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Bethesda, Maryland 20892

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DEC 5 1 2003

To: See Addressees

From: Chair, NIH Facilities Planning Advisory Committee (FPAC)

Subject: Interim Revision to Occupancy Policy's "Change Moratorium" Period

The existing Occupancy Policy defined in the memorandum from the FPAC Chair with concurrence from the NIH Director was implemented on May 13, 2002. The policy established a moratorium on changes to project scope that would last until two months after occupancy. During the moratorium period, occupants cannot make changes to the construction, unless they have no impact on the project budget or schedule. Appeals to the change moratorium policy are through the NIH Space Recommendation Board.

NIH is extending the moratorium period to one year from the move-in date of the last occupant in the facility. The one year post occupancy change moratorium allows time to fully "field test the facility," to protect project warrantees, to determine what changes or additions to the facility are truly needed to support the housed programs, and to consolidate accepted changes into cost-effective implementation contracts. Appeals to the change moratorium will continue to be made through the NIH Space Recommendation Board.

For example the CRC occupancy is expected to be completed by January 2005, so changes cannot be made to the CRC until January 2006. Changes may be identified, planned and coordinated during 2005. However unless approved through the appeal process, no IC requested changes to the CRC facility can be implemented prior to January 2006.

This interim policy will be incorporated into a full revision of the current occupancy policy. The revised policy will address application, definitions and criteria, timing, occupancy acceptance process, and the appeal process.

Richard Hodes, M.D.

Concur: \_\_\_\_\_

Elias A. Zerhouni, M.D.  
Director, NIH

JAN 21 2004

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