



## Goddard Procedural Requirements (GPR)

**DIRECTIVE NO.** GPR 4220.1D                      **APPROVED BY Signature:** Original Signed By  
**EFFECTIVE DATE:** May 22, 2015                      **NAME:** Raymond Rubilotta  
**EXPIRATION DATE:** May 22, 2020                      **TITLE:** Director, Management Operations Directorate

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### COMPLIANCE IS MANDATORY

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**Responsible Office:** 220/Facilities Management Division

**Title:** Standards for Office Furniture and Furnishings

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## PREFACE

### P.1 PURPOSE

This directive establishes responsibilities and outlines procedures for the acquisition of office furniture and furnishings from government stocks or General Services Administration (GSA) Federal Supply Schedules (FSS). This directive serves as an enabling infrastructure to create a work environment that focuses on safety, cost effectiveness, and functional efficiency. It also establishes standards to increase the benefits associated with furniture reutilization, standardization, and space utilization.

### P.2 APPLICABILITY

The provisions of this directive apply to all GSFC civil service and onsite contractor personnel.

### P.3 AUTHORITIES

- a. NPR 8530.1, Affirmative Procurement Program and Plan for Environmentally Preferable Products
- b. Federal Acquisition Regulation (FAR), Subpart 8.4, Federal Supply Schedule Regulation (FAR), Subpart 8.4, Federal Supply Schedule
- c. Facilities Management Division Standard Reference Document (SRD)

### P.4 APPLICABLE DOCUMENTS

- a. General Services Administration (GSA), Federal Supply Schedules (FSS), Furniture Schedule 71 I Office Furniture (document can be found at [www.gsa.gov](http://www.gsa.gov))
- b. General Services Administration (GSA), Federal Supply Schedule (FSS), Furniture Schedule 72 II Office Furnishings
- c. Facilities Utilization Program (GPR 8800.1)
- d. Facilities Management Division, Interior Design Standard
- e. Electronic Management Operations Directorate (eMOD) Office Furniture service ticket (document can be found at <https://emod.wff.nasa.gov>)
- f. Wallops Institutional Information Management System (WIIMS) Office Furniture service ticket (document can be found at [https://badge.wff.nasa.gov/Code200\\_Services](https://badge.wff.nasa.gov/Code200_Services))

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT  
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

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**P.5 CANCELLATION**

GPR 4220.1C, Standards for Office Furniture and Furnishings

**P.6 SAFETY**

General Services Administration (GSA) Federal Supply Schedules (FSS), Furniture Standards, Technical Descriptions and Test Standards ([www.gsa.gov](http://www.gsa.gov))

**P.7 TRAINING**

None.

**P.8 RECORDS**

<b>Record Title</b>	<b>Record Custodian</b>	<b>Retention</b>
eMOD Office Furniture Service Ticket	Interior Design/Outfitting Lead	NASA Records Retention Schedule (NRRS) 4/7C, destroy when 2 years old.

**P.9 MEASUREMENT/VERIFICATION**

None.

**PROCEDURES**

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

All requests for furniture and fixtures shall be submitted using the procedures outlined below:

- a. Customer completes the eMOD Office Furniture service ticket (<https://emod.wff.nasa.gov> or via WIIMS at [https://badge.wff.nasa.gov/Code200\\_Services](https://badge.wff.nasa.gov/Code200_Services)). For questions about completing the eMOD service ticket the customer should contact the Management Operations Directorate Customer Service Office (CSO), Code 200.2.
- b. After the eMOD Office Furniture service ticket has been approved by the customer’s approving officials, the eMOD Office Furniture service ticket will be assigned to an Interior Design/Outfitting Team representative.
- c. The Interior Design/Outfitting Team representative meets with the customer to validate the furniture requirements being requested.

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- d. The Interior Design/Outfitting Team representative evaluates the request and recommends appropriate furniture allocation based on ‘Appendix C – Positions and Space Allowance Guidelines for Office Space’ of the GPR 8800.1, Facilities Utilization Program.
- e. Should a customer’s furniture requirement exceed the scope of this GPR, the customer shall submit a written waiver request and justification from the customer’s Facilities Review Committee (FRC) member for consideration. The waiver request must be signed by the customer’s Division Chief or higher management level, and submitted to the Code 220 Division Chief for evaluation.
- f. The Interior Design/Outfitting Team representative develops furniture plan(s) based upon the recommended space guidelines allocation, furniture allocation, or the approved waiver request.
- g. The Interior Design/Outfitting Team representative shall provide instructions to the customer on funding and procurement processes.
- h. The Interior Design/Outfitting Team representative updates the eMOD Office Furniture service ticket.

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**Standards for Office Furniture and Furnishings Chart  
(Maximum Allowed)**

Organizational Level	Window Treatment	Carpet	Furniture	Furnishings	Notes
Center Director, Deputy Director, Associate/Assistant Director, Director Of, and Associated Directorate Staff * (1) (2)	Blinds (3) Shades (4)	Broadloom	Executive Wood	Recessed Screens/Whiteboards, Artificial Plants/Trees, Lamps	<p>(1) Conference rooms, reception, secretarial areas, and corridors are furnished according to the associated supervisory code.</p> <p>(2) File rooms shall have vinyl tile provided by Facilities Management Division.</p> <p>(3) Blinds shall be 1" mini-blinds, white or off-white.</p> <p>(4) Shades shall be clutch operated, w/ fascia, light grey.</p> <p>*Associated Staff refers to other personnel directly supporting that organizational level.</p>
Division Chief, Project Manager, Lab Chief and Associated Division Staff * (1) (2)	Blinds (3) Shades (4)	Carpet Tile	Standard Wood or Laminate	Tackboards, Whiteboards	
Branch/Section Head, Team/Group Lead	Blinds (3) Shades (4)	Carpet Tile	Custom Metal with Wood Trim	Tackboards, Whiteboards	
All Other Civil Servants, Contractor Employees	Blinds (3) Shades (4)	Carpet Tile	Standard Metal with Laminate or Systems furniture for Open Spaces	N/A	

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### **Policy for Office Furniture and Furnishings**

- a. Customers may select one furniture configuration from four standard furniture configuration typicals.
- b. Customers may select one carpet pattern/color from two standard carpet tiles typical in accordance with the Facilities Management Division (FMD) Standard Reference Document (SRD).
- c. Customers may have one paint scheme for standardization in accordance with FMD SRD.
- d. Use of personal funds to purchase furniture or finishes shall be prohibited.
- e. Furniture shall remain in the space and not move with the occupant. Occupant's chair, equipment, and personal effects will be the only items moved when an occupant moves.
- f. Should a customer's furniture requirement exceed the scope of this policy, the customer shall follow established waiver procedures by submitting a written waiver request and justification from the customer's Facilities Review Committee (FRC) member for consideration. The waiver request must be signed by the customer's Division Chief or higher management level, and submitted to the Code 220 Division Chief for evaluation.
- g. Open office work environments will use the Guiding Principles for Federal High Performance and Sustainable Buildings (FHPSB) and the United States Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) concepts (i.e. open office environments, shared day lighting) as much as possible.
- h. Furniture design and configuration will be in accordance with 'Appendix C – Positions and Space Allowance Guidelines for Office Space' of the GPR 8800.1 Facilities Utilization Program.

For more information on the General Services Administration (GSA) Federal Supply Schedules (FSS), Furniture Standards, Technical Descriptions and Test Standards go to: [www.gsa.gov](http://www.gsa.gov).

## Appendix A – Definitions

- a. Carpet - carpet tiles. Carpet tiles are individual pre-cut carpet squares.
- b. Custom Metal with Wood Trim Furniture - modular custom furniture with metal base, wood top, wood trim and/or related items.
- c. Executive Office Furniture – traditional and modern wood office furniture such as desks, table desks, credenzas, conference and console tables, and related items.
- d. Furniture Allocation - the assignment of office furniture to an employee based upon the organizational level of the employee in accordance with the ‘Standards for Office Furniture and Furnishings Chart’.
- e. Furniture Plan - a schematic drawing indicating furniture configuration and placement.
- f. Modular Furniture – consists of connecting furniture components such as desk, bridges, returns, hutches, and pedestals.
- g. Office - A private office is an enclosed room outfitted with either standard furniture or systems furniture. An individual private office or a suite of private offices regularly used by an official authorized in accordance with space allocation guidelines stated in GPR 8800.1A Facilities Utilization Program.
- h. Office Furnishings - accessory items such as lamps, artificial trees and plants, window treatments, and related items.
- i. Standard Metal with Laminate Furniture - modular laminate and metal office furniture with metal bases, laminate tops, overhead storage hutches, and other related items.
- j. Standard Wood Furniture – modular standard wood office furniture with wood tops, wood bases, and overhead storage hutches, and other related items.
- k. Systems Furniture – refers to a type of furniture with component parts. These components have portability and can easily get assembled, disassembled and reassembled in different ways as needs change. Typically refer to as cubicles or workstations that are flexible as far as installing, making changes, moving, rearranging etc. They usually are interconnecting panels that support work surfaces, storage units, and other components.

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## Appendix B - ACRONYMS

eMOD	Electronic Management Operations Directorate
WIIMS	Wallops Institutional Information Management System
FAR	Federal Acquisition Regulations
FMD	Facilities Management Division
FRC	Facilities Review Committee
FSS	Federal Supply Schedule
GPR	Goddard Procedural Requirements
GSA	General Services Administration
GSFC	Goddard Space Flight Center
MOD	Management Operations Directorate
NPR	NASA Procedural Requirements
WFF	Wallops Flight Facility

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### CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	07/20/04	Initial Release Serves as the enabling infrastructure for the procurement of office furniture to create a work environment that focus on safety, cost effectiveness, and functional efficiency.
A	02/14/05	Changes made to update organization and document references and clarify all requirements to clearly distinguish them from supporting text in accordance with the NASA rule review.
A	08/08/06	Administratively updated to reflect a change in the owning organization code from 230 to 270.
B	08/04/09	Administratively updated to reflect a change in the owning organization code from 270 to 220. Administratively extended through July 20, 2010.
C	09/01/2009	Revalidated for 5 years with editorial changes: P.4 References updated; P.2 Applicability clarified.
D	05/22/2015	Changes made to update organization requirements in accordance with electronic Management Operations Directorate (eMOD) service ticket system, Wallops Institutional Information Management System (WIIMS) service ticket system, and the Facilities Utilization Program.