



**SPD 1250.1 Rev A**  
**January 2015**

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

## **COMPLIANCE IS MANDATORY**

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

Stennis Policy Directive	SPD 1250.1	A
	<i>Number</i>	<i>Rev.</i>
	Effective Date: January 8, 2015	
	Expiration Date: January 8, 2016	
Responsible Office: IA00/Office of Communications		
<b>SUBJECT: Dissemination of Stennis Site Communications</b>		

## Document History Log

Status/Change/ Revision	Change Date	Originator/Phone	Description
Basic	November 2009	S. Bilbo/3182	Initial release
A	November 2014	P. Foerman / 1880 with C. Carmichael/1664	Name change for Office of Communications throughout; Name change for Roy S. Estess Building; Updated to reflect separate responsibility of OCIO and Office of Communications.

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**1. POLICY**

- a. The purpose of this Stennis Policy Directive (SPD) is to identify responsibilities for the John C. Stennis Space Center (SSC) Office of the Chief Information Officer (OCIO) and the Office of Communications (OC). This SPD establishes policy for the distribution of communications to the communities within SSC.
- b. Site-wide dissemination of communications shall be managed to ensure proper, efficient and effective use of resources. SSC's OC shall ensure accuracy and appropriateness of the communications to SSC's NASA organizations and resident tenants.
- c. NASA SSC's organizations shall be responsible for designating authorized representatives to manage access to and use of mass distribution lists within electronic communication systems.
- d. Mass electronic communication notifications will not be used for items of a personal nature by NASA personnel and its contractor personnel.
- e. This policy establishes that distribution of mass electronic communications shall originate only from SSC's organizational/departmental mailboxes.
- f. Senders of electronic mass notification communications shall limit distribution to recipients to whom the specific message is applicable.

**2. APPLICABILITY**

- a. This SPD is applicable to all NASA SSC personnel, NASA SSC contractors, grant recipients, and resident tenants to the extent specified or referenced in their respective contracts, grants, or agreements.
- b. This SPD applies to the use of NASA SSC electronic communication systems and all other mechanisms for dissemination of information to SSC personnel and resident tenants.

**3. AUTHORITY**

- a. National Aeronautics and Space Act of 1958.
- b. NPD 2521.1, Communications and Material Review
- c. NPD 1380.1, Managing Agency Communications

**4. APPLICABLE DOCUMENTS**

- a. NPD 1200.1, NASA Internal Control
- b. NPR 2200.2, Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information.

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## 5. RESPONSIBILITY

All SSC organizations requesting mass notifications covered in this document shall include:

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

### 5.1 Office of Communications

a. The (OC) is responsible for distributing all site-wide messages relating to SSC events and subject matter not specifically governed by another department or office including, but not limited to:

1. Items of General Interest
  - i. Blood Drives
  - ii. Special programs, events for holidays or other special functions
  - iii. General employee announcements for NASA, NASA contractors and resident tenants
2. Medical clinic announcements
3. Emergency Notification System testing
4. Employee Assistance Program (EAP) announcements

b. The OC is responsible for monitoring and updating content on the:

1. Electronic informational monitors
2. Bulletin boards located on the outer halls of the Roy S. Estess Building (Building 1100)
3. Gate signs located at the North and South Gate entrances to SSC

### 5.2 Office of the Chief Information Officer

a. The OCIO is responsible for distributing the following site-wide messages, including but not limited to:

- Information Technology (IT) and IT-Infrastructure/End-User related outages, notices, upgrades
- Stennis Data Center (SDC) announcements
- NASA Agency IT announcements

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b. Requests for these mass electronic notifications shall be sent to the OCIO electronic mailbox. Messages must be received a minimum of four (4) business days in advance of the desired center-wide dissemination dates and include:

1. Announcement title/subject
2. The exact wording of the announcement
3. Projected audience
4. Date for dissemination
5. Contact name and phone number

### 5.3 Other SSC Organizations

Each SSC organization/office not specifically covered in this document shall be responsible for the distribution and content of electronic communications only within their respective areas, using their own instructions; this includes SSC's Office of Protective Services (OPS).

SSC's OPS is responsible for distributing site-wide Protective Services Office Bulletins relating to security, law enforcement, traffic, emergency management, intelligence and other related matters.

### 6. MEASUREMENT/VERIFICATION

- a. The OC shall 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. The OCIO shall maintain a log of its mass notification messages.

### 7. CANCELLATION

SPD 1250.1, Rev. Basic, *Dissemination of Stennis Site Communications*, dated December 2009



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Director

### DISTRIBUTION

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