



**Langley Research Center
DIRECTIVES MANAGEMENT
TRANSMITTAL SHEET**

LAPD 9050.9

May 30, 2003

MATERIAL TRANSMITTED

LAPD 9050.9, NASA Langley Research Center (LaRC) Exchange Council Activities

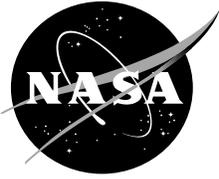
RECISION

LAPD 9050.9, dated June 25, 2002

SUMMARY

This directive has been revised to:

- Update policy and responsibilities.
- Update Attachment A.



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 9050.9
Effective date: May 30, 2003
Expiration date: May 30, 2008**

Responsible Office: Office of the Director

Subject: NASA Langley Research Center (LaRC) Exchange Council Activities

1. POLICY

a. Langley Research Center operates exchange activities to promote and maintain the morale and welfare of NASA employees. Family members, guests of LaRC employees, retirees, Government Contract employees and official visitors may participate in employee morale events and activities. The Exchange is an instrumentality of the United States Government with associated privileges, rights, and immunities. The LaRC Exchange operates employee morale activities such as cafeteria services, vending operations, clubs, recreational classes/leagues, a child development center and a gift shop.

b. The Exchange is authorized to use NASA-controlled real property and existing facilities for the conduct of programs, events, and activities, provided such use does not interfere with official business.

c. The Exchange may acquire real property, and repair facilities in accordance with NASA and LaRC policies and procedures. Management of Exchange assets will be in accordance with NASA policy and generally accepted accounting principles.

d. Exchange procurement and contracting policies and procedures will be documented and conform to NASA and LaRC practices as practicable to ensure best value.

e. Appropriate liability insurance will be maintained by the Exchange to protect its interest and the interest of the United States.

f. The Exchange shall collect, pay, and report applicable Federal taxes.

g. In the event of Exchange termination, appropriate notification, accountability, transfer, and disposition of all assets will be conducted in accordance with NASA and LaRC policies.

h. The standards of conduct provisions of Executive Order 12731 (Principles of Ethical Conduct for Government Officers and Employees), 5 CFR § 2635 (Standards of Ethical Conduct for Employees of the Executive Branch), 5 CFR § 735 (Gambling) and 5 CFR § 6901 (NASA Supplement to the Standards of Conduct) are applicable to all LaRC Exchange employees. These regulations prescribe the standards of conduct relating to possible conflict between private interests and official duties. They cover such subjects as bribery and graft; unauthorized release of information; gratuities; prohibitions of contributions or presents to supervisors; use of Government property, including the exchange, facilities, property, and manpower; outside employment; borrowing and lending money; gambling, betting, and lotteries; and indebtedness. The following additions shall apply:

- (1) All new employees will be informed of the standards of conduct provisions upon initial hire.
- (2) All employees will familiarize themselves with the standards of conduct provisions.
- (3) The standards of conduct provisions will be brought to the attention of all employees every 12 months. Training sessions, bulletin boards, bulletins, handouts, and similar media may be used.
- (4) Certain exchange employees are required to complete a confidential statement of employment and financial interests.

2. APPLICABILITY

This LAPD is applicable to all agencies, organizations, and activities operating on Langley Research Center.

3. AUTHORITIES

42 U. S. C. 2473 (c) Section 203 (c) of the National Aeronautics and Space Act of 1958, as amended.

4. REFERENCE

- a. NPD 9050.6, "NASA Exchange Activities."
- b. LAPD 1150.2, "Boards, Panels, Committees, Councils, and Teams."
- c. LAPD 9050.7, "Use of Langley Research Center Facilities and Grounds for Employee Efficiency, Welfare and Morale Purposes."
- d. LAPD 9050.8, "Use of Langley Research Center Facilities and Grounds for Non-Official Events."

5. RESPONSIBILITIES

- a. The Associate Director for Business Management is responsible for:
 - (1) Monitoring and implementing policy changes as necessary.
 - (2) Ensuring compliance with applicable laws, regulations, and applicable policies.
 - (3) Ensuring appointment and participation of Council members.
 - (4) Serving as the Chair of the Langley Exchange Council (LEC).
 - (5) Establishing meeting schedule and notifying Council members of meetings.
- b. The Vice Chair assumes responsibilities of the Chair in the absence of the Chair.
- c. The Exchange Operations Manager is responsible for:
 - (1) Managing day-to-day operations of exchange activities.
 - (2) Recommending policies and procedures in the areas of personnel, fund assets, activities, procurement, facilities and others as appropriate.
 - (3) Developing a Strategic Business Plan for annual and long-term management of the Exchange operations, based on Council guidance.
 - (4) Conducting the Exchange triennial needs assessment survey
 - (5) Reporting non-routine managerial and operational actions and decisions to the Council.
- d. The LEC is responsible for:
 - (1) Promoting Exchange objectives and determine the extent of Exchange support of welfare and morale activities.

- (2) Ensuring that operation of organizations established with its permission and under its control conforms with this LAPD and NPD 9050.
- (3) Changing policies, organizational structure, scope of activity, rules, or business practices.
- (4) Establishing a system of management controls that will provide reasonable assurance regarding the financial data, compliance with applicable laws and regulations, and prevention of, or prompt detection of, unauthorized acquisition, use, or disposition of exchange assets. Controls over assets include safeguards for the protection of the Exchange's property and supplies to prevent pilferage or unnecessary loss and periodic inventories.
- (5) Reviewing financial statements, activity budgets, and all other appropriate reports including those of the Office of Inspector General to ensure operation of a sound, business-like organization, and cooperate with Langley CFO authorized independent accountants during the annual audit of books and records of the Exchange and its elements.
- (6) Submitting an annual report on Exchange Council activities to the Center Director, including plans for the next fiscal year, within 90 days of fiscal year end. A copy of the annual report will also be forwarded to the Office of Management Systems and the Office of Financial Management, NASA Headquarters.
- (7) Generally meet on a quarterly basis and will include a Chairperson, Vice Chairperson, Exchange Operations Manager, Treasurer, and four Council Members. The four Council Members will also chair Advisory Boards for each of the Exchange activities (see 5(e), and Attachment A). The Treasurer is a non-voting member. Ex-officio members include representatives from the Office of the Chief Financial Officer, Office of External Affairs, Office of Procurement, Office of Safety and Mission Assurance, Office of Human Resources, Office of Equal Opportunity Programs and Secretary. Office of the Chief Counsel will attend quarterly meetings.
- (8) Council members are appointed by the Center Director for a three year term. If a Council position becomes vacant, the Chairperson may appoint a replacement until the vacancy is filled. Vacancies will be advertised on @LaRC and the Researcher so that the Center Director has a pool of candidates from which to select a suitable replacement. However the Center Director is not required to select a replacement from the pool of applicants.
- (9) Council members are expected to attend all scheduled meetings. Unexcused absences from two consecutive meetings may result in removal from the Council by the Chairperson. The procedures outlined in (8) above will be taken to fill all vacancies. If a Council member is absent from a meeting, the remaining Council members may take action on any item on the agenda for that particular meeting. An agenda of the meeting will be provided to Council members, and other meeting attendees, at least one week prior to a meeting.

e. There will be an optional Advisory Board for each Exchange program (Langley Exchange Activities, Langley Child Development Center, Cafeteria and Exchange). The decision to establish or dissolve an Advisory Board will be made by Council Member responsible for that particular Exchange Program. If an Advisory Board is established, it will be chaired by the Council Member responsible for the program (excluding the Treasurer and Exchange Operations Manager) and may include participation of individuals with appropriate and relevant expertise. At the Chairperson's discretion, the Advisory Board will meet to discuss matters affecting the Exchange program supported.

f. The Langley Exchange Activities will include representatives from each of the clubs and leagues as required on a seasonal or annual basis. The President of the LEA will appoint Clubs and League

Secretary/Treasurer to serve as major points of contacts and carry out duties as outlined in Attachment B. These individuals will conduct activity meetings to ensure adequate administrative conduct of programs. They will also serve as major points of contact for LaRC patrons, LEA Officers, and the Exchange Operations Manager.

g. Office of Chief Counsel is responsible for:

- (1) Attending quarterly meetings of the LEC.
- (2) Reviewing concessionaire contracts.
- (3) Reviewing Exchange operations for compliance with applicable laws and policies (i.e. Randolph-Sheppard Act, Liability insurance, concessionaire contracts).
- (4) Concurring on any Exchange Activities involving the public.
- (5) Concurring on real property acquisitions.
- (6) Advising on the use of appropriated funds.

h. Office of Chief Financial Officer is responsible for:

- (1) Providing a representative to the LEC to serve as Treasurer.
- (2) Ensuring annual independent audit of operations.
- (3) Providing an Ex-officio representative to the LEC.
- (4) Monitoring exchange for compliance with NASA and LaRC policy and sound business practices.

i. Office of External Affairs is responsible for:

- (1) Providing an ex-officio representative to the LEC.
- (2) Reviewing Exchange Activities when conducted with the public for NASA LaRC interest.

j. Office of Procurement is responsible for:

- (1) Providing an Ex-officio representative to the LEC.
- (2) Assisting in concessionaire procurements to comply with NPD 9050.6, "NASA Exchange Activities."

k. Office of Safety and Mission Assurance is responsible for:

- (1) Providing a Safety ex-officio representative to the LEC.
- (2) Monitoring exchange activities and facilities for compliance with applicable laws and policies.
- (3) Providing subject matter experts to interface with Exchange advisory boards.

l. Office of Security and Environmental Management is responsible for:

- (1) Providing a Security ex-officio representative to the LEC.
- (2) Monitoring exchange activities and facilities for compliance with applicable laws and policies.
- (3) Providing subject matter experts to interface with Exchange advisory boards.

m. Office of Human Resources is responsible for:

- (1) Providing an ex-officio representative to the LEC.
- (2) Advising the LEC on personnel matters as required.

n. Office of Equal Opportunity Program is responsible for:

- (1) Providing an ex-Officio representative to the LEC.
- (2) Advising the Exchange on equal opportunity matters as required.

6. DELEGATION OF AUTHORITY

The authority to establish Center policy on Exchange activities is delegated to the Associate Director for Business Management.

7. MEASUREMENTS

None

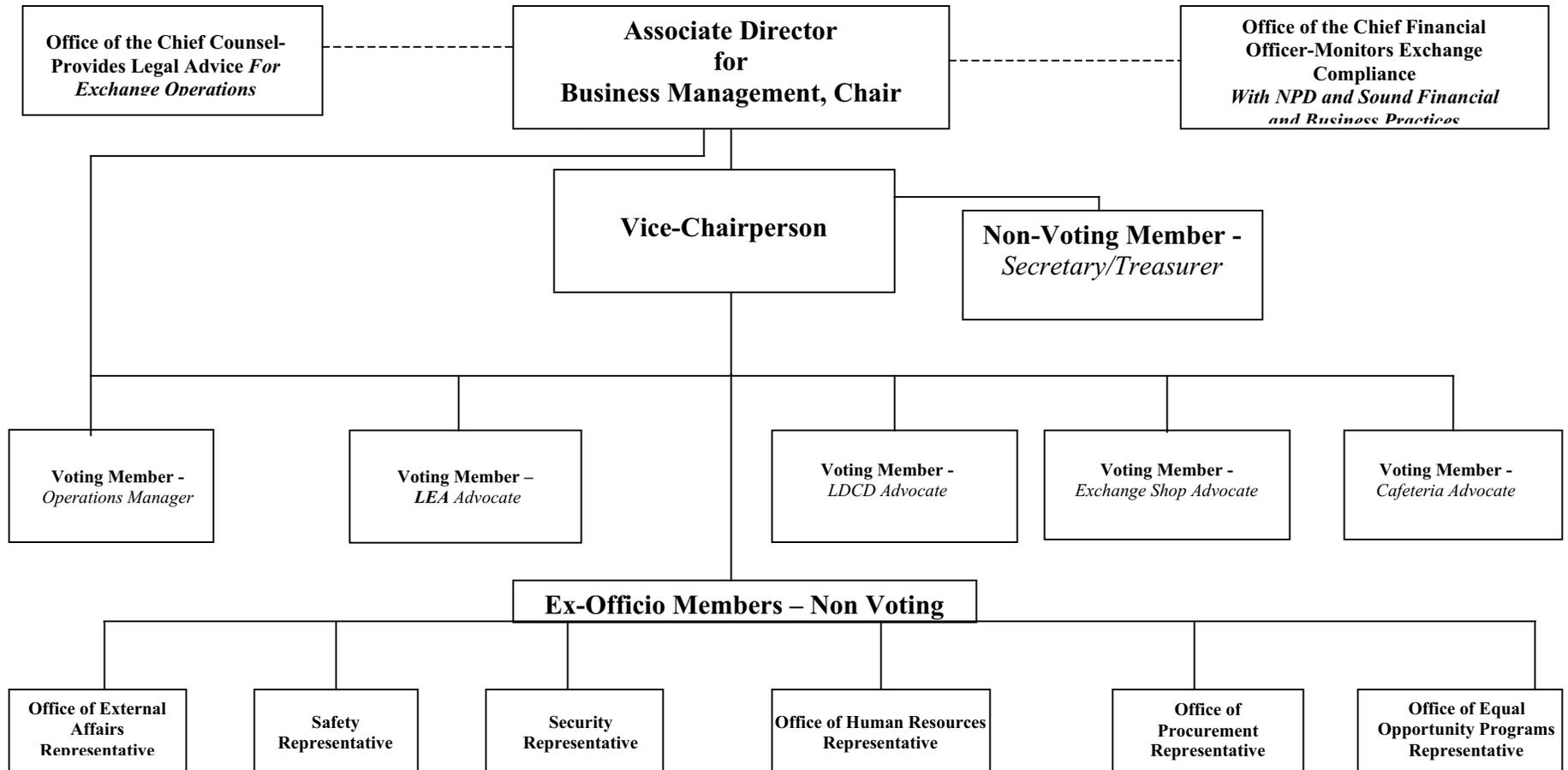
8. CANCELLATION

[LAPD 9050.9, dated June 25, 2002.](#)

[Delma C. Freeman, Jr.](#)
[Acting Director](#)

Attachments A-B

Langley Exchange Council Organization Chart



Reporting/Operating Process

- Vice-Chairperson assumes responsibilities in absence of chair
- Operations Manager Oversees Day to Day Exchange Operations in Official Position and Reports to AD For Business Management (Line Supervisor)
- 8 member Exchange Council 6 members vote, Chairperson votes to break ties
- 4 Voting Members, also Serve as Branch Advocates and Chair Advisory Boards as Appropriate (See Above)
- 8 Ex-officio Members do not Vote, They Represent Center Interests and Provide Advice
- Operations Manager implements NASA and LaRC policy and rules and recommendations of the Exchange Council
- **Exchange Council Members Serving Three-Year Terms as Appointed by the Center Director, Shall:**
 - (a) Establish level of support for welfare and morale activities
 - (b) Ensure exchange activities conform with NASA and LaRC policy directives
 - (c) With Center Director's approval, change policies, organizational structure; scope of activity, rules, or business practices
 - (d) Establish a system of management controls
 - (e) Review financial statements
 - (f) Forward Annual Report to Center Director
 - (g) Be Reviewed Annually by AD for Business Management for Performance Incentive Awards and Other Forms of Individual and Group Recognition

Langley Exchange Activities (LEA)

1. The LEA operates programs and events that contribute to the effectiveness, morale, welfare and recreation of the NASA employees. Family members and guests of LaRC employees, retirees, government Contract employees and official visitors may participate as approved by the Exchange Morale, Welfare and Recreation Council (EMWRC). These programs and events include recreational clubs, leagues, social events, picnics, carnivals, and trips.
2. These programs are coordinated by a volunteer Secretary/Treasurer appointed by the Chairperson of the LEA as approved by the EMWRC.
3. LEA Chairperson will be responsible for the following:
 - a. Consolidating LEA budgets for submission to the Exchange Business Office
 - b. Conducting monthly LEA meetings
 - c. Signing and submitting Purchase Requests at the request of the Exchange Operations Manager
 - d. Conducting annual accountability inventories for supplies and equipment
 - e. Appointing and recommending approval to the Exchange Council on league and club secretaries
 - f. Assisting league secretaries as required in managing activities and programs
 - g. Coordinating with organizations for the conduct of activities and events
 - h. Ensuring compliance with NASA and Langley Policy Directives
 - i. Appoint other members to LEA advisory council as required and approved by EMWRC
4. The LEA Club and League Secretaries/Treasurers are members of the LEA and are required to attend LEA meetings quarterly and carry out the following duties and responsibilities:
 - a. Maintaining participation rosters for the group, club, or league. Information will include name, address, phone, and organization affiliation
 - b. Maintaining collection sheets/receipt books for all funds collected from participants. Submitting collection sheets/receipt books copies to the Exchange Business Office with deposit slip the next business day after activities
 - c. Maintaining accountable records on events and activities that include funds collected and expended, meeting minutes, supplies, and equipment

- d. Reviewing and submitting budget needs to the President of the LEA for conduct of the program or events
- e. Submitting Purchase Requests to secure the need of supplies and equipment through the LEA President and Exchange Operations Manager to the Exchange Business Office
- f. Determining and identifying patron desires for program improvements to the LEA. Complying with all applicable NASA and Langley Policy Directives.
- g. Submitting LEA's club and league minutes to LEA President and Exchange Operations Manager