



# Ames Policy Directive

APD 8800.5

Effective Date: May 9, 2023  
Expiration Date: April 30, 2026

**COMPLIANCE IS MANDATORY**

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**Subject: Space Assignment and Management**

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

## CHANGE LOG

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Revision	1	5/9/2023	New baseline and formatted to comply with NPR 1400.1.

## 1. POLICY

- a. It is Ames Research Center (ARC) policy to manage its real property to ensure that the mission of the Center and NASA may be performed successfully in accordance with statutory, regulatory, and environmental requirements. ARC will promote the productive, safe, and efficient utilization of the spaces in its real property portfolio by implementing requirements stated in NPR 8800.15 for matters regarding space assignment and management.
- b. Except as otherwise expressly stated in their agreement with NASA, organization elements or activities occupying facilities at ARC (including NASA-housed contractors) are “tenants” rather than “owners” of such facilities, and as such, they lack authority to sanction reassignment, change the use of, or modify their assigned facilities.

## 2. APPLICABILITY

- a. This APD is applicable to NASA Ames Research Center and associated facilities (e.g., NASA Research Park, Crows Landing, etc).
- b. This APD applies to civil servants at ARC and to contractors, grant recipients, and parties to agreements to the extent specified or referenced in the contracts, grants, or agreements. This APD applies to civil servants and all parties to agreements containing real property provisions.
- c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes an expected outcome, and "are/is" denote descriptive material.
- d. In this directive, all document citations are assumed to be the latest version unless otherwise noted.
- e. Real Property. For the purposes of this APD, real property means land, buildings, structures, other structures and facilities, and leasehold improvements managed by NASA Ames Research Center. Real property also includes installed collateral equipment (i.e., building-type equipment), as defined in NPR 9250.1.

## 3. AUTHORITY

- a. NPR 8800.15, Real Estate Management Program.

## 4. APPLICABLE DOCUMENTS AND FORMS

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

## 5. RESPONSIBILITY

- a. **The Center Operations Director** is responsible for:
  - (1) In coordination with the Real Property Accountability Officer (RPAO) and Facilities Utilization Officer (FUO), controlling assignment of space at ARC and associated facilities where NASA and support contractor employees work (including the NASA Research Park (NRP), Moffett Federal Airfield, Mountain View Housing Ventures, and Bay View areas, etc.). The Center Operations Director has further assigned this responsibility to the Facilities Utilization Officer in the Facilities Engineering and Real Property Management Division (Code JC).

- (2) Providing an appeals process, if required, for space assignment actions taken by the FOU and Code JC.
- (3) Making agreements with non-NASA entities for use of ARC space, except for the NRP and Bay View subject to the referenced laws, regulations, policies, and procedures.
- b. **The Director of NASA Research Park** is responsible for obtaining Ames Partnerships Board (APB) approval prior to entering into any leases.

**6. DELEGATION OF AUTHORITY**

- a. None.

**7. MEASUREMENT/VERIFICATION**

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

**8. CANCELLATION**

- a. APD 8800.5, Space Assignment and Management, dated June 21, 2017.
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Eugene Tu  
Director

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**DISTRIBUTION:**

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## ATTACHMENT A. ACRONYMS

APB	Ames Partnerships Board
APD	Ames Policy Directive
ARC	Ames Research Center
FUO	Facilities Utilization Officer
NASA	National Aeronautics and Space Administration
NRP	NASA Research Park
RPAO	Real Property Accountability Officer