



**DRYDEN  
POLICY  
DIRECTIVE**

Directive: DPD-9050.6  
Effective Date: March 18, 2008  
Expiration Date: March 18, 2013

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**RESPONSIBLE OFFICE:** X/Office of the Center Director  
XM/Office of the Associate Director for Management

**SUBJECT:** **Employee Exchange and Morale Support Activities**

## 1. POLICY

In accordance with NPD 9050.6, NASA Exchange and Morale Support Activities (EMSA) Dryden has established an Exchange Council to manage EMSA activities at the Center. The intent of the Exchange Council is to ensure EMSA elements are operated in a business-like manner and promote the morale and welfare objectives of the Center. The council has established retail activities, such as a cafeteria, vending machine operations, and a gift shop. Agency policy further prohibits employees from establishing activities within their organizations that compete with the center employee exchange venues. As such, Dryden has established the following criteria to further clarify implementation of this policy.

- a) An employee may not engage in any fund raising activity at Dryden that competes with the Dryden Flight Line Eatery, Gift Shop, vending machine activity, or ticket sales activity.
- b) Organizations or project groups may, however, establish small, local canteens to provide refreshments or similar items, if either:
  - (1) the organization or group is remotely located, so that the Exchange cannot provide the quantity of refreshments needed in an efficient and timely manner (such as during Shuttle landing support activities in Area (A), during Shuttle landing support), or
  - (2) the organization or project group provides specific items, such as coffee, when there are no vending machines in the building that offer those options. Any canteen organized for this purpose must be narrow in terms of the products offered.
- c) Organizations or project groups may conduct special events, such as barbeques, for the purpose of enhancing morale and camaraderie. However, they can not collect funds in excess of the supplies needed for the event.
- d) Organizations or project groups may purchase and sell special commemorative items related to particular project organizations, activities, or events such as T-shirts, hats, jackets, patches, and pins, for the purpose of enhancing morale and camaraderie. However, they can not collect funds in excess of that need to acquire and distribute the items.
- e) Allowable canteens and other activities under this policy cannot operate at a profit. That is, they may not collect funds in excess of the cost of supplies and then use those funds for other purposes, such as social gatherings.

## 2. SCOPE AND APPLICABILITY

This Dryden Policy Directive (DPD) is applicable to the Dryden Flight Research Center and on-site support contractors, grant recipients, and other partners to the extent specified in their contracts or agreements.

## 3. AUTHORITY

- a. NPD 9050.6, NASA Exchange and Morale Support Activities

## 4. REFERENCES - None

## 5. RESPONSIBILITY

- a. The Center Director is responsible for ensuring compliance with this policy.
- b. The Associate Director for Management is responsible for ensuring that Exchange Council members are familiar with this policy and its implications.
- c. The Exchange Council chair is responsible to work with supervisors and managers to enforce this policy.
- d. Supervisors and managers are responsible for familiarizing employees with and enforcing this policy.
- e. Supervisors and managers are responsible for ensuring that any local canteens are narrow in scope and meet the intent of this policy.

## 6. DELEGATION OF AUTHORITY

None

## 7. MEASUREMENTS

None

## 8. CANCELLATION

None

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/X/ Kevin L. Petersen, Director

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<b>Status Change</b>	<b>Document Revision</b>	<b>Effective Date</b>	<b>Page</b>	<b>Description of Change</b>
Baseline		3/18/08		New