

KDP-KSC-P-3253
Rev: C-1

- To comply with [NASA Procedural Requirement \(NPR\) 8800.15, Real Estate Management Program](#), [NASA Policy Directive \(NPD\) 8831.1, Maintenance and Operations of Institutional and Program Facilities and Related Equipment](#), and [NPR 8831.2, Facilities Maintenance and Operations Management](#).



Note 1: The current or vacating organization is responsible for submitting a letter of intent or email stating the need to change the status or turn in a facility, the proposed transition schedule, proposed accepting organization if applicable, funding source, and the facility status at turn-in. The organization will assign a point of contact to coordinate the following actions:

- Notify the FM of future state of facility.
- Notify occupants, future user, and FUO that the future state is either active, standby, mothball, abandoned, or disposed.
- Develop and execute reassignment or abandonment plans. (Note 5)
- Process asset to desired end state, submit Electronic Work Request (EWR) to institutional services contractor to verify all status change actions are complete, perform final walk down and notify RPAO of completion.

Note 2: If facility is to be an institutional funded facility obtain approval from the Infrastructure and Technical Capability under Office of Strategic Infrastructure (OSI) or from Center Engineering and Safety Operations (CESO). Asset owners must provide funding to bring the facility into an abandoned status ready for final demolition, including addressing all issues such as environmental remediation or executing standby or mothballing for potential future use. If facility is to be program funded for standby or mothball, ensure program board approval.

The building status and funding customer does not change until the facility has been placed into abandoned status, including addressing all issues required for abandonment. Once facility is in abandoned state the status is updated to reflect the funding customer as the OSI (if not already) for the minimal to no maintenance required until Demo.

Note 3: If a decision to change the facility status or funding source was previously made by another KSC senior management board or council, bring to the FMB for concurrence and documentation only. Facilities being turned in will be made available to a program/project first, followed by the institution and then if no current KSC users are identified, may be made available for commercial partnerships initiated by Center Planning and Development, where appropriate. If the asset is currently program funded, formal program board approval of the asset release and date is required prior to final disposition by the FMB.

Note 4: In addition to notifying the institutional services contractor to implement ENG-P-0005, Activation and Turnover Procedure, notify Cape Launch Operations and Infrastructure Support contractor, (if asset is located on Cape Canaveral Space Force Station), Information Technology and Communications Services, the Historical Preservation Officer, Operations and Maintenance, program(s) and other affected stakeholders.

Note 5: The vacating organization is to coordinate with the Directorate Facility Utilization Manager, FM, and the accepting organization (when identified) to:

- Prepare and submit an EWR to move personnel, equipment, and furniture.
- Prepare and submit [KSC Form 7-49, Purchase Request \(Supplies/Equipment or Property Turn-In\)](#) or [NASA Form \(NF\) 1046, Transfer and/or Notification of Acceptance of Accountability of Real Property](#), to excess equipment, furniture, etc.
- Monitor progress of EWR, Purchase Request (PR), and personal property transaction activity and report status and issues to FMB.
- If abandoned, clean out the facility, safe systems, and vacate.
- Notify the incoming FM when EWR, PR, personal property, and NF 1046 tasks are complete.

Reassignment and/or abandonment plan includes transition schedule, inventory disposition, and proposed funding responsibilities including dispositioning the facility into appropriate status (active, standby, mothball, abandoned, disposed) prior to the incoming program, including Spaceport Integration and Services (SI) accepting facility responsibility.

Programs will also:

- Coordinate transfer of facility budget responsibility and technical oversight to accepting organization.
- Develop contract changes to add or descope facility from contracts in coordination with SI Center Services Division, in accordance with [KDP-P-3720, Electronic Contract Change Request \(eCCR\) Management](#).

Note 6: The vacating organization is responsible for coordination and completion of all activities required for change of status. This includes performance of a final walk down with the gaining organization to verify all utilities and systems are configured or disconnected as partnered; disposition of personal property; and resolution of all outstanding issues which may affect the change of status, including change of status to abandonment (e.g., resolution/funding of environmental remediation issues). Process asset to desired end state, submit EWR to institutional services contractor to verify all status change actions are complete, perform final walk down and notify RPAO of completion.