

MPG 3200.1

REVISION H

EFFECTIVE DATE: April 23, 2004

EXPIRATION DATE: April 23, 2009

MARSHALL PROCEDURES AND GUIDELINES

AD01

ONSITE LOCATION OR RELOCATION OF CONTRACTOR OR OTHER GOVERNMENT AGENCY PERSONNEL AT MSFC INSTALLATIONS

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Revision	G	12/27/99	History log added with this revision; previous history contained in Directive Manager's Reference File. This document is a complete rewrite of MMI 3200.1F.
Revision	H	4/23/2004	Changed "Facilities Engineering Department" to "Integrated Customer Support Department" throughout the document. Updated Footer URL.

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PREFACE

P.1 PURPOSE

The purpose of this document is to establish the responsibilities and procedures required for onsite location or relocation of contractor and other Government agency personnel at Marshall Space Flight Center (MSFC)-operated installations.

P.2 APPLICABILITY

This Marshall Procedures and Guidelines (MPG) is applicable to all personnel listed in the categories below who may be permanently (30 or more days) assigned onsite at MSFC installations:

- a. Support Contractors
- b. Prime or Mission Contractors
- c. Repair and Maintenance (Service) Contractors
- d. Subcontractors
- e. Other Government Agencies

P.3 AUTHORITY

NPR 8800.15, "Real Estate Management Program Implementation Manual"

P.4 APPLICABLE DOCUMENTS

None

P.5 REFERENCES

None

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P.6 CANCELLATION

MPG 3200.1G dated December 27, 1999

Original signed by
Axel Roth for

David A. King
Director

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DOCUMENT CONTENT

1. DEFINITIONS

None

2. RESPONSIBILITIES

2.1 Program/Staff Offices and Directorates will:

2.1.1 Prepare a memorandum to the Director, Center Operations (CO) Directorate, requesting authority to locate contractor and other Government agency personnel onsite in accordance with Section 3, Procedures.

2.1.2 Coordinate with the Manager, Integrated Customer Support Department (AD60), for estimated cost.

2.2 Manager, Integrated Customer Support Department (AD60), will:

2.2.1 Ensure that the requirement and proposed location are compatible with the Center's Facility Management Plan.

2.2.2 Provide the program/staff offices and directorates the estimated cost for movement of furniture and equipment, facility alterations, phones, etc.

2.2.3 Concur in all requests for locating personnel onsite.

2.2.4 Be the responsible office for approved requests.

3. PROCEDURE

3.1 Program/Staff Offices and Directorates will:

3.1.1 Prepare and submit request for approval or reapproval (original and three copies) to the Director, CO, through the Manager, Integrated Customer Support Department (AD60), and the Director, Procurement Office, for their concurrence at least 30 days prior to the planned movement of personnel onto Marshall. In the case where a Request for Proposal (RFP) is being prepared which would require a contractor to submit a proposal based on the understanding that the Government would furnish onsite housing, the request must be approved prior to issuing such RFP.

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The request should cite:

- 3.1.1.1 Name of contractor or Government agency.
- 3.1.1.2 The number of personnel involved.
- 3.1.1.3 The job to be performed and justification for performance onsite.
- 3.1.1.4 Period of time during which onsite location is requested. (This time period should be the same as the contract period of performance including contract extension options periods.)
- 3.1.1.5 The benefiting program or project.
- 3.1.1.6 The proposed location (building and room numbers).
- 3.1.1.7 The description and estimated cost of facility alterations, phones, etc.
- 3.1.2 Upon approval, initiate appropriate documentation to accomplish the approved location onsite.
- 3.1.3 Submit request for reapproval, in accordance with paragraph 3.1.1, for onsite contractor location if:
 - 3.1.3.1 An increased number of contractor personnel is required (the increase and new total should be specified).
 - 3.1.3.2 The contract is to be recompeted.
- 3.1.4 A request for reapproval is not required in cases where the recompetition procurement activities have been delayed necessitating an extension of the existing contract for a specified period.
- 3.2 Manager, Integrated Customer Support Department (AD60), will:
 - 3.2.1 Review the request to ensure that the requirement and proposed location are in accordance with the Center's Facility Management Plan.
 - 3.2.2 Recommend disposition to Center Operations Director.

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3.2.3 Maintain file so that current data on approved onsite contractor locations, periods of approval, etc. is accessible until the person is moved and the data is entered into the Facilities Center Data Base. The file shall be maintained until the entry is complete, which usually occurs within a few weeks of the receipt of the request. After the entry of this information, the data base becomes the source for space utilization information on the employee and is kept current as the employee moves around the Center.

3.2.4 Forward original and two copies of request to the Director, CO.

3.2.5 Upon approval/disapproval of request, file original and return a copy of the approved/disapproved request to the requesting office/directorate and the Procurement Office.

3.3 Director, CO, will:

3.3.1 Approve/disapprove the request.

3.3.2 Return original and copy of the request to the Manager, Integrated Customer Support Department (AD60).

4. RECORDS

The Space Utilization Officer of the Integrated Customer Support Dept. will maintain the current information in the Facilities Center Data Base. In accordance with the NASA Records Retention Schedules, NPR 1441.1, Schedule 2/item 13.C, information in the data base will be deleted when it is no longer needed.

5. FLOW DIAGRAM

None