



**SPD 1250.1 Basic
December 2009**

National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS
39529-6000

COMPLIANCE IS MANDATORY

**John C. Stennis Space Center
Dissemination of Stennis Site Communications**

Stennis Policy Directive	SPD 1250.1	Basic
	<i>Number</i>	<i>Rev.</i>
	Effective Date: December 21, 2009	
	Expiration Date: December 21, 2014	
Responsible Office: IA00/Office of External Affairs		
SUBJECT: Dissemination of Stennis Site Communications		

1. POLICY

- a. The purpose of this SPD is to identify responsibilities for the Center Operations Directorate and the Office of External Affairs in disseminating internal communications to the employees and occupants of the John C. Stennis Space Center (SSC).
- b. Site-wide communications will be controlled to ensure proper use of resources, and accuracy and appropriateness of the communications to center operations and activities.
- c. The ability to e-mail mass distributions of notifications will be limited to prevent system overloading and enhance individual personnel productivity.
- d. Access to the SSC e-mail system for mass notifications will be limited to designated responsible organizations and their authorized representatives.
- e. Use of mass distribution lists within the e-mail system will be limited to authorized individuals.
- f. Mass e-mail notifications will not be used for items of general interest to NASA and its contractor personnel. Exceptions include employee morale notices such as holiday dance, crawfish/shrimp boils, etc.

2. APPLICABILITY

- a. This SPD is applicable to all NASA/SSC personnel.
- b. This SPD is applicable to NASA/SSC contractors, grant recipients, and resident agencies to the extent specified or referenced in their respective contracts, grants, or agreements.
- c. This SPD applies to the use of the NASA SSC e-mail system, informational monitors and other mechanisms for dissemination of information to SSC personnel and resident organizations.

3. AUTHORITY

- a. NPD 1200.1, NPD 1200.1, NASA Internal Control

4. APPLICABLE DOCUMENTS

None

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5. RESPONSIBILITY

a. Center Operations Directorate/Office of the Chief Information Officer will be responsible for distributing the following messages:

- IT related outages, notices, upgrades
- ODIN announcements
- Stennis Data Center announcements
- NASA Agency IT announcements

b. Center Operations Directorate/ Facility Manager will be responsible for distributing messages regarding work outages, etc. for various facilities.

c. Center Operations Directorate/Physical Security Office will be responsible for distributing traffic and security notifications which could affect site-personnel.

d. Center Operations Directorate/Institutional Division will be responsible for distributing notifications regarding emergency notifications relating to natural disasters, fires, etc.

e. The Office of External Affairs will be responsible for distributing all other site-wide messages relating to SSC events and subject matters including, but not limited to:

- Blood Drives
- Donor and charitable announcements
- Special programs or events for holidays, etc.
- Medical clinic announcements
- Emergency Notification System testing
- Employee Assistance Program announcements
- General employee announcements for NASA, NASA contractors and site-wide

f. The Office of External Affairs is responsible for monitoring and updating content on the electronic information monitors.

g. The Office of External Affairs is responsible for monitoring and updating bulletin boards located on the outer halls of Building 1100.

h. Requests for mass e-mail notifications will be sent to the general Office of External Affairs e-mail at: public-inquiries@ssc.nasa.gov. The message must be received a minimum of three work days prior to the desired center-wide dissemination date. If needed, the Office of External Affairs will route the message to the appropriate organization for review and approval prior to dissemination. Any changes or edits made to the original message will be forwarded to the requestor for review and approval prior to dissemination.

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i. Requests for mass notifications shall include:

- Announcement title/subject
- The exact wording of the announcement
- Date for dissemination
- Contact name and phone number

6. MEASUREMENT/VERIFICATION

a. The Office of External Affairs will maintain a log of all mass notification messages to include title of announcement, a point of contact for the announcement, date of distribution and the distribution list.

b. Center Operations Directorate will maintain a log of all notices distributed for the Chief Information Officer, Facility Manager, Physical Security Office and Institutional Division.

7. CANCELLATION

NONE

Arthur E. Goldman
Director

Attachment

DISTRIBUTION

Approved for public release via NODIS and TechDoc; distribution is unlimited.