MPR 3200.1
REVISION M
EFFECTIVE DATE: August 14, 2013
EXPIRATION DATE: December 4, 2023

MARSHALL PROCEDURAL REQUIREMENTS

AS01

ONSITE LOCATION OR RELOCATION OF CONTRACTOR OR OTHER GOVERNMENT AGENCY PERSONNEL AT MSFC

COMPLIANCE IS MANDATORY
DIRECTIVE IS UNCONTROLLED WHEN PRINTED
Verify current version before use at https://dml.msfc.nasa.gov/directives

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Revision	G	12/27/99	History log added with this revision; previous history contained in Directive Manager's Reference File. This document is a complete rewrite of MMI 3200.lF.
Revision	H	4/23/2004	Changed "Facilities Engineering Department" to "Integrated Customer Support Department" throughout the document. Updated Footer URL.
Revision	I	10/22/2004	MSFC received an Agency action from Headquarters requiring the Centers to improve documentation and operating procedures.
Revision	J	8/26/2005	Revised to reflect organizational changes. Re-numbered paragraphs, as needed. Paragraphs 2.2 and 3.1.1.7 changed to include IT requirements. Paragraph 3.2.5 changed to return the original approved/disapproved request to the requesting office/directorate.
Revision	K	2/14/2007	Revised to reflect organizational and editorial changes, records disposition, add an Appendix (Example of Memorandum for Request for Authority to Locate Contractor Personnel Onsite at MSFC), disposition of Appendix, and clarification of additional space requested.
Revision	L	10/20/2008	Revised the Applicability statement to address the applicability of this directive to MSFC. This document is not applicable to Michoud Assembly Facility (MAF). Also, reflects a title change and minor editorial changes.
Revision	M	8/14/2013	Updated references to MPR 8812.2. Reformatted to comply with new required template per MPR 1410.2J and as instructed in MWI 1410.1F, as well as minor editorial changes.
Revalidation	M	12/4/2018	Minor process change along with administrative updates, revalidation requested per NPR 1400.1, 4.4.3.

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PREFACE

P.1 PURPOSE

To establish the responsibilities and procedures required for onsite location or relocation of contractor and other Government agency personnel at MSFC. This information will be observed in the decision-making processes in MPR 8812.2 related to facilities utilization and planning. Together, this document and MPR 8812.2 allow for compliance with Chapter 5 of NPR 8800.15B to properly track the utilization of NASA Real Property.

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 MAF.

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

NPR 8800.15, Real Estate Management Program

P.4 APPLICABLE DOCUMENTS AND FORMS

MPR 8812.2, MSFC Facility Utilization

P.5 MEASUREMENT/VERIFICATION

None.

P.6 CANCELLATION

MPR 3200.1L, Onsite Location or Relocation of Contractor Other Government Agency Personnel at MSFC, dated October 20, 2008.

Original signed by

Jody Singer
Director

CHAPTER 1. RESPONSIBILITIES

1.1 Program/Staff Offices and Directorates:

1.1.1 Prepare a memorandum to the Director, Office of Center Operations (OCO), requesting authority to locate contractor and other Government agency personnel onsite in accordance with CHAPTER 2., Procedures.

1.1.2 Coordinate with the Manager, Facilities Management Office (FMO) (AS20), for estimated cost.

1.2 Manager, FMO (AS20), provides the program/staff offices and directorates the estimated costs for movement of furniture and equipment requirements, facility alterations, and information technology (IT) requirements.

1.3 Director, OCO, approves onsite requests above 10 employees (or disapprove depending on real property availability).

1.4 Director, Office of Procurement, concurs that on-site contractor requests are valid and appropriate for the government if approved by Center Operations (this is accomplished by a sign off on the memorandum submitted to the Facilities Utilization Officer in FMO).

CHAPTER 2. PROCEDURES

Requests for Approval or Reapproval:

2.1 Shall be prepared by Program/Staff Offices and Directorates and submitted for approval or reapproval to the Director, OCO, through the Manager, FMO (AS20), and the Director, Office of Procurement, for their concurrence at least 90 days prior to the planned movement of personnel onto Marshall or prior to an Request for Proposal (RFP) being issued that would require a contractor to submit a proposal based on the understanding that the Government would furnish onsite housing. See Appendix E for a sample request format. In the request, please include:

a. Name of contractor or Government agency and contract number.

b. The number of personnel involved.

c. The job to be performed and justification for performance onsite.

d. The requested period of time for onsite location which is the same as the contract period of performance including contract extension option periods.

e. The benefiting program or project.

f. The potential/requested location (building).

Note: If the proposed location is not within the organization's allocated space, please delineate the need for additional space.

g. The description and estimated cost of facility alterations, furniture, and equipment requirements, and IT requirements, etc.

2.1.1 Upon approval, appropriate documentation to occupy the approved location onsite shall be initiated by the Program/Staff Offices and Directorates.

2.2 Requests for reapproval shall be submitted in accordance with paragraph 2.1 for onsite contractor location by the Program/Staff Offices and Directorates if:

a. An increased number of contractor personnel above and beyond the previously approved amount is required. The increase and new total shall be specified.

b. The contract is to be recompeted.

Note: A request for reapproval is not required in cases where the recompetition procurement activities have been delayed necessitating an extension of the existing contract for a specified period.

2.3 Approval and reapproval requests shall be reviewed by the Manager, FMO (AS20) to ensure that the requirement and proposed locations are in accordance with the Center's Facility Master Plan and are available due to current and planned utilization plans.

2.3.1 Recommend disposition to Director, OCO.

2.3.2 Maintain file so that current data on approved onsite contractor locations, periods of approval, etc., is accessible until the person is moved and the data is entered into the Facilities Center data base. The file shall be maintained until the entry is complete, which usually occurs within a few weeks of the receipt of the request. After the entry of this information, the database becomes the source for space utilization information on the employee and is kept current as the employee moves around the Center.

2.3.3 Upon approval/disapproval of request, return the original approved/disapproved request to the requesting office/directorate, file a copy, and forward a copy to the Office of Procurement.

2.4 Requests shall be forwarded to the Director, OCO for approval/disapproval. Include the original and two copies.

2.5 Return approved/disapproved request to the Manager, FMO (AS20), for disposition.

APPENDIX A

(Reserved for Definitions)

APPENDIX B

(Reserved for Acronyms)

APPENDIX C

(Reserved for Verification)

APPENDIX D

Records

RECORD(S)	MAINTAINED BY	RETENTION
Scanned copy of Memorandum requesting authority to locate contractor and other Government agency personnel onsite	Facilities Utilization Officer (FUO)	NRRS 1441.1 schedule 8/47/A; destroy 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete.
Space Utilization Database	FMO (AS21 – Facilities Planning)	NRRS 1441.1 schedule 8/47/A; destroy 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete.

APPENDIX E

(Example of Memorandum for Request for Authority to Locate Contractor Personnel Onsite at MSFC)

(USE THIS EXAMPLE IF A CURRENT CONTRACTOR IS PERFORMING THE WORK AND A NEW CONTRACTOR HAS BEEN SELECTED OR FOR A CONTRACT TO BE DETERMINED (TBD)

(Mail Code of Requesting Organization)

TO: AS01/Director
THRU: PS01/Director
AS20/Manager

FROM: *(Requesting Organization)*

SUBJECT: Request for Authority to Locate Contractor Personnel Onsite at MSFC

Pursuant to the requirements of MPR 3200.1, approval is requested for onsite location of contractor personnel to provide *(description of work to be performed)*. This effort is currently being performed onsite by *(name of current contracting company, contract number)*. *(Name of new selected contractor)* has been selected for the new contract, *(contract number)* that begins *(start date of new contract)*.

The following information is provided in support of MPR 3200.1:

Name of contractor or Government Agency:
(If TBD, notify AS20 when contract is awarded)

Contract Number:
(If TBD, notify AS20 when contract is awarded)

The number of personnel involved:
(Number of personnel to move onsite)

The job to be performed and justification for performance onsite:
(Description of job to be performed onsite)

Period of time during which onsite location is requested:
The contract is scheduled to begin *(start date of contract)* and expire *(completion date of*

contract). (If option years can be exercised, please state the number of option years.)

The benefiting program or project:
(Name of program/project)

The proposed location:
(Building and room number)

Description and estimated cost of facility alteration, phones, etc.:
(Description and estimated cost)

(Signature block of requesting organization)

APPROVAL/DISAPPROVAL:

_____ _____
Director Date
Office of Center Operations

cc:
AS21/Real Property and Facilities Utilization Team
PS01/Director