

Instruction	Title: FACILITY NUMBERING AND NOTICE RELEASE PROCESS			Number: ENG-I-RP06	
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SUBJECT FACILITY NUMBERING AND NOTICE RELEASE PROCESS

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PURPOSE

The purpose of this document is to establish a processing instruction regarding facility identification of real property assets and notifications of specific changes.

SCOPE AND APPLICABILITY

All National Aeronautics and Space Administration (NASA) owned facilities located at Kennedy Space Center (KSC) and Cape Canaveral Space Force Station (CCSFS) are assigned unique identification numbers for which financial data is collected and reported in accordance with Federal Law. Facility numbers are assigned by the Base Operations and Support Services (BOSS) Real Property Office. This instruction also applies to the numbering of facilities located at KSC and owned by other organizations.

NOTE: There is an established NASA/KSC Facility Numbering Process, developed by BOSS Real Property and the KSC Real Property Accountable Officer (RPAO) in 2020, which directly addresses assigning funding assignments during the facility numbering process. See Appendix A. Work instruction ENG-I-RP06 focuses specifically on the BOSS Real Property Office's responsibilities to assign facility numbers, send workflow notifications and update Maximo. References to the KSC Facility Numbering Process are mentioned where applicable.

PROCESS**1. ASSIGNING NUMBERS TO NEW FACILITIES****1.1. Site Plan**

Once a facility number request is received, obtain a copy of the approved site plan from the BOSS Master Planning Office. The facility name is generally taken from the site plan. If a site plan was not completed for the facility, use the same name assigned to a similar facility and have the RPAO concur.

1.2. Future Facilities

Generally, future facility numbers are assigned to facilities once construction begins. Occasionally, and with the KSC RPAO's approval, facility numbers can be assigned if there is an approved site plan and/or the project constructing the facility has been approved or funded.

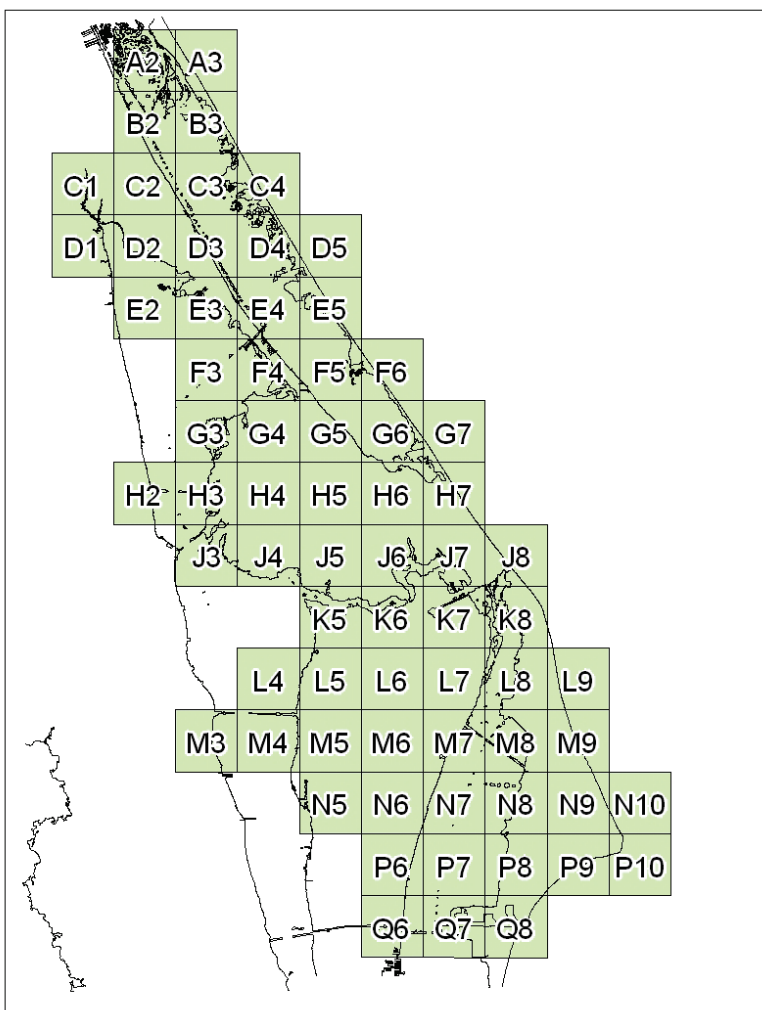
1.3. Current Number Assignment

Verify that a facility number has not yet been assigned by researching the Facility Space Management System (FSMS) and the official Real Property Management System (RPMS). Also check with other real property personnel to ensure they are not in the process of assigning a number to the facility.

1.4. Determine Number

Select a facility number from the geographic area within the map grid (M6, G5, J8, etc.) closest to existing facility numbers (see Figure 1). Review FSMS, RPMS (current and removed) and the Historical Removed and Retired Facility Numbers folder located on the BOSS Real Property shared drive under NASA Real Property to ensure the number is not currently being used or has not been used in the past. Retired facility numbers and numbers assigned to removed facilities are not to be re-used. Trailers located on KSC should be numbered according to size, owner or usage (see Definitions and Trailer Numbering in KNPR 8830.1). If the facility is NASA-owned and located on Cape Canaveral Air Force Station, contact the Air Force Real Property Office and obtain a new facility number. For Air-Force owned facilities on KSC, see Section 2.

FIGURE 1: MAP GRID NUMBERS



1.5. Collect Data

Gather as much information about the facility as possible. Review the NASA Real Property Classification Guide and choose the best classification code that suits the

facility's usage or function. Once a classification code is chosen, determine if capacity information is available. If available, determine who will be taking on facility manager responsibilities. Note any project control or work order numbers.

1.6. Add to Quarterly Report Updates

New facilities will not be added to RPMS until turnover documentation for the capitalization of the facility has been received, which is usually months after a facility number has been assigned. If the facility needs to be capitalized in the RPMS, but closeout documentation has not yet been received, enter the facility information under Facilities Awaiting Closeout Documentation in the former quarter's NASA/KSC Quarterly Real Property Report used to track updates. If the facility is owned by someone other than NASA (KSC), document it in the Facilities Accountable by Others (FABO) section of the same report.

1.7. Facility Space Management System (FSMS)

If the facility is existing, newly constructed, under construction or sited as a future facility, compile all available facility data and enter it in FSMS once receiving notification from RPAO to proceed as described in the NASA/KSC Facility Numbering Process. Attach the site plan or photograph, and add the primary and alternate facility managers, if assigned. If the Project Control Number (PCN) is available, add it in the Remarks section. See ENG-I-RP07 for details on entering data in FSMS.

1.8. Maximo

Add the facility to the Location section in Maximo. Add real property data, choose Operating for the Maximo Type field, choose Spaceport under Systems, choose the correct Parent and enter TXXNOWRK in the JON field until the proper charge code is identified.

1.9. Add Notices

Send out a Workflow Notification Add Notice from FSMS. See Section 4.

1.10. Facility Folder

Create a facility folder and add a copy of the information input into FSMS along with any other documentation obtained.

2. AIF FORCE OWNED FACILITIES ON KSC

Because the Air Force uses a different numbering schema from NASA, Air Force owned facilities located on KSC will require dual facility numbers; the Air Force assigned number and a NASA grid number. Once the Air Force Real Property Office assigns an Air Force facility number, select a dual number from the geographic area within the map grid (M6, G5, J8, etc.) closest to existing facility numbers. Enter the Air Force facility number in FSMS and include the NASA number in the facility name, as well as in the Alternate Number (see example below). Notify the Air Force Real Property Office of the NASA number assigned.

Primary Number/Name 95712 – ELECTRICAL SUBSTATION (N6-2274B)
Alternate Name(s): N6-2274B

3. RETIRING A FACILITY NUMBER IN FSMS

On rare occasions, a facility number will need to be retired in the FSMS because it is no longer valid. Numbers are retired so they will not be used again. Retired facility numbers include numbers assigned to facilities that have been relocated, numbers assigned to facilities that were never constructed, or numbers assigned to entire complexes/areas that do not designate a specific facility.

4. NOTICES

4.1. Workflow Notifications

Notices, also known as Workflow Notifications, for newly added or removed facilities (also known as Add/Delete notices), as well as facilities with name or status changes, will be sent to the contacts on the distribution list located in FSMS. See ENG-I-RP07 for detailed information.

4.2. Status Changes

Once a facility status has been created or changed, automatic workflow notifications can be generated in FSMS. Use the “Send Notification” button to create the electronic notification, the following day from the update as the information will not appear in the FSMS data view Facility Information Center (FIC) until then. A link to the facility record will appear in the email. **Please note that workflow notifications for REACTIVATED facilities will have to be sent out manually to avoid confusion as the subject line will say “Add” as it does for new facilities. In addition, FACILITY NAME CHANGE notifications will be sent manually.**

4.3. 24-hour Waiting Period

Both workflow and manual notifications need to be sent the day after facility record changes are made, as FIC facility data linked in the email is not available until the following day.

5. LABELING FACILITIES

Facilities need to be labeled with respective facility numbers. Depending on the facility's owner or user, the entity responsible for labeling facilities will be determined as directed by the NASA/KSC Facility Numbering Process. If BOSS is to install/paint the facility number, the RPAO will submit an Electronic Work Request (EWR) to BOSS Work Control for numbers to be painted on or affixed to facilities. If another entity is to label the facility, the RPAO will request them to do so. Work requests for facility numbering must meet specific NASA guidelines and numbers must be verified by the BOSS Real Property Office. Labeling guidelines are found in KNPR 8830.1.

APPENDIX A: NASA/KSC FACILITY NUMBERING PROCESS

Steps to obtain a facility number:

1. User initiates process by requesting facility number through the Base Operations Spaceport Services Contract (BOSS) Real Property (RP) Office, by contacting (BOSS RP) at (ksc-boss-real-property@mail.nasa.gov).
2. Base Operations Service Contract Real Property will assign a “draft” facility number. The facility number request and draft facility number is sent to RPAO from Base Operations Service Contract **RP** via email notification
3. NASA RPAO sends information to SI-I2 (Travis Casey) for NASA funding assignment *
4. Travis Casey provides NASA approved funding assignment to FUO (Emily Fields) and RPAO (Rich Griffin)* (goal 2 day turn around)
5. NASA RPAO (goal 1 day turn around) emails Base Operations Service Contract **RP** to proceed with # assignment.

If facility is active, RPAO will determine who should install the facility # signage.

- a. If it is Base Operations Service Contract **RP**, see step 8, workflow notification.
- b. If Base Operations Service Contract **RP** is not installing the signage then RPAO will request the responsible customer/contractor to install the signage based on the KNPR requirements, which the RPAO will provide.

When it is not BOSS putting up signage:

- *If it is a commercial partner: the requirements should be routed through the SI Customer Advocate for that respective partner*
- *If it is a construction contractor: the facility number should be routed through the NE-T Construction Manager*

Instructions for installing facility numbers can be found at

https://tdksc.ksc.nasa.gov/servlet/dm.web.Fetch/KNPR_8830.1_Rev_C_Final.pdf?gid=1043675&FixForIE=KNPR_8830.1_Rev_C_Final.pdf

6. Base Operations Service Contract **RP** will add facility # to Facility Space Management System FSMS and MAXIMO Location Table, and initially assign a TXXNOWRK JON
7. The following business day Base Operations Service Contract **RP** will send out a workflow notification via FSMS
8. RPAO receives Workflow Notification for new facility and if Base Operations Service Contract is to install the facility number the RPAO can now submit a EWR** for number installation. FUO gets the facility # via the FSMS Workflow Notification from Base Operations Service Contract **RP** and adds SI-B funding source to the NASA Authoritative Facility List (AFL)
9. FUO (goal 1 day turn around) provides notice to Base Operations Service Contract Asset Management, and if Base Operations Service Contract has OMEU responsibilities* then a JON MAR will be submitted to the NASA JON MAR approval group for the NASA approved Base Operations Service Contract funding source
10. NASA JON MAR approval group has (goal 1-2 day turn around). Once approved, JON MAR approval group will notify NASA RPAO.
11. NASA RPAO take to FMB for awareness

*not required for entities that do not need a MAR (commercial entities or trailers that require NO Base Operations Service Contract support)

** Base Operations Service Contract EWRs requires Maximo’s Location Table to be updated for the facility to be selected.

Note: NASA and Base Operations Service Contract funding assignments are *usually* the same entity. The Base Operations Service Contract Tech Exhibit 1.2.1-1 lists Base Operations Service Contract Baseline and Task Order customers.

RECORDS

The following records are retained by the organizations listed below:

Record	Responsible Organization
Facility Space Management System Records	BOSS Real Property
NASA/KSC Quarterly Real Property Report	BOSS Real Property
NASA Real Property Facility Folders	BOSS Real Property
NASA Real Property Management System Records	BOSS Real Property

ROLES AND RESPONSIBILITIES

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REFERENCE DOCUMENTS

The following documents are referenced in this procedure:

Document Number	Title
NASW-00009	NASA Real Property Classification Guide
NNK18619079R	Base Operations and Spaceport Services Contract
ENG-I-RP02	KSC Facility Manager Record Maintenance
ENG-I-RP04	NASA/KSC Quarterly Real Property Report
ENG-I-RP07	Facility Space Management System Process
KNPR 8830.1	Facilities and Real Property Management Procedural Requirements
NPR 8800.15	NASA Real Estate Management Program Procedural Requirement

ACRONYMS

BOSS – Base Operations Spaceport Services
CCSFS – Cape Canaveral Space Force Station
EWR – Electronic Work Request
FABO – Facilities accountable by others
FIC – Facility Information Center
FSMS – Facility Space Management System
GIS – Geographical Information System
JON – Job Order Number
KSC – Kennedy Space Center
NASA – National Aeronautics and Space Administration
OMEU – Operator, Maintainer, Engineer and User
PCN – Project Control Number
RPAO – Real Property Accountable Officer
RPMS – Real Property Management System

DEFINITIONS

Classification Codes: Part of a uniform coding system used to identify the primary function of NASA Real Property. Depending on the classification code, RPMS automatically generates the unit of measure and Asset Class code that is assigned to that property.

Dual-Numbered Facilities: Air Force-owned or leased facilities that are located on KSC are assigned two facility numbers; the Air Force assigned number and a dual KSC number which uses the map grid system. Dual numbers are assigned for these facilities because the Air Force accounting system uses a different numbering system, and KSC requires a grid number for location purposes. KSC facilities located CCSFS are not assigned a dual facility number but are assigned a number designated by the Air Force.

Facilities Accountable By Others (FABO): Facilities located on KSC property, but owned by another organization.

Facility: Structure or system identified by a numbering system and accounted for in the real property records. Facility numbers are assigned to, but not limited to, buildings, sewer and water mains, electrical distribution systems, sidewalks and roads.

Facility Add/Delete Notice: Also known as a Workflow Notification, this notice is sent via email from the BOSS Real Property Office. Included in the notice is a link to the Facility Information Center (FIC) which contains general facility information, including photos and location.

Facility Folder: Maintained by BOSS Real Property, the facility folder houses facility records and information which includes, but is not limited to, master data sheets, equipment lists, cycle inventory forms, facility manager assignments sheets, floor plans, photographs and correspondence relating to the facility.

Facility Information Center (FIC): Data viewer which provides searchable facility information maintained in FSMS and made available to most organizations at KSC. The FIC also contains links to other systems including GIS, KSC/BOSS Floor Plan Report and OMEU.

Facility Manager: A person usually acting as a primary point of contact, assigned unique organizational duties associated with coordination and control, when appropriate, of facility activities.

Facility Number: A unique number assigned by the BOSS Real Property Office to real property including buildings, structures and land for identification, tracking and reporting purposes.

Facility Space Management System (FSMS): Also known as TRIRIGA. Unofficial database of all real property located on KSC and NASA real property located on CCSFS. The database contains general facility information, facility manager contact

information, facility functions, facility costs, construction data and location. Information maintained in FSMS can be viewed in the Facility Information System (FIC).

Facility Status: Statuses include, but are not limited to, Active, Standby, Mothballed, Abandoned, Excessed or Demolished. Detailed descriptions can be found in NPR 8800.15.

Map Grid Number: Map grid numbers incorporated into facility numbers for all facilities located on KSC, except for trailers (see Trailer Number definition below). A typical facility number starts with the map grid number in which the facility is geographically located, followed by a specific facility number.

Maximo: Work management system currently used to track and maintain real property asset data.

NASA Real Property Management System (RPMS): Official database listing all NASA owned Real Property. The BOSS Real Property Office uses this database to update KSC Real Property records.

Real Property: Land, buildings, structures, utilities systems, improvements and appurtenances, such as real property installed equipment, permanently annexed to planet Earth.

Real Property Accountable Officer (RPAO): Person responsible for real property accountability, including the recording and reporting of the NASA real property inventory. The RPAO plans, directs, coordinates and manages the activities of all the Center's real property including signing documents for KSC to transfer, accept, and dispose of all federal real property.

Trailer Numbers: The following number system shall be used to identify trailers:

NASA-owned multi-wide trailers	TRM-XXX
NASA-owned trailers	TR1-XXX
NASA-leased trailers	TR2-XXX
Other gov't agency owned trailers	TR3-XXX
Other gov't agency leased trailers	TR4-XXX
Construction/Contractor-owned trailers	TR5-XXX
Contractor-leased trailers	TR6-XXX

Workflow Notification: Auto-generated from FSMS, this notice is sent via email from the BOSS Real Property Office to the FSMS mailing list of contacts. Notices are for facilities that have been added or deleted (also known as add/delete notices), or facilities with status changes. Included in the notice is a link to the Facility Information Center (FIC) which contains general facility information, including photos and location.

REVISION RECORD

The following revisions have been applied to this document:

Revision Number	Change Description	Date
0	Initial release to Replace PLP-I-RP12	09/30/09
1	Minor Revisions; Update Template & Records Table. No Formal Review Required per QPO	06/14/11
2	Revision to update new system FSMS	05/12/14
3	Changed reference to data viewer from FSMS Facility Data Viewer to Facility Information Center	07/29/15
4	BOSS release	10/16/19
5	Note added to Scope and Applicability, revision to change all references of Cape Canaveral Air Force Station (CCAFS) to Cape Canaveral Space Force Station (CCSFS), updates to section 1.7, FSMS, 1.8 Maximo, 5. Labeling Facilities, and addition of Appendix A	02/09/21

DOCUMENT APPROVALS

2/11/2021

X Laura Lopetz

Laura Lopetz
Lead, Real Property
Signed by: cards

2/11/2021

X Marc Dixon

Marc Dixon
Lead, Site Services
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