



Goddard Space Flight Center

MANAGEMENT INSTRUCTION

TITLE: FACILITIES COORDINATION COMMITTEE

1. PURPOSE

This instruction establishes a Facilities Coordination Committee (FCC) at Goddard Space Flight Center (GSFC) and describes the policies, membership, procedures, and responsibilities. It also assigns the functions of the Facilities Utilization Board, as required by NMI 7234.1, to the FCC established herein.

2. APPLICABILITY

This instruction applies to the acquisition, use, phaseout and closing, modernization, and alteration of all real property (e.g., land, buildings, plant utilities, etc.) under the jurisdiction of GSFC.

3. BACKGROUND

The effective management of GSFC's facility resources is essential to the accomplishment of the Center's mission. The scope and complexity of this task warrants a high degree of participation by each major Center organization. For the last several years, this oversight has been provided for the Wallops Flight Facility by a Wallops Facilities Coordination Committee. This instruction establishes a similar Greenbelt committee and describes the coordination between the Greenbelt and Wallops committees.

4. DEFINITIONS

The following definitions apply to this Instruction:

- a. Facility - Facility is a generic term used to describe real property such as buildings and other structures, utility systems, land, and site

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improvements. Also included is permanently affixed, collateral equipment which is essentially integrated into the facility. Excluded are supplies, materials, tools, and portable equipment not permanently affixed to the structure. Office and other permanently located trailers are considered facilities.

- b. Facility Acquisition - Facility acquisition includes NASA's obtaining title to, or an interest in, land, buildings, or other structures and facilities by purchase, lease easement, use permit, transfer of accountability, transfer of control, or transfer as excess real property.

5. POLICY

It is GSFC policy that the Center's major organizations participate, through the FCC, in the facilities planning and budgeting process to the extent necessary to ensure that Goddard's facility plans and budgets represent a comprehensive, cohesive, budgetarily sound, and cost effective approach to meeting the Center's current and long term requirements for supporting research, development, spacecraft testing and integration, test range operation, and mission operations activities.

6. MEMBERSHIP

Members shall be senior, directorate level individuals who are knowledgeable of directorate concerns and policies and who are authorized to commit their directorate regarding facilities issues.

- a. Membership of the Greenbelt FCC shall consist of the following:
 - 1) Chief, Facilities Engineering Division, Code 270 - Chairman
 - 2) Representative of Code 100
 - 3) Associate Director of Code 200
 - 4) Deputy, Associate, or Assistant Director or other appropriate high level staff member from each Greenbelt Directorate
 - 5) Chairman, Facility Operations Manager (FOM) Subcommittee

- 6) Chief, Health, Safety and Security Office - Code 205
- 7) Chief, Plant Operations and Maintenance Division - Code 290
- 8) Representative of the Comptroller's Office - Code 150
- 9) Head, Planning and Programming Branch, Code 272 - Executive Secretary

b. Membership of the Wallops FCC shall consist of the following:

- 1) Head, Wallops Facilities Engineering Branch, Code 273 - Chairman
- 2) Senior Representative of Code 800
- 3) Associate Director of Code 200
- 4) Representative of Code 900
- 5) Representative of Code 100
- 6) Associate Chief, Health, Safety and Security Office - Code 205
- 7) Assistant for Tenant and Commercial Activities - Code 800
- 8) Head, Engineering and Planning Section, Code 273.1 - Executive Secretary
- 9) Head, Wallops Plant Operations and Maintenance Branch - Code 293

7. FUNCTIONS

The functions of the FCC are:

- a) Recommend the allocation of existing facilities to the various line organizations and tenants and periodically review their occupancy and use.
- b) Consider new facility requirements resulting from new program needs or changed needs of ongoing programs; assess the allocation of facilities in view of the following:
 - 1) new projects and current project completions;
 - 2) center reorganizations; and
 - 3) reallocations of the Center's civil service, onsite contractor and "other" workforce.
- c. Periodically review and assess the currency and adequacy of Center facilities.

- d. Review and approve health, safety, and security proposals that necessitate facility modifications.
- e. Periodically review development and maintenance of the Master Facility Site Plan for the Center and the catalog of major research, development, and test facilities available at the Center.
- f. Approve plans for phaseout and closing of facilities as program requirements change.
- g. Assist in the development of, review, and approve current and long-range Construction-of-Facilities (CoF) and Center-funded rehab and mod programs to satisfy Center facility requirements. Individually, the FCC members advocate their specific directorate's requirements in the context of overall Center needs, objectives, goals, etc. Collectively, the FCC members provide the broad perspective necessary to identify the facility implications of the Center's goals, objectives, etc. (i.e. the Center's Strategic Plan), and provide the facility management organizations the guidance required to develop specific facilities plans and proposals.

8. PROCEDURES

The following procedures apply to the committee and appropriate organizational elements of the Center:

- a. Center or directorate management initiates actions related to the allocations of existing facilities by request to the FCC (Greenbelt or Wallops as appropriate) as required by programmatic changes, reorganizations, or other administrative actions.
- b. Modifications to existing space or construction of new facilities to satisfy new or changed project requirements are solicited on a fiscal-year basis (March/April timeframe) through the Construction of Facilities budget and Center-funded rehabs and mods budget call.

- c. In response, each Directorate organization initiates a review of their space and assignment of facility resources to the various ongoing programs. New projects and associated facility requirements are assessed in the context of available facility resources within the directorate. Requirements that cannot be met within a directorate's resources are referred to the FCC. To assist this overall review, FED will distribute space utilization data for update by the directorate each April in accordance with GMI 7234.1B "Facilities Utilization Program."
- d. Directors of will make emergency requests on an as-needed basis.
- e. The organizational unit requesting a facility, facility alteration, or major change in institutional housing must prepare and assemble the following data for submission to the FCC by the cognizant committee member:
- 1) purpose of the proposed facility construction;
 - 2) location;
 - 3) estimated cost of the work;
 - 4) a brief description of the physical scope of the project; e.g., area to be constructed or modified, type of construction, major research equipment to be installed in the area, number of personnel to be housed in office, laboratory, or special purpose space, overall housing plan implications, etc.;
 - 5) if requirement is currently being met, identify facilities now being used and the reason it is not possible to continue with existing facilities;
 - 6) date the facility is required to be operational;
 - 7) a statement of the beneficial gains that will result if the facility is approved (e.g., improved mission performance, reduction in total manpower required, or a higher level of production for personnel);
 - 8) a statement as to how the proposed facility work supports the Center's Strategic Plan;
 - 9) identity of any other facility at GSFC, in NASA, or in other Government agencies, universities, or industry that might duplicate the proposed facility or serve the same purpose;

- 10) a description of an alternate plan for performing the mission or task or a statement of programmatic impact if the facility is not approved;
 - 11) other data as described in the specific facility budget call letters; and
 - 12) for existing facilities, all requests should include comments from the FOM.
- f. The sponsoring directorate will present briefings on nominated projects. The FCC will approve projects in view of the Center's overall facilities utilization posture and the relation of the project to the Center's goals and objectives.
- g. The FCC will meet as required to keep abreast of the implementation of new facilities and the management of extant facilities.
- h. The Greenbelt FCC Chairman, Code 100 Representative, and Executive Secretary will meet as required to discuss proposed agenda and to take appropriate action on items that do not require the consideration of the entire FCC.
- i. The Wallops FCC chairman, Code 800 representative, Code 200 representative, and Executive Secretary will meet to discuss proposed agenda, and to take appropriate action on items that do not require the consideration of the entire FCC.
- j. Coordination of facility recommendations from the Greenbelt and Wallops Committees will take place at special combined meetings or at the Management Council as appropriate. The Associate Director of Code 200 serves on both the Wallops and Greenbelt Committees and thereby provides a routine linkage between the two to highlight the need for special coordination.

9. RESPONSIBILITIES

a. The Facilities Engineering Division will perform the following:

- 1) provide staff support to the FCC including preparation of meeting agenda and minutes;
- 2) updates the catalog of major research, development, and test facilities and the Master Facilities Site Plan as required by new developments or periodically as required by Headquarters, Code JX or Code S. The Chairman, FCC approves drafts and final documents before they are submitted to Headquarters;
- 3) develop plans and procedures for providing facilities and adequate housing for GSFC personnel;
- 4) establish and maintain systems to inventory facilities, space utilization, and new facility requirements; and
- 5) provide the FCC and the originator of a facilities request with drawings and budget estimates as required.

b. The FCC will perform the following:

- 1) fulfill the requirement of NMI 7234.1 (GMI 7234.1B) by assuming the functions required by the Facilities Utilization Board as defined therein;
- 2) appoint ad-hoc committees for special emphasis on evaluating and solving specific facility problems, developing long range plans, etc.; and
- 3) assist the Director in ensuring that all elements of the Center operate within the scope of this and subsequent issuances.



John M. Klineberg
Director

