

MEMORANDUM OF AGREEMENT

The undersigned parties agree to the following provisions to be included in the NASA Headquarters Office and Workstation Space Assignment Policy:

1) ASSIGNMENT CRITERIA IN ORDER OF IMPLEMENTATION PRIORITY:

Based on the overall Headquarters building design, the following are the typical office and workstation size templates to be used by all Codes for space planning purposes. Actual, approved Office plans may result in variation from the target numbers shown due to placement of the specific workspace within the structural features of the Headquarters building.

Associate Administrator	300 square foot private office
AA Conference Room	200 square foot
Deputy Associate Administrator	200 square foot private office
Senior Executive Service, and equivalent	150 square foot private office
General Merit/General Schedule supervisors*	150 square foot private office
General Merit/General Schedule 15	100 square foot private office
General Merit/General Schedule 14	75 square foot workstation
General Schedule 1-13	75 square foot workstation
Detailees, Consultants, Intergovernmental Personnel Agreement (IPA's), Students and Co-ops	Assignment based on salary/grade equivalency
Contractor	56 square foot workstation

*For purposes of this policy, supervisory positions are those which require the exercise of supervisory or managerial responsibilities that meet the minimum requirements for application of the General Schedule Supervisory Grade Evaluation Guide or similar position classification standards of the applicable pay schedule or system. These positions are identified by the supervisory status code "2" in the NASA Personnel Payroll System.

2) PROCEDURE:

The following procedure shall be followed when making office and workstation space assignments using the above policy:

- Private offices shall be assigned according to the assignment criteria in order of implementation priority as delineated in Section 1., above.
- Office and workstation space shall be assigned to employees and detailees based on their actual or equivalent grade and seniority (time-in-grade).
- If there is more than one Federal employee at the same grade with the same time-in-grade, space will be assigned based on their Federal service computation dates.
- IPA's and consultants shall be assigned office and workstation space based upon their salary/grade equivalency.
- The order of preference for workspace assignments is in descending order: 1) private office with window, 2) private office without window, 3) workstation with window, and, 4) interior workstation.

3) EXCEPTIONS TO ASSIGNMENT CRITERIA:

Exceptions to the above policy may be granted from time to time as a reasonable accommodation for qualified persons with disabilities, and on a very limited basis when justified by an employee's function. An example of a function that may justify a differing space assignment is personnel counseling. Note that national security or the handling of other sensitive information, per se, does not constitute an automatic case for a private office or an exception. Requests must be submitted to Code CO, which will in turn coordinate with Code CE (for cases of reasonable accommodation) and Code CP. When a request pertains to the office or workspace of a bargaining unit employee, or impacts a bargaining unit employee, Code CP will notify the NHPA. The NHPA will have the opportunity to make comments and recommendations. The final decision on the request for exception will be made by the Associate Administrator for Headquarters Operations. When that decision differs from the NHPA's recommendation, the NHPA will be informed of the reasons for the decision.

4) OFFICE SPACE PILOTS:

The Office of Headquarters Operations may decide to experiment with different types of office space designs in an effort to more effectively and efficiently utilize space. An organization (at a minimum a double letter code) may request to participate in a

pilot office space project. Such projects are considered temporary and of a limited duration, and may incorporate alternative space designs, allocations, or furnishings, and are not subject to the criteria in Sections 1. and 2., above.

When a pilot project is proposed for office or workspace of bargaining unit employees, Code CP will notify the NHPA during the planning stage. The notification will include a description of the general features of the pilot, the planned timeframe and expiration date of the pilot, the office space footprints, and a list of names, grades, and time in grade of the affected employees. The NHPA may make comments on the proposed pilot within 15 workdays of their receipt of the notice. Management will consider and respond to the NHPA's comments prior to implementing the pilot. Upon the expiration of the pilot period, NHPA will be given the opportunity to participate in any review or study of the results of the pilot and may make recommendations regarding the continuation or expansion of the pilot design. If Code C elects to convert to permanent status any pilot project, the NHPA reserves the right to request negotiations on any aspect of the pilot that impacts on the bargaining unit.

5) POLICY COMPLIANCE

When a planned office space reconfiguration directly or indirectly affects the offices or workstations of bargaining unit employees, the NHPA will be notified of the plan. The notification will include all office space footprints, a list of all the names, grades, and time-in-grade of all employees, and a separate written justification for any space assignment which is an exception based on function (see "Exceptions to Assignment Criteria" above). This notice will be served on the NHPA at least 15 working days in advance of the planned move. The NHPA may review the plan for compliance with this agreement, and may make recommendations relative to the impact of the reconfiguration on bargaining unit employees.

The Assignment Criteria and Procedure, above, will be applied for all space planning and space assignment, except as provided in Section 4, "Office Space Pilots." Reconfiguration of existing space to comply with this policy will be made when an organization of single or double code undergoes a space realignment. All parties will work diligently to complete all coordinations, reviews, and concurrences in the most efficient, timely and mutually acceptable manner. In an "expedited" case where the normal review time does not pertain or the above stated time requirement is not met, both the NHPA and Code C agree to work diligently to mutually resolve any differences in as reasonably short a time as practicable within the constraints of this policy. While the NHPA is reviewing any plans submitted by Code C, no implementation of any portion of a plan under review shall take place.

