



**ARMSTRONG  
FLIGHT POLICY  
DIRECTIVE (AFPD)**

**Directive:  
Effective Date:  
Expiration Date:**

**AFPD-9050.6-001, Revision C  
April 24, 2023  
April 24, 2028**

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**COMPLIANCE IS MANDATORY.**

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

**RESPONSIBLE OFFICE: Office of the Center Director**

**1. POLICY**

a. It is the policy of the Armstrong Flight Research Center (AFRC, hereinafter referred to as the Center) in Edwards, California to promote and manage Employee and Morale Support Activities (EMSA) for all National Aeronautics and Space Administration (NASA) employees and contractors working at the Center. To this end, the Center has established an Exchange Council with the intent of ensuring 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, micro mart operations, and a gift shop. As such, the Center has established the following criteria to further clarify implementation of this policy.

b. An employee may not engage in any fundraising activity at the Center that competes with the Flightline Eatery, Gift Shop, micro mart 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 will 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 directive is applicable to resident and visiting NASA employees and on-site support contractors.

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- b. This directive is applicable to other contractors, recipients of grants or cooperative agreements, or parties to other agreements only to the extent specified in contracts, grants or cooperative agreements, or other agreements.
- c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The term "may" denotes a discretionary privilege or permission, "can" denotes statements of possibility or capability, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.
- d. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

### **3. AUTHORITY**

NPD 9050.6, NASA Exchange and Morale Support Activities

### **4. APPLICABLE DOCUMENTS AND FORMS**

None.

### **5. 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 will ensure that any local canteens meet the intent of this policy.

### **6. DELEGATION OF AUTHORITY**

None.

### **7. MEASUREMENT/VERIFICATION**

Compliance with this policy will be evaluated through internal assessments, audits, and regular reporting and review requirements specified in NPD 9050.6.

### **8. CANCELLATION**

AFPD-9050.6-001B, Employee Exchange and Morale Support Activities, dated December 13, 2022.

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BRADLEY FLICK  
2023.04.24 11:11:48  
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/s/ Center Director

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**DISTRIBUTION:** Approved for release via the Document Library.

**Attachment A. Acronyms**

AFPD	Armstrong Flight Research Center Policy Directive
AFRC	Armstrong Flight Research Center
EMSA	Employee and Morale Support Activities
NASA	National Aeronautics and Space Administration
NPD	NASA Policy Directive

**Attachment B. Requirement Verification Matrix**

PARAGRAPH	REQUIREMENT	COMPLIANT	NON-COMPLIANT
5a	The Center Director shall ensure compliance with this policy.	<input type="checkbox"/>	<input type="checkbox"/>
5b	The Director for Mission Support shall ensure that Exchange Council members are familiar with this policy and its implications.	<input type="checkbox"/>	<input type="checkbox"/>
5c	The Exchange Council Chair shall work with supervisors and managers to enforce this policy.	<input type="checkbox"/>	<input type="checkbox"/>
5d	Supervisors and managers shall ensure that employees are familiar with this policy.	<input type="checkbox"/>	<input type="checkbox"/>
5e	Supervisors and managers shall enforce this policy.	<input type="checkbox"/>	<input type="checkbox"/>

## Change Log

### Baseline, 3-18-08

- New

### Baseline-1, 7-23-09

- Admin change
- Added serial number to document name. Name changed from DPD-9050.6 to DPD-9050.6-001. The content did not change.

### Baseline-3, 8-10-10

- Admin change
- Formatted to comply with Agency standards. The content did not change.

### Revision A, 1-23-13

- Policy updated to reflect current process.

### Revision A-1, 10-27-16

- Admin change
- Changed Dryden to Armstrong, DFRC to AFRC.

### Revision A-2, 6-27-17

- Admin change
- Updated Revision A-1 to Revision A-2
- DPD-9050.6-001 renumbered in accordance with Center instruction.

### Revalidated A-2, 12-12-17

- Updated to current template

### Revalidated A-3, Admin change, 07-07-21

- Added attachments A, B, and C.

### Revision B, 12-13-22

- Updated “vending machine” to “mini mart”.
- Updated wording to include NASA employees whether or not they are assigned to AFRC due to the ‘Future of Work’ and other initiatives.

### Revision C, 04-24-23

- Paragraph 1. Policy, a: updated policy statement.
- Paragraph 1. Policy, b(2): changed “shall” to a “will” IAW NPR 1400.1.
- Paragraph 2. Applicability: added sub-paragraph b. IAW NPR 1400.1.
- Paragraph 2. Applicability: added sub-paragraph c. IAW NPR 1400.1.
- Paragraph 2. Applicability: added sub-paragraph d. IAW NPR 1400.1.
- Paragraph 7: Updated paragraph title from “Measurements” to “Measurement/Verification” IAW NPR 1400.1
- Moved Distribution Statement from location after Attachment B to after the end of Paragraph 8. Cancellation
- Removed “Definitions” in attachments.
- Attachment B: Updated Matrix

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