

ISSUANCE TRANSMITTAL
SHEET

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National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

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Date: APRIL 22, 1988

Material Transmitted:

1. Management Instruction, MMI 7300.2B, subject: "Acquisition/
Modification of Program Related Facilities"
2. This Instruction has been revised to:
 - a. Conform to current format requirements;
 - b. Update the references; and
 - c. Make minor editorial improvements.

Filing Instruction

Remove MMI 7300.2A, dated February 3, 1976 and replace with
MMI 7300.2B.

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Originating Organization: AB01 Effective Date: APRIL 22, 1988 MMI: 7300.2B

Subject: ACQUISITION/MODIFICATION OF PROGRAM RELATED FACILITIES

1. PURPOSE

This Instruction sets forth policies, major responsibilities and interfaces for management of the acquisition and/or modification of program related facilities.

2. APPLICABILITY

This Instruction is applicable to all elements of MSFC and pertains to Government owned facilities for which MSFC has accountability. This instruction is not applicable to special tooling, special test equipment and plant equipment for which the user/contractor is accountable.

*3. REFERENCE (Only applicable parts of most recent edition apply.)

- a. NMI 7330.1, Subject: "Delegation of Authority--Approval Authorities for Facility Projects"
- b. NHB 8820.2, Subject: "Facility Project Implementation Handbook"
- c. Federal Acquisition Regulation, Part 45, Subject: "Government Property"
- d. MMI 1050.10, Subject: "MSFC Formal Agreements"
- e. MMI 1700.6, Subject: "MSFC Operational Readiness Program"
- f. MMI 1710.1, Subject: "Safety Review and Approval of Hazardous and Potentially Hazardous Facilities and Activities at MSFC"
- g. MMI 8822.1, Subject: "Facility Design Review Comments and Shop Drawing Review Comments"
- h. MM 1150.1, Subject: "Architect-Engineer Selection Board"

4. POLICY

- a. Facilities required to meet program commitments will be provided in an economical and timely manner within the framework of the MSFC facility project approval process defined in reference listed in paragraph 3.e. All elements of the Center involved in the facilities acquisition process will be responsive to program requirements as defined by the Program/Project Offices or Program Development Task Teams.
- b. Use of the Corps of Engineers, Department of the Army as the design and/or construction agent for MSFC program facilities is authorized contingent upon facilities need dates and MSFC Facilities Office workloads.
- c. Use of a Program/Project Office prime contractor as the design and/or construction agent for MSFC program facilities is authorized contingent upon location of the facilities, vested responsibilities, need dates, etc. A facilities contract is required for any such prime contractor effort.
- d. MSFC program facilities requirements at other NASA Centers will be subject to separate intercenter agreements.

5. DEFINITIONS

- a. Program Related Facilities is a generic term used to encompass real property and related integral and collateral equipment having the basic function of a research and development or operational activity. These are facilities which have been conceived and justified to satisfy a program need. The term does not include institutional facilities and equipment.
- b. Initiating Organization is the MSFC Program/Project Office or Program Development Task Team, as appropriate, which initiates a facility requirement or change thereto.
- c. Real Property is land, buildings, structures, utility systems and improvements thereto, and accessory equipment permanently annexed to land. Real property excludes collateral equipment such as machine tools or test equipment which is removable without significant damage to the real property.

- d. Facilities Project Manager is the individual appointed to manage and/or provide continuity for a Facilities Project from the receipt of requirements from the initiating organization through acceptance by the Government.
- e. Mandatory Program Related Changes are changes that must be accomplished during the design or construction cycle to compensate for changes in program requirements.
- f. Mandatory Design Changes are changes that must be accomplished during the construction cycle in order to correct a design deficiency.
- g. Mandatory Field Changes are changes that must be accomplished during the construction cycle to correct or compensate for a changed field condition.
- *h. Facility Management Plan establishes a realistic schedule for the implementation of a facility project and assigns responsibility and authority for various actions.

6. RESPONSIBILITIES AND PROCEDURES

The responsibilities of Center organizational elements, procedures and interfaces for the acquisition and/or modification of program related facilities are contained in the Attachment to this Instruction.

7. CANCELLATION

MMI 7300.2A, dated February 3, 1976.

James R. Thompson, Jr.
Director

Attachment
Responsibilities and Procedures

Distribution
SDL 1

*Changed by this revision

RESPONSIBILITIES AND PROCEDURES

1. REQUIREMENTS

The initiating organization will take the necessary action to determine functional and operational requirements and provide justifications for program related facilities. The initiating organization will be responsible for coordinating program related facility requirements with the appropriate NASA Program Office. The Facilities Office will coordinate the resulting facility project descriptions with the NASA Headquarters' Facilities Office.

*2. FUNDING

The Facilities Office will be responsible for budgeting, programming and executing all C of F funds. The initiating organization will budget and program funds for R&D funded construction projects.

*3. PROJECT CONTROL

The assigned Facilities Project Manager shall exercise total project control, and all changes, guidance, or instructions will be subject to his/her review and approval in accordance with the Facility Project Management Plan.

4. PRELIMINARY ENGINEERING STUDIES AND REPORTS (PER's)

The Facilities Office will initiate and supervise preliminary facility studies and Preliminary Engineering Reports to develop as early in the budget cycle as possible the most economical and technically sound method of fulfilling program requirements. PER's may be accomplished (1) wholly by MSFC, (2) by contractual arrangement with other government agencies, (3) by contract with Architect-Engineer (A-E) firms, or (4) by a prime contractor. Basically, PER's will be accomplished early in the budget cycle; however, circumstances might require a PER after project approval.

5. ARCHITECT-ENGINEER SELECTION

Final selection of A-E firms, where MSFC is the PER and/or design agent, will be made by the Center Director upon recommendations of the MSFC A-E Selection Board.

*Changed by this revision

6. PROCUREMENT ACTIONS

- a. Procurement actions for A-E services, long lead facility items or construction contracts will be initiated by the Facilities Office based upon requirements and need dates established by the initiating organization.
- b. For facilities located at Huntsville, where MSFC is the design and/or construction agent, the Procurement Office will advertise for bids, award contracts and administer the contracts with the assistance of a Contracting Officer's Representative appointed from the Facilities Office.
- c. Where another agent has been delegated design and/or construction management responsibility, that agent will procure A-E services, long lead facility items, and/or construction contracts as directed by the appropriate Facilities Project Manager. Such procurements, prior to initiation or award, will be subject to concurrence by the MSFC Facilities Office Director and where a MSFC prime contractor is the design and/or construction agent a "consent to let" must be given by the MSFC Contracting Officer.
- d. For off-site locations such as Michoud Assembly Facility (MAF), Santa Susana and/or other satellite locations, the choice of design and/or construction management agents will be approved by the Program Office on a case-by-case basis and will, in turn, determine contracting responsibility.

7. CHANGES IN REQUIREMENTS

Any changes in program related requirements which affect a facility project will require written notification by the initiating organization to the Facilities Project Manager before official action is taken to initiate procurement changes or redirect the A-E firm, construction contractor or design and/or construction management agent.

8. DESIGN EFFORT

The Facilities Office will initiate and technically monitor design effort to meet functional requirements established by the initiating organization.

9. DESIGN REVIEWS

Periodic design reviews will be scheduled by the Engineering Division, Facilities Office. At their discretion, initiating and using organization representatives may participate in the design reviews.

10. CONSTRUCTION SUPERVISION AND INSPECTION

- a. For facilities located at Huntsville and for which MSFC is the construction agent, the Facilities Office, with the assistance of other appropriate MSFC organizations, will monitor the construction contractor to the degree specified in the contract.
- b. For off-site locations under the purview of a Program/Project Office, the responsibility for supervising construction on program related projects will rest with the appropriate construction agent. The Facilities Office, S&E Laboratories and other Center elements will assist as requested by the Program/Project Office. The Facilities Project Manager will participate in periodic construction progress reviews.

11. CHANGES PRIOR TO GOVERNMENT ACCEPTANCE

Change Order requests for facilities will be processed in accordance with the Facility Management Plan.

12. FINAL ACCEPTANCE OF PROJECT

- a. Upon completion of a project located at Huntsville, the Facilities Project Manager with the assistance of appropriate representatives of the Facilities Office; Procurement Office, and the using laboratory or office will make an inspection to determine that the work has been completed satisfactorily. The Facilities Project Manager may request participation by other MSFC elements as well as the Architect-Engineer firm and the construction contractor. The Facilities Project Manager is responsible for ensuring any construction deficiencies resulting from failure to comply with plans and specifications are corrected.
- b. Upon completion of a project at an off-site location under the purview of a Program/Project Office, the acceptance procedure will be as set forth in accordance with the Facility Management Plan.

13. OPERATIONAL READINESS INSPECTION (ORI)

In accordance with the current MMI 1700.6, inspections will be made on facility projects where appropriate.

14. ACTIVATION

The initiating organization, as appropriate, will require the user to prepare a Facilities Activation or Utilization Plan and will supervise the activation of the facility to determine that activation is accomplished in accordance with requirements set forth in the plan. The Facilities Office will support the activation as required.

15. MASTER PLANNING

The Facilities Office will accomplish "Master Planning" responsibilities wherever MSFC facilities are being considered for modification or new facilities are contemplated for program activities.

