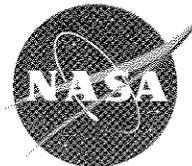


National Aeronautics and
Space Administration
Headquarters
Washington, DC 20546-0001



October 25, 2007

Reply to Attn of:

Facilities Engineering and Real Property Division

TO: Distribution

FROM: Director, Facilities Engineering and Real Property Division

SUBJECT: Sample Memorandum for Redelegation of Authority to Request and Enter into
Leases, Permits, and Licenses in Real Property

The Assistant Administrator for Infrastructure and Administration memorandum of August 14, 2007, Subject Delegation of Authority to Grant Leaseholds, Permits, and Licenses in Real Property, requested Center Directors who have redelegated their authority to Center Senior Management Officials to ensure that the redelegation is in writing, and provide copies of the redelegation letters to the Facilities Engineering and Real Property Division, Office of Infrastructure and Administration.

In order to standardize redelegation memorandums, we recommend you use the following format. Center Directors may choose to provide a blanket redelegation as provided below, or restrict the redelegation to specific areas.

From: Center Director
To: Individual Receiving Redelegation
and
Director, Facilities Engineering and Real Property Division
NASA Headquarters
Suite 5H79
Washington, DC 20546

Pursuant to Title 14, Part 1204, Subpart 5, Section 1204.504 of the Code of Federal Regulations, NASA Policy Directive 8800.14C, Policy for Real Property Management and NASA Procedural Requirements 8800.15A, Real Estate Management Program Implementation Manual, I hereby redelegate my authority to request and enter into leases, permits, and licenses in real property to (Name and position of individual).

This redelegation supersedes all other Real Property delegations/redelegations of Authority for (Center Name). The individual receiving this authority may not redelegate said authority.

For additional information, you may contact William Gookin, at 202-358-2306.


James W. Wright

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