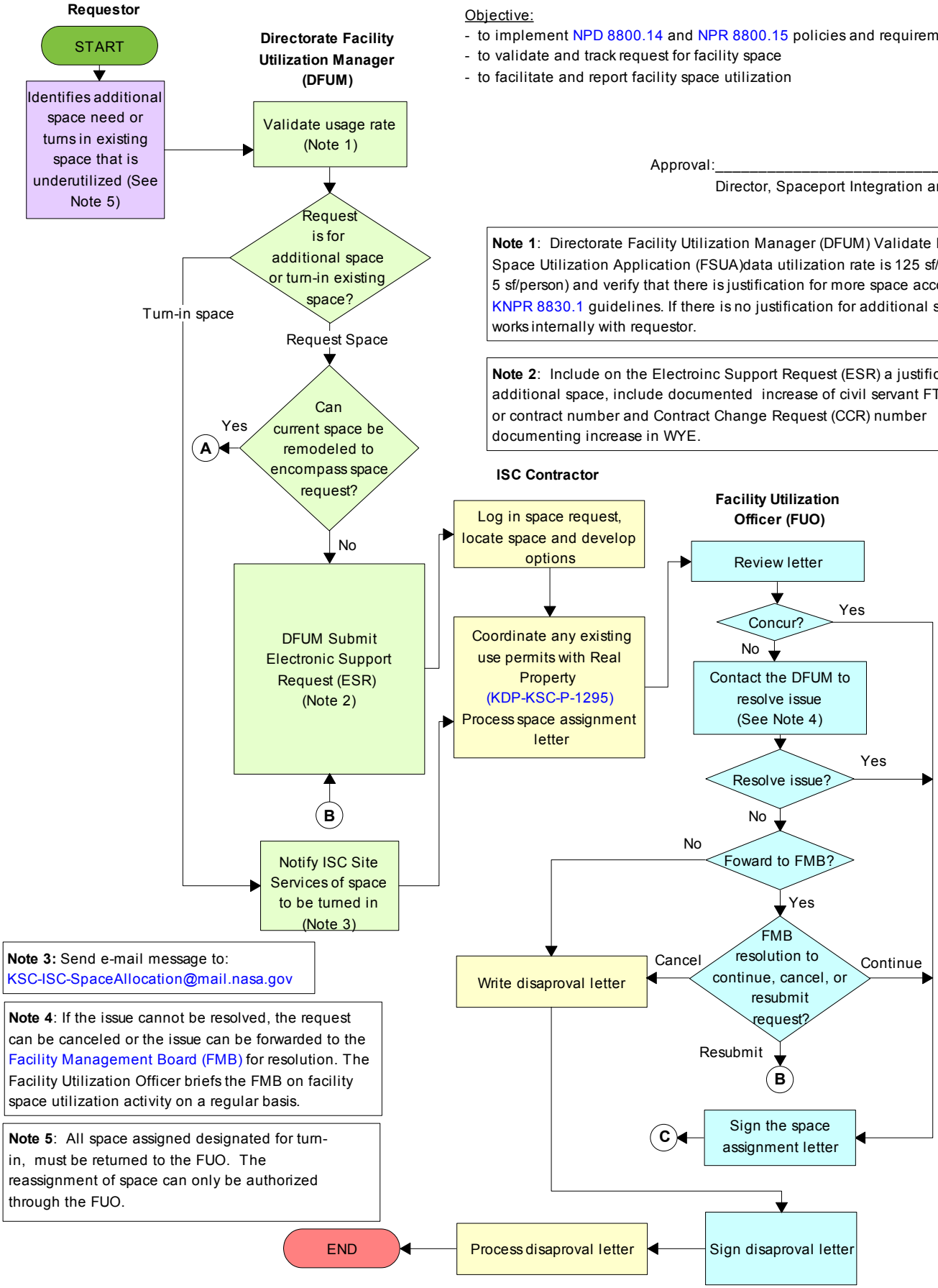
KSC SPACE ALLOCATION AND UTILIZATION PROCESS

KDP-KSC-P-1304
Rev: B-3

Objective:
- to implement NPD 8800.14 and NPR 8800.15 policies and requirements.
- to validate and track request for facility space
- to facilitate and report facility space utilization

Approval:_____
Director, Spaceport Integration and Services



Note 1: Directorate Facility Utilization Manager (DFUM) Validate Facility Space Utilization Application (FSUA)data utilization rate is 125 sf/person (+/- 5 sf/person) and verify that there is justification for more space according to KNPR 8830.1 guidelines. If there is no justification for additional space DFUM works internally with requestor.

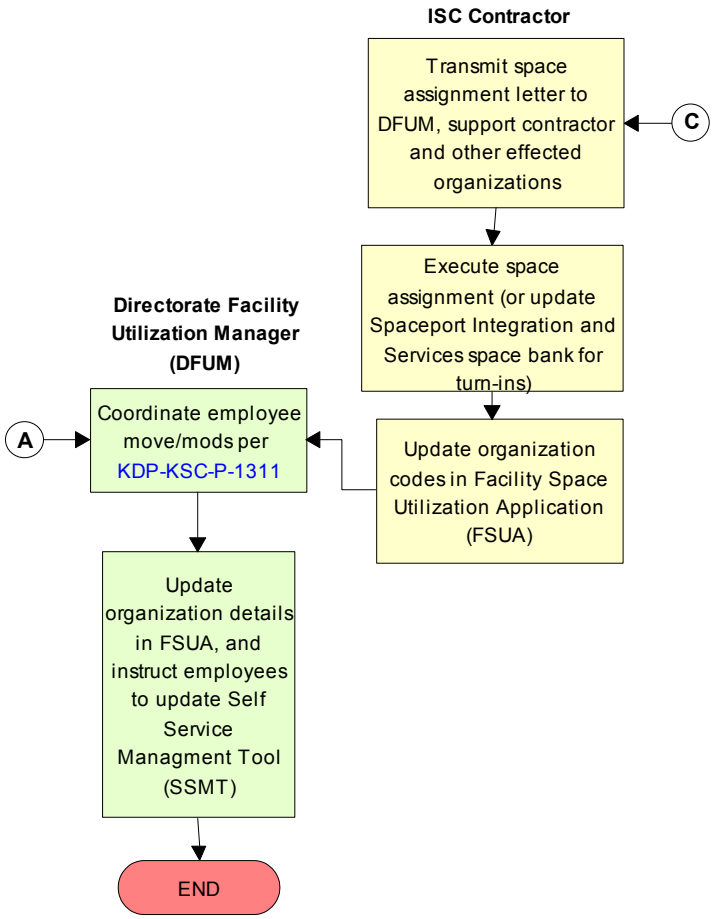
Note 2: Include on the Electroinc Support Request (ESR) a justification for additional space, include documented increase of civil servant FTE numbers or contract number and Contract Change Request (CCR) number documenting increase in WYE.

Note 3: Send e-mail message to: KSC-ISC-SpaceAllocation@mail.nasa.gov

Note 4: If the issue cannot be resolved, the request can be canceled or the issue can be forwarded to the Facility Management Board (FMB) for resolution. The Facility Utilization Officer briefs the FMB on facility space utilization activity on a regular basis.

Note 5: All space assigned designated for turn-in, must be returned to the FUO. The reassignment of space can only be authorized through the FUO.

RELEASED - Printed documents may be obsolete; validate prior to use.



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