMS Deferred Maintenance (DM) download Report	Headquarters provides an RPMS report on all real property assets to the DM contractor.	3.2.4	FRED to DM Contractor
10-Aug	Historical Data	This data will be uploaded from the Cultural Resource Management (CRM) system into the RPMS bi-annually.		CRM contractor to the RPMS
1-Nov or by annual call date	Space Budget Justification – Rental Report	NASA Headquarters is required to submit an annual rental space budget justification to GSA and OMB as outlined in OMB Circular A-11, Section 54, Rental Payments for Space and Land and Appendix B.	3.3.1	Centers to FRED
15-Nov	Removed Property Report to GSA	NASA submits an annual report on all removed property.		FRED to GSA
15-Nov	Operating and Maintenance Costs	The RPAO coordinates the collection and uploading of O&M data into the RPMS.		RPAO to RPMS
15-Nov	DM Assessment Review and Report	Third-party assessors rate the quality of all Center real property. RPAO reviews and responds to draft report findings and updates the RPMS accordingly.	3.2.3.1	RPAO to RPMS

15-Nov	Sustainability Data	RPAO coordinates the collection and updates the sustainability data in the RPMS.		RPAO to RPMS
15-Nov	Facility Utilization Data	RPAO and FUO update facility utilization in the RPMS.	5.4	RPAO and FUO to RPMS
15-Nov	Annual Utilization Review and "1400" Report	Update of utilization data in RPMS	5.4.1 and 5.4.2	RPAO to RPMS
15-Nov	Space Utilization Percentage Report	FRPC requirement to quantify utilization levels in federally owned and occupied buildings	5.4.2.3	RPAO to FRED
15-Nov	RPMS data upload to the Federal Real Property Profile Report (FRPP)	Center ensures all data is up to date and uploaded to support Agency reporting of owned and leased assets (GSA Annual FRPP Guidance for Real Property Inventory Reporting). The annual FRPP Guidance and Data Dictionary may be found in the GSA FRPC Library.	1.3.4 and 3.2.2.2 GSA FRPP Guidance	RPAO to RPMS
15-Nov	RPMS Annual Certification to Headquarters	Center Director submits a signed letter certifying that all Center controlled real property has been reviewed, is being put to its best use, and the data is up-to-date in the RPMS.	5.4.3	Center Director to FRED
15-Dec	Agency Report by Headquarters to Federal Real Property Profile Report (FRPP)	Per EO 13327, NASA submits data on owned and leased assets to the FRPP annually. The annual FRPP Guidance and Data Dictionary may be found in the GSA FRPC Library.	3.2.1.1 and 3.2.1.2 GSA FRPP Guidance	FRED to GSA
31-Dec	Annual Certification of FRPP to GSA	NASA submits a letter signed by the Agency CFO on the accuracy of data submitted in the FRPP and the methodology used to evaluate data.		FRED to CFO; CFO to GSA

4.1.6. Annual Federal Real Property Report (FRPP) Requirements

Executive Order 13327 requires Federal agencies to report all real property owned, leased from others, and otherwise-managed Federal real property assets within and outside the United States, including improvements on Federal land. Executive Branch agencies submit data at the constructed asset level on an annual basis. This data is used by GSA and OMB to ensure proper management of Federal real property assets. This data is required to be uploaded on December 15th of each year.

- FRPP process is described in detail in Section 3.19.
- The annual FRPP Guidance and Data Dictionary may be found in the GSA FRPC Library.

4.1.7. Validation of Real Property Data

Validation of the data in the RPMS is performed in accordance with NPR 8800.15, Chapter 3. Emphasis is placed on correct entry of construction costs, facility status, utilization, annual operating costs, mission dependency, condition index, and anticipated disposal date.

- FRED verifies and validates the Center's RPMS data. FRED reviews anomalies in the RPMS, reviews random samplings of asset records, and conducts site visits as budgets allow.

- The validation will support the Headquarters requirement that each Center submit an annual certification letter by January 31, certifying the RPMS data is up-to-date.

- The RPMS database plays a central role in the Agency-wide annual Deferred Maintenance Assessment (DMA) Report. The RPAO participates in the Center site review and critiques the findings of the DMA Team Real Property Module Information Report and the Lessons Learned Report. The RPAO consults with FRED to determine what action is required, resolve any discrepancies found in the report as appropriate, and update the RPMS accordingly.
- Validation and verification is described in detail in Section 3.19.

4.1.8. Inactive and Excess Real Property Assets

Inactive assets are categorized as standby, mothballed, or abandoned. The differences are fully explained in NPR 8800.15 Chapter 5. Excess assets are a separate category. An inactive asset is reported in the RPMS as standby, mothballed, or abandoned. Assets in an inactive status (standby, mothballed, or abandoned) all have:

- Utilities curtailed, other than as required for fire prevention, security, or safety;
- Asset is secured to prevent unauthorized access;
- Asset does not receive funding for renewal or improvement;
- No personnel occupy the facility.

Standby. Assets in standby are temporarily not in use for a period of time that is expected to be less than 36 months. The asset may be required in the future to support mission and projects and should be able to be reactivated within that time frame. The asset continues to be carried in the RPMS. Neither the Property Value nor the CRV is reduced.

Mothballed. Assets in mothball are temporarily not in use for a period of time greater than 36 months. However, mothballed assets may be required in the future to support mission or projects and can be reactivated. The asset continues to be carried in the RPMS. Neither the Property Value nor the CRV is reduced.

Abandoned. Asset that are abandoned will not be used again for NASA mission or projects. The asset will not be reactivated. The abandoned asset is carried in the RPMS. Neither the Property Value nor the CRV is reduced. The Center OCFO should be consulted before abandonment to ensure appropriate recognition of the reduction in capital value which is explained in NPR 9250.1, Section 2.4.2.5. Once abandoned, an asset should not be considered for reactivation; it will be demolished as described in Section 3.13, or declared as excess as described in Section 3.14.

Excess. Excess real property assets are no longer required for NASA missions or projects. Procedures for excessing real property are described in Section 3.14. An excess asset remains in the RPMS until it is disposed of to another Federal agency or to a new owner outside the Federal government by GSA. Neither the Property Value nor the CRV is reduced until final disposition. The Center OCFO should be consulted before declaring an asset as excess to ensure appropriate recognition of the reduction in capital value which is explained in NPR 9250.1, Section 2.4.2.1.

4.2. Facilities Utilization

NASA's Facility Utilization Program (FUP) provides each Center with processes to ensure that the Center's real property assets are used to their highest and best use. The Agency program is in line with Federal directives and supports Federal reporting on utilization. The Center Director appoints a Facility Utilization Officer (FUO) to manage the program and also appoints a Facility Utilization Review Board (FURB) to ensure the Center is addressing NASA objectives for facility use and control. The FUO coordinates closely with the FURB and the RPAO. An Annual Utilization Review is conducted. Facility utilization data should be entered throughout the year in a timely and ongoing manner and completed no later than November 15. The Center Director annually submits a letter to Director, FRED certifying NASA property has been reviewed, is put to best use, and RPMS data is up to date. More detailed information may be found in NPR 8800.15, Chapter 5.

4.2.1. Establishing and Updating Facility Utilization Data

Facility Utilization supports the real property actions described in Section 3 of this Desk Guide. Understanding the utilization status of an asset, whether they are underutilized or fully utilized, is important in developing real property plans and for supporting requirements for construction of new assets or modification of existing assets. Utilization also plays an important role in out-grants of NASA real property assets to private, public, or Federal tenants. For each asset, the FUO needs to confirm and record the types of space in the asset and the number of personnel using the facility. This information together with other required information allows the Center to track the use of its assets and to properly manage its capabilities.

It is imperative that the utilization of each asset be accurately reported in the RPMS. The data in the RPMS is used for internal and external reporting. The primary internal report is the

Building Space Utilization Report, known as the "1400 Report," in the BOBJ. FRED uses the 1400 Report to identify and analyze trends in a variety of building metrics, including occupancy rates, types of space, space usage rates, and predominant use categories. The primary external report is the annual FRPP, which is described in Section 4.1.6. To ensure the accuracy of the information in the RPMS, the RPAO needs to coordinate real property actions closely with the FUO. The 1400 Report provides NASA with a system for aligning with real property assets.

In conjunction with the annual FRPP a separate "Personnel Data Report" has been established by OMB. Implementation guidance is contained in OMB Management Procedures Memorandum No. 2015-02 and in Appendix H of the 2015 "Guidance for Real Property Inventory Reporting." FRED submits data on Federal personnel and resident contractors to OMB for all assets with a predominant use "Office". This data is submitted via the OMB MAX reporting tool. The Agency level report is due on February 15.

4.2.2. Facility Utilization Guidance

The following information should be used in conjunction with NPR 8800.15, Chapter 5, as it provides additional facilities utilization guidance to NASA Centers. This guidance provides a means of ensuring that facility utilization data is consistent across NASA Centers, and it applies to all real property recorded in the RPMS. Asset data should be reported regardless of current status and utilization; thus, 1400 Reports will include assets that are active, inactive, abandoned, mothballed, standby, and excess. The Center upload into the 1400 Report is also used to upload the organization assigned to NASA real property assets, both in buildings as well as in structures that do not have net usable square feet, i.e. not classified as buildings. This organization code is also used by the MDI when developing a score for the real property asset by organization. The 1400 Report provides Headquarters with an accounting of building occupancy and usable space at the Centers. Centers are required to report facilities utilization data for the following asset classes:

- 540 – Buildings – All assets in the RPMS should be reported.
- 515 - Other Structures & Facilities – Only assets with usable square footage should be reported.

4.2.3. FRPC Reporting Requirements for Facility Utilization

The four facility utilization categories are: over-utilized, utilized, underutilized, and not utilized. Prior to the FY 2011 reporting period, the Federal Real Property Council (FRPC) required Federal agencies to report facility utilization as one of these categories. Beginning in the FY 2011 reporting period, the FRPC changed its reporting requirements for buildings by replacing these categories with a space utilization percentage rate between 0% and 100%. This utilization rate is only required for the following building predominant use categories:

- Offices
- Family Housing
- Museums
- Hospitals
- Dormitories
- Laboratories
- Prisons
- Barracks
- Schools
- Warehouses

The FRPC defines the predominant use categories and utilization rates as shown in Table 1. However, NASA does not own some of these types of facilities; and they are not included in Table 1.

Table 1

Predominant Use Category	FRPC Definition	Basis of Utilization Rate
Offices	Buildings primarily used for office space or military headquarters	Percentage should be based on ratio of occupancy to current design capacity
Hospitals	Buildings primarily used for furnishing in-patient diagnosis and treatment under physician supervision and having 24-hour-a-day registered graduate nursing services. This category also includes medical laboratories used for routine testing. This category excludes buildings used directly in basic or applied medical research.	Percentage should be based on ratio of occupancy to current design capacity
Family Housing	Buildings primarily used as dwellings for families/ dependents. Includes apartment houses, single houses, row houses, public housing, military personnel housing, Federal employee housing, and housing for institutional personnel.	Percentage should be based on the individual units that are occupied
Dormitories and Barracks	Buildings primarily used as dwellings for housing individuals (without families/dependents).	Percentage should be based on the individual units that are occupied
Warehouses	Buildings used for storage, such as ammunition storage, covered sheds, and buildings primarily used for storage of vehicles or materials. Also included are underground or earth covered ammunition storage bunkers and magazines. This category excludes water reservoirs and POL storage tanks which are storage structures.	Ratios of gross square feet occupied to current design capacity
Laboratories	Buildings used directly in basic or applied research in the sciences (including medicine) and in engineering, such as medical laboratories; meteorological research laboratories; and buildings used in designing, developing, and testing of prototypes and processes for chemistry and physics. This category excludes medical or industrial laboratories used for routine testing.	Ratio of active units to current design capacity

4.2.4. Methodology for Buildings

Current design capacity is defined by the FRPC as the maximum capacity at which an asset, facility, or system can operate regardless of statutory, regulatory, contractual, or other conditions or restrictions. In the event that a building contains more than one of the use categories listed above, the predominant use will prevail. In mixed-use buildings where the use categories are relatively equally matched and there is no predominant use, NASA Centers may calculate the utilization rate as a weighted average. The following examples demonstrate methods of calculating utilization rate:

Example A

Building 100 houses the following space: Warehouse - 18,000 square feet, occupied and 2,000 square feet, vacant; Office - 6,500 square feet, occupied and 500 square feet, vacant. Since warehouse is the predominant use category, the utilization rate will be calculated as:

18,000/20,000 = 90%

Example B

Building 200 houses the following space: Offices – 125 occupied (comprised of private offices and cubicles) and 25 vacant, totaling 19,500 square feet; Laboratories - 19 occupied and 1 vacant, totaling 19,000 square feet. Since the square footage of the offices and laboratories are almost equal, there is no predominant use. The utilization rate will be calculated as follows:

Offices: 125/150 = 84%
Laboratories: 19/20 = 95%
Utilization Rate: (.84+.95) divided by 2 = 90%

4.2.5. Methodology of Other Facilities

For all real property assets other than buildings, NASA Centers are not required to report utilization as a percentage, and will continue reporting facility utilization as over-utilized, utilized, underutilized, or not utilized. This includes other structures and facilities, land, and improvements to land. Whenever possible, current design capacity should be used to determine utilization for real property assets. Utilization categories are defined in Table 2.

Table 2

Category	Range
Over-utilized	86% - 100%
Utilized	51% - 85%
Underutilized	10% - 50%
Not Utilized	0% - 9%

4.2.6. Utilization for Technical Facilities

NASA's technical assets may be stand-alone facilities or housed in larger facilities. Some facilities may house more than one technical asset, and in these cases, the RPMS does not capture the status and utilization data for these technical assets. The utilization categories in the RPMS capture metrics on the entire facility rather than on the technical assets within the facility. For technical facilities, determination of a specific facility's baseline utilization may be based on that level of use and/or cost effectiveness which could reasonably justify acquisition and retention of the facility. FUOs are not responsible for determining status and utilization of technical assets. Facility managers and/or program managers usually have such information.

4.3. Mission Dependency Index (MDI)

NASA initiated the MDI as a means of achieving better management of facility's risks to programs, to provide better guidance regarding investment/divesture decisions, and to support Federal requirements by adopting a facility user generated metric.

4.3.1. Purpose and Overview

MDI rates the impact of the loss or interruption of the capability of a facility to support the mission of the organization(s) which use the facility in terms of the maximum amount of time the facility can be out of service before severely impacting upon the user and the ability to replace or relocate that function provided by the facility to a suitable alternative. For additional information or questions regarding MDI, contact Bill Brodt (william.brodt@nasa.gov).

An algorithm developed by NASA, the U.S. Navy, and the U.S. Coast Guard, is used to convert answers to standard questions to a numeric score. The scores are then grouped into risk severity descriptive terms. The particular ranges of values assigned to the terms are based upon combination of analysis of the distribution of scores and subjective assessment.

4.3.2. Establishing and Updating MDI

NASA determined the Center-level directorate was the appropriate organization level for MDI development and upkeep. In most cases, there is one directorate for each real property asset, but large facilities such as an administrative building may be associated with all of the directorates at the Center.

MDI should be updated whenever a substantial change in the utilization of a facility or program requirements occurs, and not less than every three years in accord with requirements to maintain other real property data. The RPAO needs to ensure that changes to the MDI are properly recorded. Change to a facility MDI score requires a brief written reason for change.

Currently there are two specific MDI reports. One report supports the comparison of MDI to facility condition. The other report supports the details of the MDI assessment, e.g. answers to each question by each organization assigned to a facility.

5. Figures

5.1. Real Property Document Approval E-router Process.

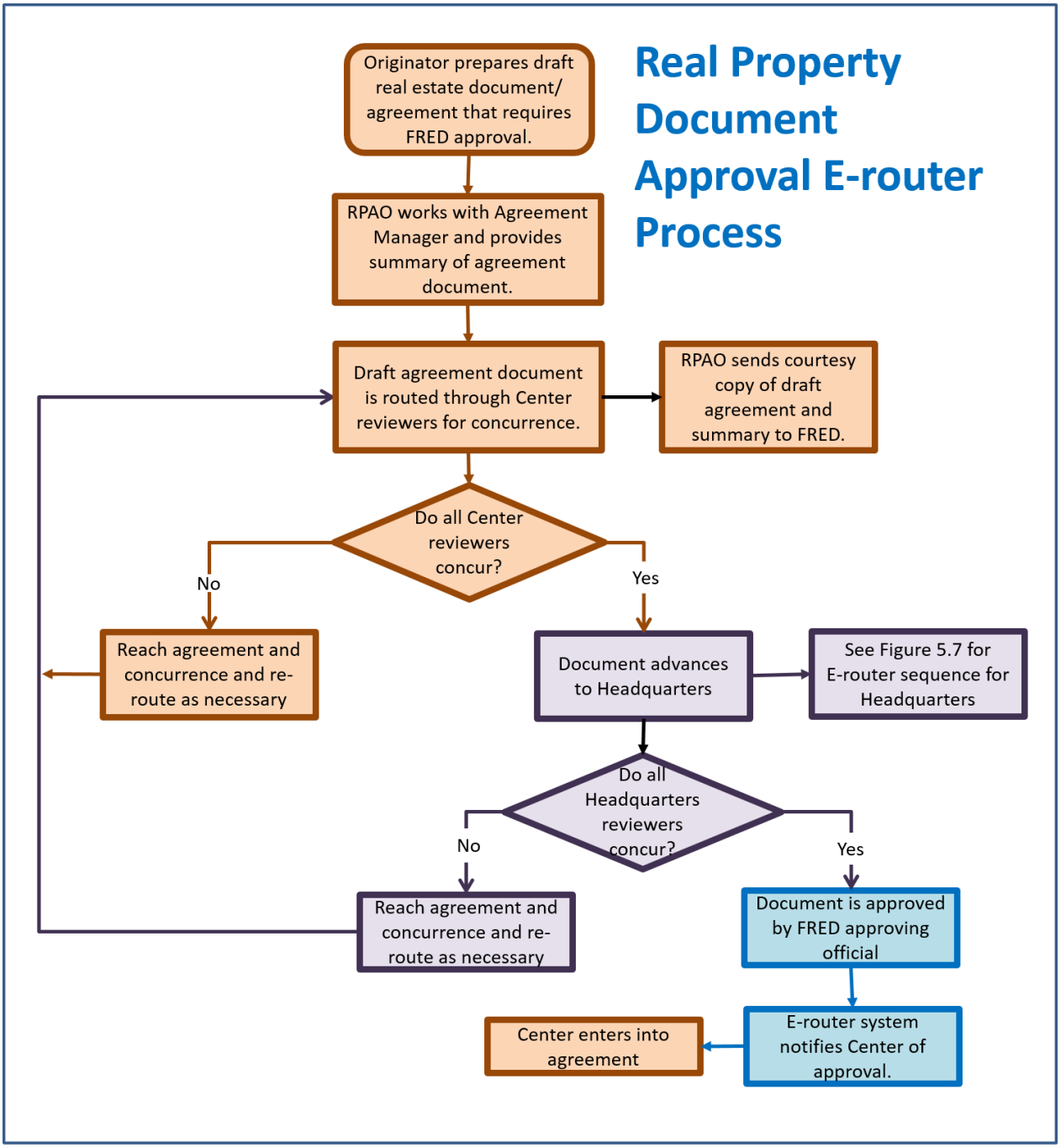

Figure 5.1. Real Property Document Approval E-router Process

5.2. NASA Out-grant Competition Process

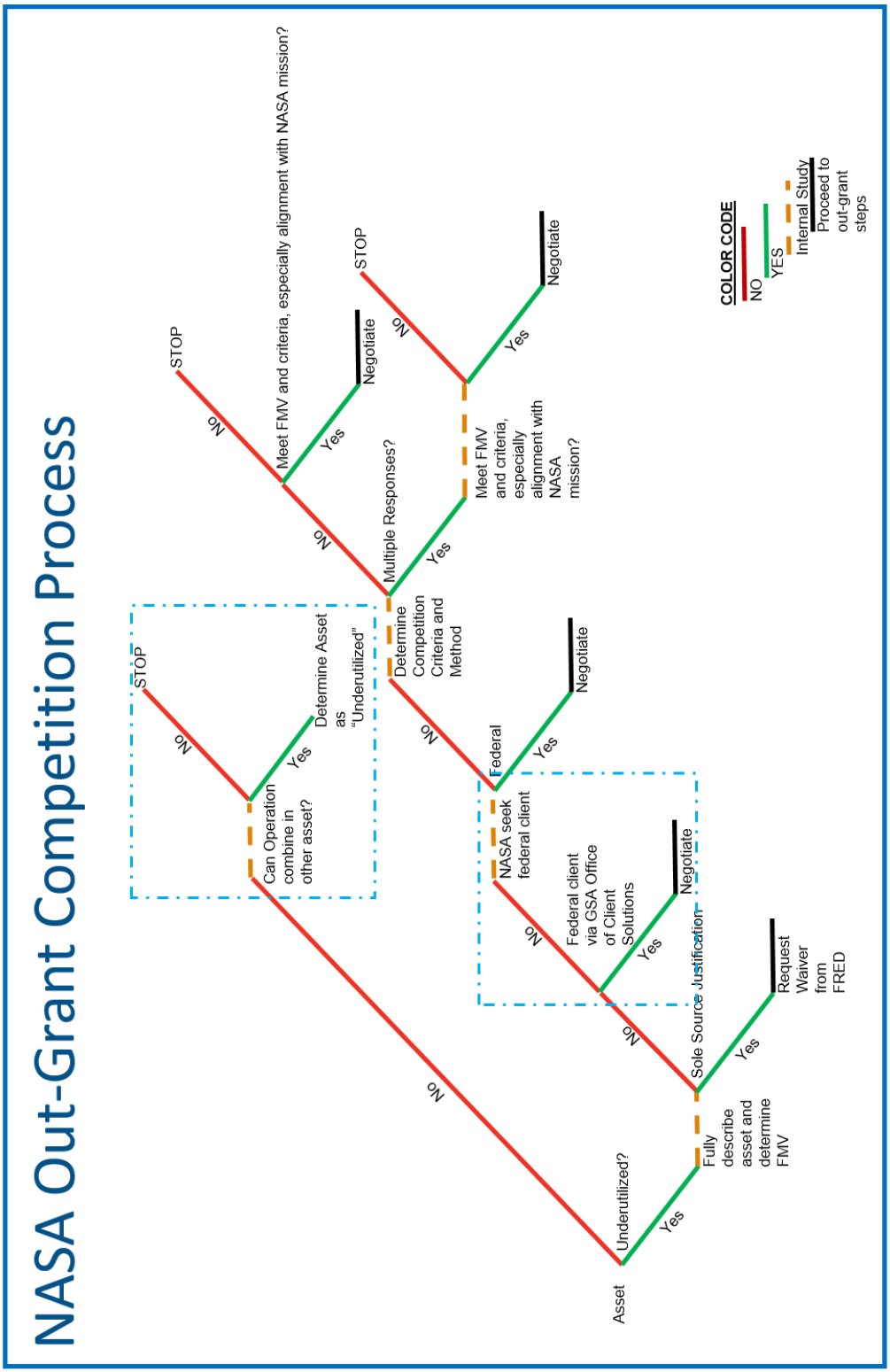

Figure 5.2. NASA Out-grant Competition Process

5.3. Initial Dispositioning Process Including McKinney Act

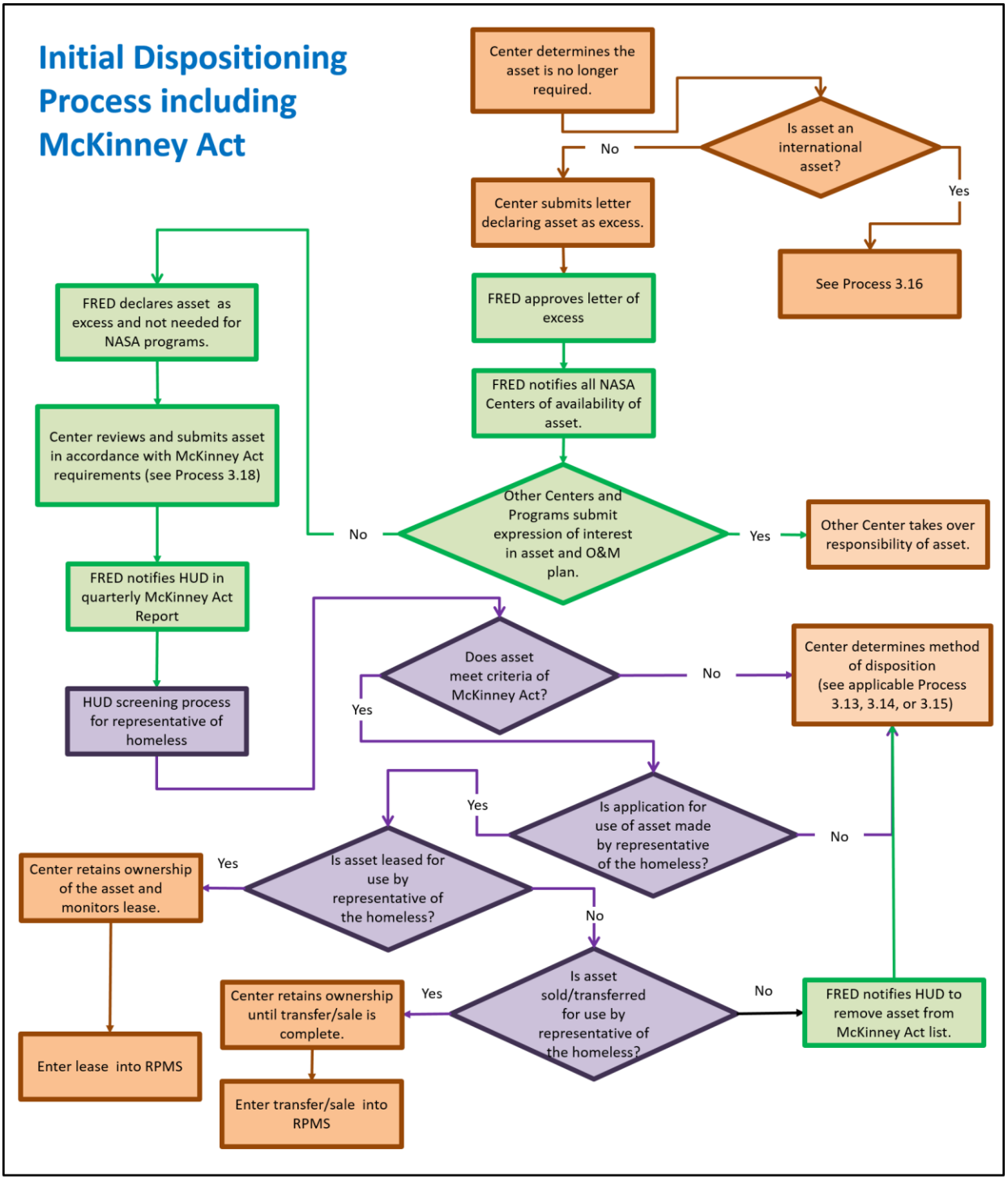

Figure 5.3. Initial Dispositioning Process including McKinney Act

5.4. Dispositioning Process after McKinney Act Screening

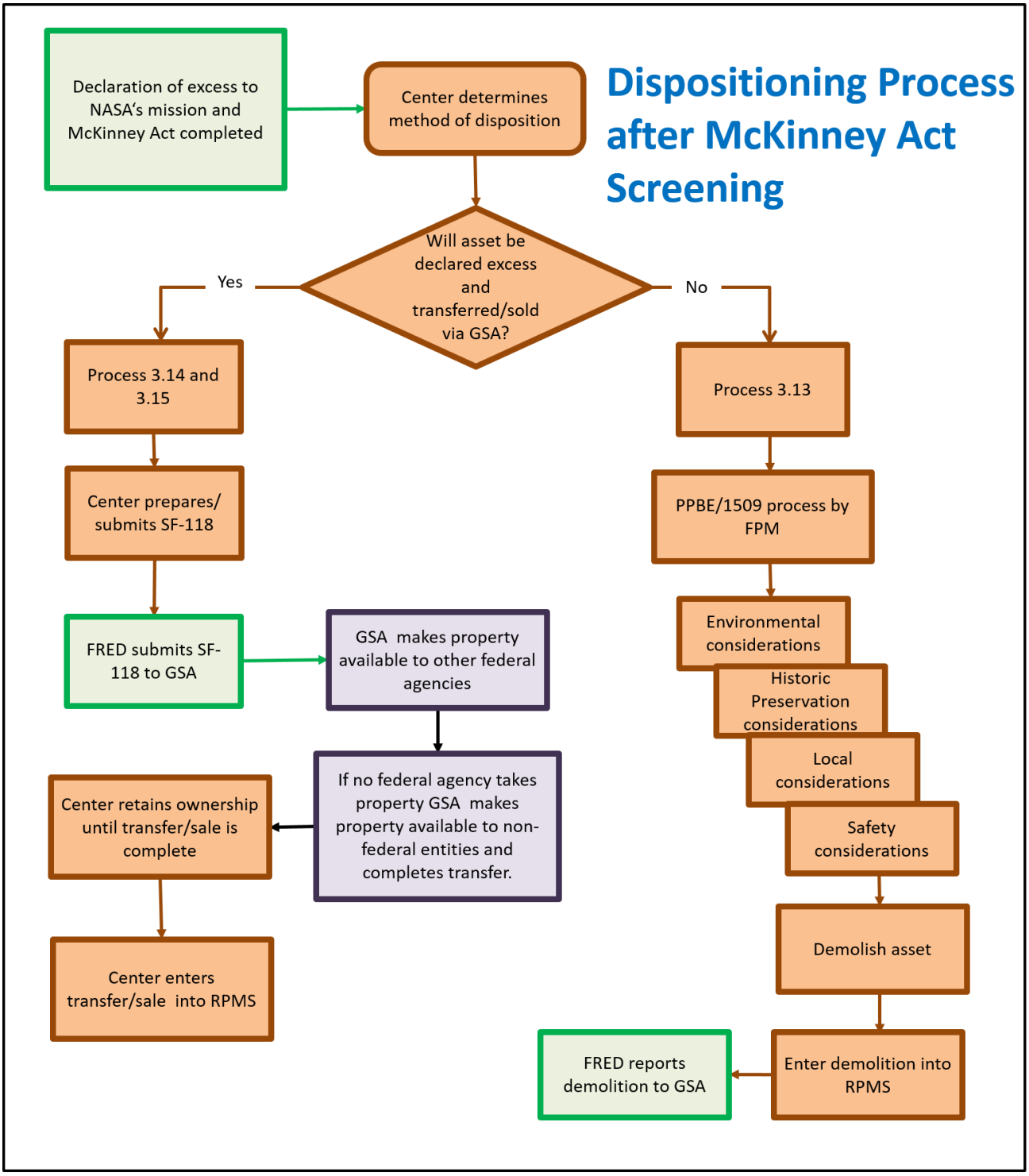

Figure 5.4. Dispositioning Process after McKinney Act Screening

5.5. NASA Demolition Planning and Execution

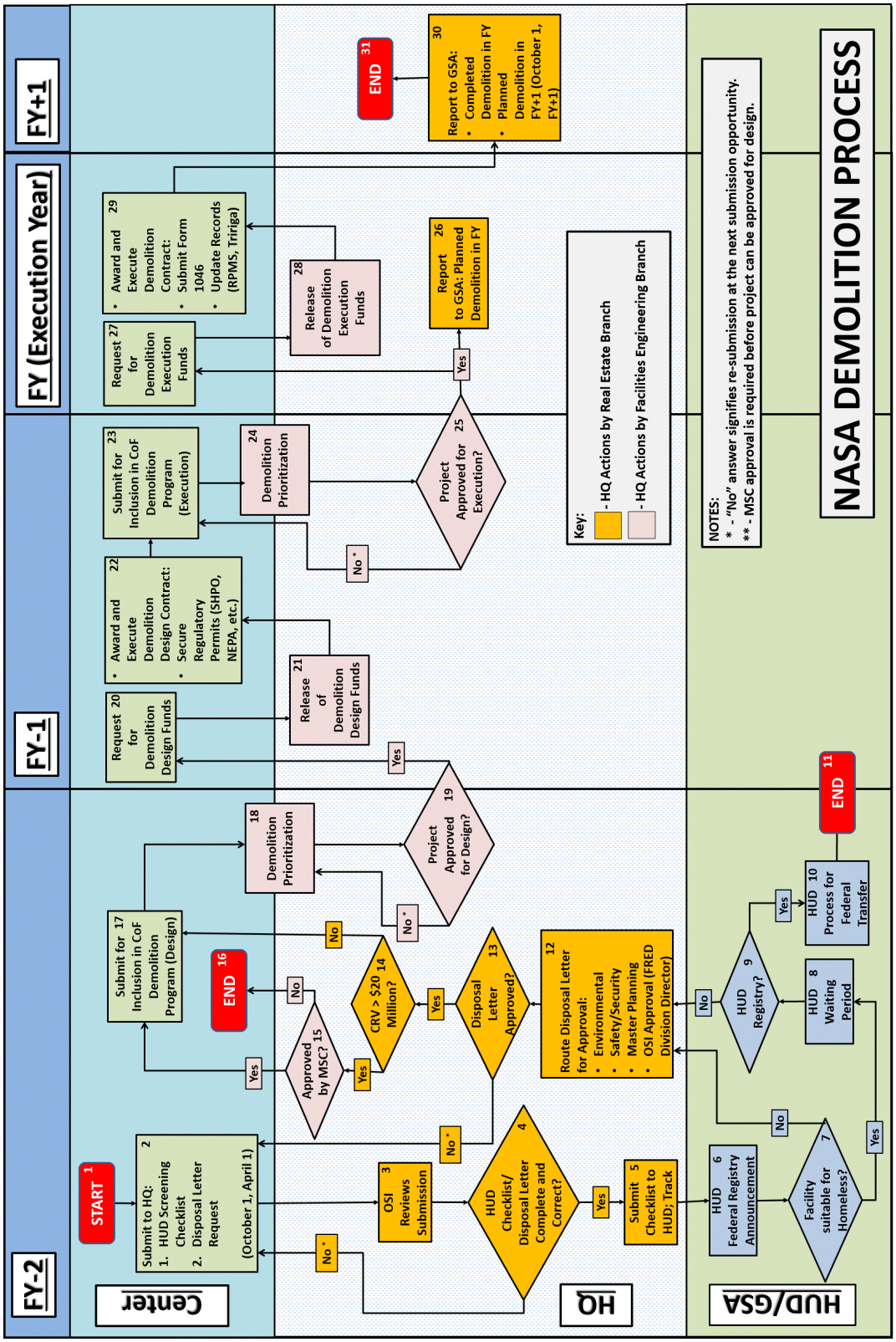

Figure 5.5. Demolition Planning and Execution

5.6. Real Property Dispositioning Process

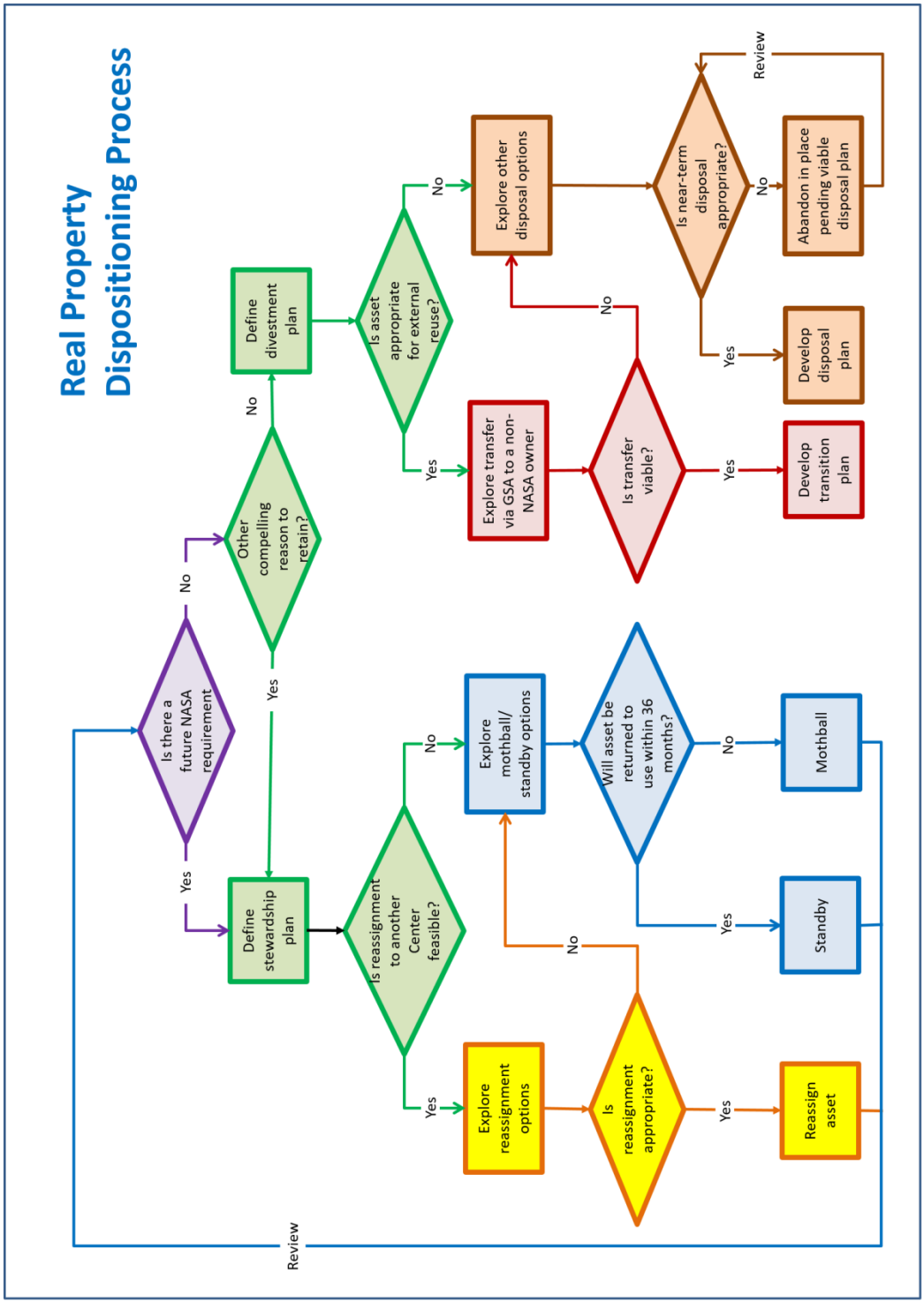

Figure 5.6. Real Property Dispositioning Process

5.7. Real Property Document Approval for E-router Sequence for Headquarters

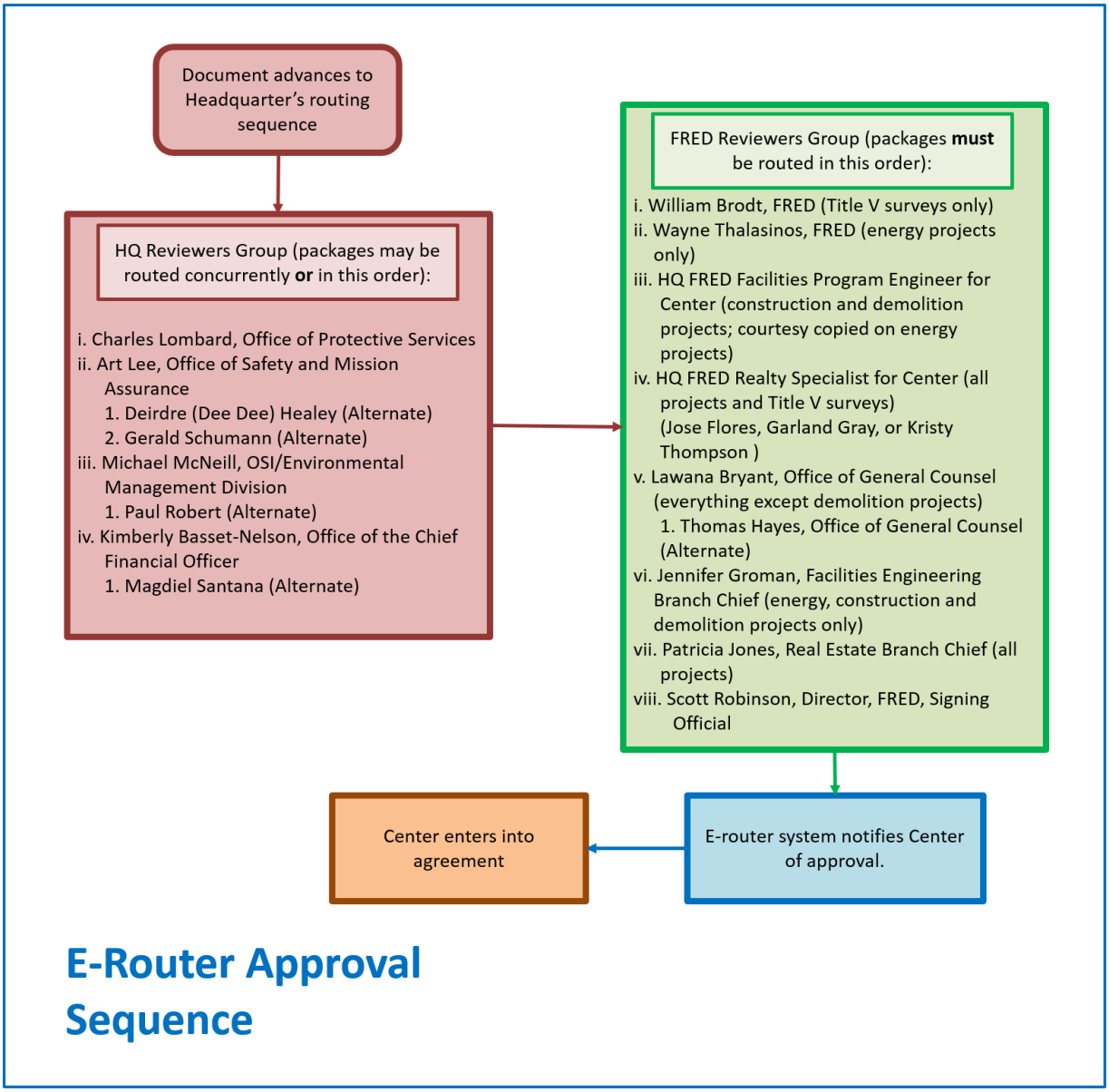

Figure 5.7. Real Property Document Approval for E-Router Sequence for Headquarters

5.8. Real Property Document Approval Example Routing/Process Flow

Example Routing / Process Flow

a. Originator creates final draft of requested action item. This should be coordinated with RPAO if the RPAO is not the originator. This also includes coordination with the other parties involved, if applicable.

b. Originator or package administrator enters action/request into SAAM.

c. Center internal review begins:

- i. Facilities (RPAO)
- ii. Legal (Office of Chief Counsel)
- iii. Safety and Mission Assurance
- iv. Environmental/Cultural Resources
- v. Finance
- vi. Security
- vii. Program (if necessary)
- viii. Management (as defined at the Center)

d. Originator incorporates/dispositions all comments.

e. Courtesy copy goes to FRED Realty Specialist assigned to Center.

f. HQ Review (see Figure 5.7)

g. Originator incorporates/dispositions all comments.

h. Final review by RPAO (all actions), Legal (Office of Chief Counsel) (all agreements), and FRED Branch Chief.

i. Request goes to Scott Robinson, Director, FRED, or alternate for final approval.

Figure 5.8. Real Property Document Approval Example Routing /Process Flow

6. References

6.1 Agency Points of Contacts
(Link to FRED web site.)

6.2 Acronyms Used in this Guide

For a complete list of NASA Real Estate Acronyms, refer to NPR 8800.15, Appendix D.

BOBJ – Business Objects application

CFR - Code of Federal Regulations

CRM – Cultural Resources Management

DCFO – Deputy Chief Financial Officer

DD 1354—DOD Form, Transfer and Acceptance of Military Real Property.

DM - Deferred Maintenance

DMA – Deferred Maintenance Assessment Report

DOJ – Department of Justice

ECONPAK – Economic Analysis Package by U.S. Army Corps of Engineers

EBS - Environmental Baseline Survey

EMD – Environmental Management Division

EO - Executive Order

EPSS – Enterprise Performance Support System

EUL - Enhanced Use Lease

EUP – End User Procedure

FRED – NASA Facilities and Real Estate Division

FMR - Federal Management Regulations

FPM - Facility Project Manager

FRPC - Federal Real Property Council

FRPP – Federal Real Property Profile

FUO - Facilities Utilization Officer

FUP - Facilities Utilization Program

FURB - Facility Utilization Review Board

GSA – U.S. General Services Administration

ISRS – Integrated Service Request System

LCAA - Life Cycle Cost Analysis

LOI – Letter of Intent

MDI - Mission Dependence Index

MOA - Memorandum of Agreement

MOU - Memorandum of Understanding

MSD – NASA Mission Support Directorate

MSFC - Marshall Space Flight Center

NAII - NASA Advisory Implementing Instructions

NASA - National Aeronautics and Space Administration

NBI - National Bridges Inventory

NEACC - NASA Enterprise Applications Competency Center

NEPA - National Environmental Policy Act

NHPA - National Historic Preservation Act

NPD - NASA Policy Directive

NPR - NASA Procedural Requirement

NRRS - NASA Records Retention Schedules

NRSAA – Non-reimbursable Space Act Agreement

O&M - Operations and Maintenance

OCFO –Office of the Chief Financial Officer

OMB - U.S. Office of Management and Budget

OSI – NASA Office of Strategic Infrastructure

OSMA – NASA Office of Safety and Mission Assurance

PBS – Public Building Service

PP&E – Property Plant and Equipment

PPV - Public-Private/Public-Public Venture

RE-FX – SAP Flexible Real Estate Management

RPAO - Real Property Accountable Officer

RPMS - Real Property Management System

RSAA - Reimbursable Space Act Agreement

SAA - Space Act Agreement

SAAG – Space Act Agreements Guide

SAAM - Space Act Agreement Maker

SF - Standard Form

SHPO - State Historic Preservation Officer

USC – United States Code

6.3.Definitions Used in this Guide

For a complete list of NASA Real Estate Definitions, refer to NPR 8800.15, **Appendix A, Appendix B, and Appendix C**.

Abstract. Documentation required for SAAs involving NASA real estate. The abstracts follow the procedures outlined in NAII 1050.1C.

Commercial Space Launch Act. The Commercial Space Launch Act (49 USC 701) governs the sale of launch services at the direct cost of such services. The charge for launch services or reentry services also includes the base pay of Government civilian and contractor personnel involved in providing such services. The contract is for the service provided rather than for an out-grant of real property. Rates are similar to those charged under an SAA and are to cover NASA's cost for providing the service.

Competency Center. The RPMS support Center known as the NASA Enterprise Applications Competency Center (NEACC) at MSFC.

Concession Agreement. An agreement allowed by the Space Act to provide for the construction, maintenance, and operation of all manner of facilities and equipment for visitors to NASA Centers. Concessionaires may charge admission fees and use the collected fees to operate, maintain, and improve the facilities. The concessionaire is also paid from the collected fees.

Deferred Maintenance (DM). The total of essential, but unfunded, facilities maintenance work necessary to bring facilities and collateral equipment to the required acceptable facilities maintenance standards. It is the total work that should be accomplished but that cannot be achieved within available resources. It does not include new construction, additions, or modifications. DM does include unfunded maintenance requirements, repairs, ROI and CoF repair projects.

Economy Act. The Economy Act provides authorization for Federal agencies to request and perform reimbursable work for other Federal agencies. Out-grants entered under the authority of the Economy Act, also referred to as interagency out-grants, are used to document the utilization of NASA real property and services by another Federal agency. These interagency out-grants are based on the condition that there is NASA real property available for use and the use of the real property by the other agency is in the best interest of the U.S. Government. The Federal tenant is required to pay their proportionate share of the costs of operating the asset and for any special services requested.

ECONPACK. Economic Analysis Package. Software developed and managed by the Corps of Engineers to support economic analysis for construction projects used by DoD and other Federal agencies. ECONPACK is a comprehensive program incorporating economic analysis calculations, documentation, and reporting capabilities.

Excess Property. Any property under NASA control for which there is no current or foreseeable NASA requirement. Determination of excess status is made by the Center Director of the reporting Center and approved by the Director, FRED.

Letter of Intent (LOI). A non-binding understanding of the business and operational terms entered prior to the negotiation of formal legal documents. Also called a "Term Sheet."

National Environmental Policy Act (NEPA). The NEPA Act requires Federal agencies to integrate environmental values into their decision making processes by considering the environmental impacts of their proposed actions and reasonable alternatives to those

actions. NASA uses the NEPA process as the focus for integrated and balanced environmental planning for all of its proposed programs, projects, and activities.

National Historic Preservation Act (NHPA). The NHPA permits NASA to out-grant historic property and retain the proceeds for up to two fiscal years to defray the cost of administration, maintenance, repair, and related expenses incurred by NASA with respect to the property. The NHPA allows NASA to retain revenue to maintain and preserve a Center's historic infrastructure. It also allows for a tenant to make improvements at the tenant's expense.

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Non-Reimbursable Space Act Agreement (NRSAA). As defined by the Space Act, NRSAAs involve NASA and one or more partners in a mutually beneficial activity that further NASA's mission, where each party bears the cost of its participation and no exchange of funds between the parties occurs (no charges). According to NAII 1050.1C it is appropriate to use a non-reimbursable SAA when NASA and the partner are performing activities collaboratively for which each is particularly suited and for which the end results are of interest to both parties. NRSAAs permit NASA to offer time and effort of personnel, support services, equipment, expertise, information, or facilities for a collaborative activity where the end result is in the interest of both parties. Use of real property is non-possessory and non-exclusive, making significant investment in infrastructure unlikely by a tenant. Essentially, a Center and a tenant partition the cost of participating in a project by making tangible and non-tangible assets of both parties available to each other to accomplish a mission that has an overarching goal in support of the mission of NASA.

Personal Property. Personal property may be classified as either collateral or non-collateral equipment, depending on the nature of the attachment of the equipment to a facility and its severability from the facility. Collateral equipment will be classified as real property as part of the facility in which it is being installed. Non-collateral equipment, when acquired and used in a facility or test apparatus, can be severed and removed after construction without substantial loss of value or damage to the equipment or the premises where it is installed. Non-collateral equipment will be classified as personal property. Examples include desks, chairs, cabinets, and bench test apparatus.

Property Disposal Officer (PDO). The PDO is responsible for the Center's screening, redistribution, and marketing activities of NASA-owned excess, surplus, and exchange/sale personal property.

Property Value. Property values is the cost in non-escalated dollars spent for the acquisition/construction of the real property asset. The term "Book Value" is also used in Business Objects (BOBJ) reports of real property.

PP&E - Property, Plant, and Equipment. Tangible assets, including land, that meet all of the following criteria:

a. Have estimated useful lives of two years or more.
b. Are not intended for sale in the ordinary course of operations.
c. Have been acquired or constructed with the intention of being used or being available for use by the entity.

Public-Private/Public-Public Ventures (PPVs). PPVs are out-grants of NASA real property to private and public entities such as a company or organization or to a public entity such as a State or local government in which use and control of real property are provided to the tenant (whether private or public) for a set term of years for an agreed-upon rent payment.

Real Property. Real property means land, buildings, structures, other structures and facilities, and leasehold improvements. Real property also includes installed collateral equipment (i.e., building-type equipment), as defined in NPR 9250.1.

Reimbursable Space Act Agreement (RSAA). RSAAs may include out-grants of real property. Under an RSAA out-grant, NASA's costs associated with a tenant activity are reimbursed by the tenant to NASA. An RSAA permits the tenant to use NASA facilities, land, personnel, expertise, or equipment. According to NAII 1050.1C RSAAs meet one of three conditions to be permitted: (1) sustain or enhance facilities and lower operational costs for current and future needs of NASA's missions; (2) sustain or enhance skills that are projected to be needed to support NASA's missions; or (3) sustain or enhance a functional area not adequately funded by NASA programs but required for current or future support of NASA's missions.

Scoring. An analysis relevant to in-lease of real property by NASA in which the in-lease is determined to be a capital lease or an operating lease. The determination drives whether the lease costs are all budgeted in the first year of the in-lease or if they can be spread over the life of the in-lease.

Surplus Property. Any excess real estate property not required by any Federal landholding agency for its needs or the discharge of its responsibilities, as determined by the Administrator of GSA.

Procedural Guides:

6.4. NASA Facilities and Real Estate Division web site

6.5. NASA Classification Guide

6.6. NASA Business Case Guide

6.7. NASA EUL Desk Guide

6.8. NAII 1050.1C, Space Act Agreements Guide

6.9. Elements for a Lease/Out-grant (non-Federal)

6.10. Elements for a Lease/Out-grant (Federal)

7. NASA/Federal Links

NASA/Federal Links

7.1. NASA bReady Guide

7.2. NASA Mission Dependency Index (MDI)

7.3. NASA-Wide Institutional GIS

7.4. NASA RPMS Documents

7.5. Federal Real Property Profile Login

7.6. OMB MAX Reporting Tool

7.7. GSA FRPC Library

7.8. Federal Real Property Summary Report