



**DRYDEN
POLICY
DIRECTIVE**

Directive:
Effective Date:
Expiration Date:

DPD-9050.6-001, Revision A
January 1, 2013
January 1, 2018

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Compliance is mandatory.

SUBJECT: Employee Exchange and Morale Support Activities

**RESPONSIBLE OFFICE: X/Office of the Center Director
XM/Office of the Director for Mission Support**

1. POLICY

a. In accordance with NPD 9050.6, NASA Exchange and Morale Support Activities (EMSA), Dryden has established an Exchange Council to manage EMS 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.

b. 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.

c. Organizations or project groups, however, may establish small, local canteens to provide refreshments or similar items, if either:

(1) the organization or group is remotely located or their work hours are after the operating hours of the Exchange activity, so that the Exchange cannot provide the quantity of refreshments needed in an efficient and timely manner, 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.

d. Organizations or project groups may conduct special events, such as barbeques, for the purpose of enhancing morale and camaraderie. However, they cannot collect funds in excess of the supplies needed for the event.

e. 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 cannot collect funds in excess of the cost to purchase and distribute the items.

f. 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. APPLICABILITY

a. 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

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agreements.

3. AUTHORITY

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

4. RESPONSIBILITY

- a. The Center Director shall ensure compliance with this policy.
- b. The Director for Mission Support shall ensure that Exchange Council members are familiar with this policy and its implications.
- c. The Exchange Council Chair shall work with supervisors and managers to enforce this policy.
- d. Supervisors and managers shall ensure that employees are familiar with this policy.
- e. Supervisors and managers shall enforce this policy.
- f. Supervisors and managers shall ensure that any local canteens meet the intent of this policy.

5. DELEGATION OF AUTHORITY

None

6. MEASUREMENTS

None

7. CANCELLATION

DPD-9050.6-001-2, Employee Exchange and Morale Support Activities, dated March 18, 2008.



David McBride, Director

DISTRIBUTION: Approved for release via the DFRC Document Library.

- On-line documentation system
- DM3 with request to share in organization's staff meetings (refer employees to updated DPD)

Document History Log
Review Date: 01-09-13

This page is for informational purposes and does not have to be retained with the document.

Status Change	Document Revision	Effective Date	Page	Description of Change
Baseline		3/18/08		New
Admin Change	Baseline-1	07/23/09	All	<ul style="list-style-type: none"> Added serial number to document name. Name changed from DPD-9050.6 to DPD-9050.6-001. The content did not change.
Admin Change	Baseline-3	08/10/10	All	<ul style="list-style-type: none"> Formatted to comply with Agency standards. The content did not change.
Revision	A	01/23/13	All	<ul style="list-style-type: none"> Policy updated to reflect current process.

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