Kennedy NASA Policy Directive

Effective Date: **June 15, 2021**

Expiration Date: **June 15, 2026**

Responsible Office: **Spaceport Integration and Services**

PROHIBITED CONTRACTOR USE OF KSC-OWNED AND -MANAGED SPACE

National Aeronautics and Space Administration

John F. Kennedy Space Center

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

Change Log

Date	Revision	Description
6/23/16	B	The policy and responsibilities were revalidated as written. References to Center Operations have been changed to Spaceport Integration and Services. Formatted to comply with NPR 1400.1, NASA Directives and Charters Procedural Requirements.
6/15/2021	C	This directive is revalidated with updates to document titles, links, and formatting to comply with NPR 1400.1, NASA Directives and Charters Procedural Requirements.

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1. POLICY

It is the policy of the Kennedy Space Center (KSC) to prohibit NASA contractors' use of Government-furnished physical space for purposes other than official NASA business. Physical space includes any KSC-owned and -managed facility and assigned space within facilities such as offices, meeting rooms, or any other floor space.

2. APPLICABILITY

a. This policy applies to all on-site NASA contractors in Government-furnished, KSC-owned and -managed facilities tracked in the NASA Real Property Inventory.

b. In this directive, 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.

c. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

3. AUTHORITY

a. NPR 9090.1, Partnership Agreements-Financial Requirements and Administration

b. NPR 8800.15, Real Estate Management Program

4. APPLICABLE DOCUMENTS AND FORMS

None

5. RESPONSIBILITY

a. The Center Director is responsible for ensuring NASA contractor management and KSC heads of primary organizations are aware of this policy.

b. The Director of Spaceport Integration and Services is responsible for notifying contractors in violation of the policy.

c. Heads of primary organizations are responsible for submitting the locations of possible violations of this policy, along with the associated points of contact, to the KSC Facility Utilization Officer (FUO) in a timely manner.

d. The FUO is responsible for investigating and validating possible policy violations. When a violation of this policy is validated by the FUO, the FUO shall prepare an eviction letter (including an eviction timetable) and assign cost associated with the violation for the signature of the Director of Spaceport Integration and Services.

6. DELEGATION OF AUTHORITY

None

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7. MEASUREMENT/VERIFICATION

None

8. CANCELLATION

This revision cancels KNPD 8830.2, Rev. B, Prohibited Contractor Use of KSC-Owned and -Managed Space, dated June 23, 2016 .

[redacted]

Director

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