

MPR 8812.1
REVISION H
EFFECTIVE DATE: July 20, 2016
EXPIRATION DATE: July 20, 2021

MARSHALL PROCEDURAL REQUIREMENTS

AS01

REQUESTS FOR FACILITY SERVICES AT MSFC

Marshall Procedural Requirements AS01		
Requests for Facility Services at MSFC	MPR 8812.1	Revision: H
	Date: July 20, 2016	Page 2 of 12

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Baseline		11/30/99	
Revision	A	11/13/02	Updated Master List URL; Changed Cancellation notice (P.6); Removed part of sentence from paragraph 1.3; Removed phone number from paragraph 3.3.
Revision	B	5/7/2004	Page 6, paragraph 3.1, is revised to indicate the level of authority to authorize Facility Work Requests. The revision also reflects minor editorial changes.
Revision	C	9/20/2004	Converted from Marshall Procedures and Guidelines (MPG) to Marshall Procedural Requirements (MPR) document. Also, requirements distinguished by use of the word "shall." Document also reflects minor editorial changes.
Revision	D	8/31/2005	Changed "AD01" to AS01" and "Facilities Engineering Department (FED)" to Facilities Management Office (FMO)" throughout the document. Deleted "pressurants and propellants", Paragraph 1.3. Delete paragraphs 1.6, 1.6.1-1.6.3, 2.5, 2.5.1-2.5.4, 3.2.5, 3.2.6, 3.7, and 3.8. In addition, paragraph 4 (RECORDS), records added to document. Minor editorial changes.
Revision	E	12/01/2008	Revised applicability statement for Marshall Space Flight Center only. Also, changed number and title to reference document in paragraph P.3 and changed the title of the reference document in P.5. Established that MPD 8812.1, "MSFC Real Property Management Policy" is the authority for this document. Clarified the role of basic organization directors/managers in approval of the organization's Facility Work Requests (FWR). Established that the Facilities Work Request (FWR) is to be used for requesting additional or reduced space and organization/personnel relocation. Directive also establishes the FWR be used for requesting additional or reduced space and organization/personnel relocation, which was deleted from the cancellation of MWI 4220.1. "Space Utilization, Communications, Furniture, Relocation, and Special Event Services," and implemented in this directive.
Revision	F	5/11/2011	Revised referenced documents. Corrected Construction of Facilities limits. Removed paragraphs concerning Unforeseen Programmatic Projects (category no longer exists). Changed authority document.
Revision	G	1/20/2012	Revised document to add requirement for Continuous Run and Extended Run Requests for energy consuming equipment, moved definitions from main body to appendix, and made minor editorial changes.
Revision	H	7/20/2016	Added paragraphs 2.1.4 and 2.8 and revised paragraph 2.3.1 to add procedures for requesting Propellants and Pressurants services. Also, revised Facilities Work Request (FWR) definition in Appendix A to include requesting Propellant and Pressurant system repairs or modifications. Revised in accordance with new template and updated format to current requirements of MWI 1410.1.

Marshall Procedural Requirements AS01		
Requests for Facility Services at MSFC	MPR 8812.1	Revision: H
	Date: July 20, 2016	Page 3 of 12

TABLE OF CONTENTS

PREFACE

- P.1 Purpose
- P.2 Applicability
- P.3 Authority
- P.4 Applicable Documents and Forms
- P.5 Measurement/Verification
- P.6 Cancellation

CHAPTER 1. RESPONSIBILITIES

CHAPTER 2. PROCEDURES

- Appendix A (Definitions)
- Appendix B (Acronyms)
- Appendix C (Reserves for Verification Matrix)
- Appendix D (Records)

Marshall Procedural Requirements AS01		
Requests for Facility Services at MSFC	MPR 8812.1	Revision: H
	Date: July 20, 2016	Page 4 of 12

PREFACE

P.1 PURPOSE

To establish procedures for requesting facility services provided by Marshall Space Flight Center's (MSFC) Facilities Management Office (FMO) as delegated by MPD 1200.3 and authorized by NPD 7330.1.

P.2 APPLICABILITY

- a. This MPR applies to Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. ("Contractors," for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)
- b. This MPR does not apply to the Michoud Assembly Facility.
- c. This MPR applies the following: 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 expected outcome, and "are/is" denotes descriptive material.
- d. This MPR applies the following: all document citations are assumed to be the latest version unless otherwise noted.

P.3 AUTHORITY

- a. NPD 7330.1, "Approval Authorities for Facility Projects"
- b. MPD 1200.3, "Delegation of Authority for Marshall Space Flight Center (MSFC)"

P.4 APPLICABLE DOCUMENTS

- a. NRRS 1441.1, "NASA Records Retention Schedules"
- b. MPR 1440.2, "MSFC Records Management Program"
- c. MSFC Form 199, "Facilities Work Request"
- d. MSFC Form 4583, "Request for Continuous Run Permit"

Marshall Procedural Requirements AS01		
Requests for Facility Services at MSFC	MPR 8812.1	Revision: H
	Date: July 20, 2016	Page 5 of 12

P.5 MEASUREMENT/VERIFICATION

None.

P.6 CANCELLATION

MPR 8812.1G, "Requests for Facility Services at MSFC," dated January 20, 2012.

Original signed by

Todd A. May
Director

Marshall Procedural Requirements AS01		
Requests for Facility Services at MSFC	MPR 8812.1	Revision: H
	Date: July 20, 2016	Page 6 of 12

CHAPTER 1. RESPONSIBILITIES

1.1 The directors, managers, and office leads of each MSFC organization shall determine the requirements and related justification for facility-related projects and coordinate program-related facility requirements with the appropriate NASA program office and submit Facility Work Requests (FWRs).

1.1.1 The directors, managers, and office leads may designate other authorized individuals to submit FWRs for their organizations in writing to the FMO Manager.

1.2 The Manager, Public and Employee Communications Office, shall be responsible for submitting FWRs for maintenance and repair of exhibits located at the U.S. Space and Rocket Center.

1.3 The NASA Exchange Operations Manager or the Chairman of the NASA Exchange shall authorize and submit all FWRs for the NASA Exchange.

1.4 The Manager, FMO, shall assure that necessary approvals of MSFC management and NASA Headquarters are obtained, as required, for all facilities work.

1.5 All personnel are authorized to use trouble calls to report any condition that needs repair.

1.6 The Facilities Utilization Review Committee (FURC) reviews, prioritizes, and submits proposed projects to NASA Headquarters for approval based on MSFC's mission suitability.

1.7 The organizational designee shall submit FWRs on MSFC Form 199, "FACILITIES WORK REQUEST."

1.8 The MSFC Energy Management Team, shall verify the continuous runs.

Marshall Procedural Requirements AS01		
Requests for Facility Services at MSFC	MPR 8812.1	Revision: H
	Date: July 20, 2016	Page 7 of 12

CHAPTER 2. PROCEDURES

2.1 Requests for facility services are classified into different categories based on the type of work and the associated dollar value. Classifications of work are:

2.1.1 Trouble Calls

2.1.2 Facilities Work Requests (FWRs)

2.1.3 Construction of Facilities (CoF) Projects

2.1.4 Propellant or Pressurant commodity delivery or pickup

2.2 Trouble calls (Facilities Minor Work Request) shall be submitted through the MSFC Facilities Minor Work Request portal found on the Facilities Management Explornet site or telephoned to the 24-hour Facilities Work Control Desk at 256-544-3919.

2.3 FWRs shall be submitted on MSFC Form 199, "FACILITIES WORK REQUEST," and transmitted to the Facilities Work Control Desk, Building 4250, by the organizational designee.

2.3.1 FWRs can be used to: (1) request additional or reduced space or organization/group personnel relocation services, (2) to request building repair, alteration, modification, or new construction services, and (3) request a repair or modification to a propellant or pressurant system.

2.3.2 FWRs shall be evaluated by FMO to determine if additional or reduced space or organization/personnel relocation indicates that building repair, alteration, modification, or new construction is required.

2.3.3 If FMO evaluation of an FWR for additional or reduced space or organization/personnel relocation indicates that building repair, alteration, modification, or new construction is required, then the requesting organization shall be informed to submit an additional FWR for the building repair, alteration, modification, or new construction.

2.3.4 FMO shall accept an FWR only when authorized by an office lead level or above, per request of the FMO Manager.

2.4 The basic organization director/manager shall submit a request through the NASA Integrated Service Management (NISM) to the Logistics Services Office for personnel relocation of one to five people and for equipment relocation.

2.5 CoF Projects. Candidate projects for the CoF program shall be submitted in response to FMO annual call letter. Requirements for CoF projects need to be identified well in advance (i.e., minimum 3 years and optimum 5 years prior to the year of needed construction) to permit the work to be included in the regular CoF program submission and approval cycle.

Marshall Procedural Requirements AS01		
Requests for Facility Services at MSFC	MPR 8812.1	Revision: H
	Date: July 20, 2016	Page 8 of 12

2.6 Continuous Run Requests shall be made using MSFC Form 4583, “Request for Continuous Run Permit.”

2.6.1 Continuous runs shall be initially requested by the user 2 weeks prior to the need date.

2.6.2 The continuous run shall be verified by the MSFC Energy Management Team.

2.6.3 If the Continuous Run Request is approved, the duration of the request shall not exceed the term set by the FMO.

2.6.4 Any service requirement outside the parameters of the systems design shall be provided by the FMO, but the user is responsible for all associated costs to make the required changes. If changes are required, the approval of the Continuous Run Request will be placed “on hold” until the necessary system equipment design modification is implemented.

2.6.5 In case of emergency, the FMO reserves the right to review the impacts on an “on-hold” request on a case by case basis.

2.7 Extended Run Requests shall be made at least 24 hours in advance through the Work Order Desk at 256-544-3919 (or 4-HELP). In case of an emergency, a single day or single weekend request may be worked upon call-in.

2.8 Propellant or Pressurant commodity deliveries and pickups are scheduled by telephoning 256-544-9456.

Marshall Procedural Requirements		
AS01		
Requests for Facility Services at MSFC	MPR 8812.1	Revision: H
	Date: July 20, 2016	Page 9 of 12

Appendix A

Definitions

Basic Organization. For the purpose of the uniform application and understanding, use of this term means those organizational blocks on the official MSFC Organization Chart, as approved by the NASA Administrator and signed by the Center Director (the organizational code's "01" level).

Construction of Facilities (CoF) Projects. Building, structure, or utility system repairs, alterations, modifications, or new construction costing more than \$1M funded with CoF appropriations.

Continuous Run Request. Cooling, heating and/or lighting operations required to provide a user-specified climate condition to an area where the required condition is outside the normal operating parameters and/or schedule for a time period 30 days or greater.

Extended Run Request. Cooling, heating, and/or lighting operations required to provide a user-specified climate condition to an area where the required condition is outside the normal operating parameters and/or schedule for a time period of 29 days or less.

Facilities Work Requests (FWRs). Any facility service less than \$1M that is not performed by a trouble call. FWRs are used to: (1) request additional or reduced space or organization/group personnel relocation services, (2) to request building repair, alteration, modification, or new construction services, or (3) request a repair or modification to a propellant or pressurant system.

MSFC Facilities Utilization Review Committee (FURC). The Center's strategic planning committee for facility-related needs, utilization, and requirements.

Routine Trouble Call. A call for all other work (most trouble calls fall in this category).

NASA Integrated Service Management (NISM). An automated work order system, accessed from the NISM Web site by MSFC personnel, used to request service from certain organizations. Facilities services are available through the NISM.

Trouble Calls. Minor repairs or services requiring less than \$2,000 in labor and materials. The three categories of trouble calls are Emergency, Routine, and Urgent.

Urgent Trouble Call. A call to correct a situation where the potential exists for someone getting hurt or for a significant operational impact if not corrected.

Marshall Procedural Requirements AS01		
Requests for Facility Services at MSFC	MPR 8812.1	Revision: H
	Date: July 20, 2016	Page 10 of 12

Appendix B

Acronyms

AFS	Agency Filling Scheme
CoF	Construction of Facilities
FMO	Facilities Management Office
FURC	Facilities Utilization Review Committee
FWR	Facilities Work Request
NISM	NASA Integrated Service Management
NRRS	NASA Records Retention Schedules

Marshall Procedural Requirements AS01		
Requests for Facility Services at MSFC	MPR 8812.1	Revision: H
	Date: July 20, 2016	Page 11 of 12

Appendix C

(Reserved for Verification Matrix)

None.

Marshall Procedural Requirements AS01		
Requests for Facility Services at MSFC	MPR 8812.1	Revision: H
	Date: July 20, 2016	Page 12 of 12

Appendix D

Records

The records associated with this MPR are identified in the table below and are managed in accordance with NRRS 1441.1 and MPR 1440.2.

Agency Filing Scheme (AFS#)	Disposition Authority (NRRS #) and NRRS Record Title	Record Description	Disposition Instructions	Custodian Organization Code or Role	Location of Record (Hardcopy or Electronic)
8810	NRRS Schedule 8, Item 48 B.3.(a) Facilities Work Request (Form 199)	Used for requesting additional or reduced space, organization/ personnel relocations, building repairs, alterations, modifications, or new construction	Destroy 6 years and 3 months after final payment of the contract	AS24	Building 4250 Paper and Electronic; Support Contractor held
8810	NRRS Schedule 8, Item 48 B.3.(a) Trouble Call/ Facilities Minor Work Request	Used for requesting minor repairs or services	Destroy 6 years and 3 months after final payment of the contract	AS24	Building 4250 Electronic; Support Contractor held