National Aeronautics and Space Administration
Headquarters
Washington, DC 20546-0001

NM 8500-80
NPD 8500.1B

September21, 2009

Reply to Attn of: Office of Infrastructure

TO: Officials-in-Charge of Headquarters Offices
Center Directors

FROM: Assistant Administrator for Infrastructure

SUBJECT: Cultural Resource Management Policy

PURPOSE

The purpose of this NASA Interim Directive (NID) is to establish policy, regulatory compliance, and roles and responsibilities for an agency Cultural Resource Management (CRM) Program in accordance with the National Historic Preservation Act of 1966 (NHPA), as amended (16 U.S.C. 470 et seq.), its implementing regulations (36 CFR Part 800, Protecting Historic Properties) and other related CRM laws, regulations and executive orders. This NID focuses on the statutory responsibilities that apply to NASA cultural resources which include approximately 300 historic buildings and structures and 270 archeological resources. This NID applies to NASA Headquarters, all NASA Centers including Component Facilities (White Sands Test Facility, Wallops Flight Facility and Michoud Assembly Facility), the Jet Propulsion Laboratory, as well as other contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements.

POLICY

NASA Policy Directive (NPD) 8500.1B (Environmental Management) directs NASA employees to comply with environmental requirements which includes CRM regulations. It is NASA policy to comply with all Federal environmental and historic preservation laws, regulations and applicable standards and guidelines. Section 110 of the NHPA requires Federal agencies to designate an agency Federal Preservation Officer (FPO) to develop, execute and manage a CRM Program. NASA's Program establishes the position of Historic Preservation Officer (HPO) at each NASA Center and Component Facility to manage NHPA-compliance activities.

ROLES AND RESPONSIBILITIES

This NID establishes roles and responsibilities as follows:

NASA Headquarters, Office of Infrastructure (OI), Environmental Management Division

The FPO is appointed by the Office of Infrastructure (OI), Environmental Management Division. The FPO shall:

- Develop an agency CRM policy and guidance document.
- Provide timely technical guidance to HPOs on CRM activities and issues.
- Ensure that the agency CRM database is validated and maintained by the Centers and component facilities.
- Establish a CRM awareness program to educate and inform NASA of its historic properties and CRM responsibilities.
- Respond to agency regulatory reporting requirements.

NASA Centers and Component Facilities

NASA Centers and Component Facilities are responsible for implementing NASA's CRM Program.

The Center Director shall:

- Designate an HPO for their Center and Component Facility and notify, in writing, the FPO and the respective State Historic Preservation Office (SHPO) of the designation. The HPO must be a civil servant, and if not a CRM professional as defined by regulations, the HPO must complete training on the NHPA within twelve (12) months of designation.
- Ensure that the HPO has the authority and resources to implement their role and responsibilities.
- Support initiatives to educate and inform facility personnel of the Center's historic properties and CRM responsibilities.

Facilities Project Managers shall:

- Work with the HPO to identify potential NHPA requirements when planning construction and demolition/deconstruction activities.
- Work with the contracting or grants officer and program/project manager to ensure that contracts and grants identify that the NHPA may apply and result in compliance responsibilities.
- Ensure appropriate forms are completed or permits obtained during the project planning phase and prior to project startup (e.g., Environmental Checklists, Citing Requests and Dig Permits).
- Notify the HPO immediately if an activity results in an inadvertent archeological discovery.

Program/Project Managers shall:

- Inform the HPO of new mission needs that involve changes to the configuration or use of historic buildings and/or structures.

- Include cost and schedule needs for NHPA-compliance activities in proposed project plans.
- Ensure contract and grant requirements state that the NHPA may apply and result in compliance responsibilities.
- Ensure appropriate forms are completed or permits obtained during the project planning phase and prior to project startup (e.g., Environmental Checklists, Citing Requests and Dig Permits).
- Notify the HPO immediately if an activity results in an inadvertent archeological discovery.

Historic Preservation Officers (HPOs) shall:

- Implement NASA's CRM Program through compliance with NHPA Sections 106 and 110 requirements, training and planning, use and maintenance of databases and responding to agency regulatory data calls.
- Serve as the focal point for all Center contact with the FPO, SHPO, tribal representatives and other consulting parties during consultation and execution of agreement documents required to mitigate the effects of Center/Facility undertakings.
- Ensure identification and evaluation surveys, reports, recordation and documentation are prepared by qualified CRM personnel in accordance with applicable Federal and State historic preservation standards and guidelines.
- Develop an Integrated Cultural Resource Management Plan (ICRMP) that addresses the identification and management of Center/Facility cultural resources. Ensure the Plan is integrated with other Center/Facility planning documents, such as the Master Plan and asset management plans.
- Ensure that impacts of proposed actions that may affect cultural resources are fully considered in documents prepared pursuant to NEPA.
- Seek opportunities to increase Center/Facility awareness of NASA's cultural resources and CRM responsibilities, including distribution of CRM educational materials, management briefs, and newsletters.
- Enter Center/Facility surveys, reports and official correspondences related to NHPA-compliance activities into the NASA Environmental Tracking System (NETS) CRM Module and provide timely responses to agency data calls.

This NID shall remain in effect until execution of a NASA Procedural Requirement (NPR) for Cultural Resource Management, and no longer than one year. Adherence to the policies established in this NID will ensure NASA's compliance responsibilities are met and will minimize the risk to mission schedule and cost. Questions regarding this NID should be directed to the Center or Facility HPO or Tina Norwood at (202) 358-7324 or via email at tina.norwood-1@nasa.gov.

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