National Aeronautics and
Space Administration

Headquarters
Washington, DC 20546-0001

August 14, 2007

Reply to Attn of: Facilities Engineering and Real Property Division

TO: Officials-in-Charge of Headquarters Offices
Directors, NASA Centers

FROM: Assistant Administrator for Infrastructure and Administration

SUBJECT: Delegation of Authority to Grant Leaseholds, Permits, and Licenses in Real Property

Recently, there have been instances of NASA representatives entering into real property agreements without Headquarters or Center Director approval and without seeking the expertise or coordination of Center Real Property Offices.

The authority and restrictions for NASA Centers, through their respective Center Directors, to enter into real estate agreements can be found in Title 14, Part 1204, Subpart 5, Section 1204.504 of the Code of Federal Regulations. Additional Agency real estate requirements are found in NASA Policy Directive 8800.14C, Policy for Real Property Management and NASA Procedural Requirements 8800.15A, Real Estate Management Program Implementation Manual.

To ensure that Center Directors and the Facilities Engineering and Real Property Division, Office of Infrastructure and Administration, are fully aware of all real property agreements, the addressees shall take the following actions:

1. Require that the Center real property office coordinate all real property agreements from concept to finalization and have representation in all meetings pertaining to above agreements;

2. Ensure that Program and/or Project Offices coordinate their requirements with the Center Real Property Officer who will assist with the approval process for real property agreements;

3. Center Directors who have redelegated their authority to Center Senior Management Officials should ensure that the delegation is in writing, and provide copies of the

delegation letters to the Facilities Engineering and Real Property Division, Office of Infrastructure and Administration; and,

4. Advise Facilities Engineering and Real Property Division, Office of Infrastructure and Administration, of any Center real property requirements as early as possible so that we can provide expertise and assistance as needed.

The Facilities Engineering and Real Property Division, Office of Infrastructure and Administration, will make every effort to ensure a timely review of all real property requirements. Early submittal by the Center is helpful to ensure the action is coordinated across the Headquarters if required. For additional information, you may contact William Gookin, at 202-358-2306.

Olga M. Dominguez

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Associate Administrator/Mr. Scolese
Chief of Staff/Mr. Morrell
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cc:
Director, Strategic Investments/Mr. Shank
Executive Secretariat/Mr. Box
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