



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

SPD 1250.1 Rev C
January 2022

COMPLIANCE IS MANDATORY

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

Stennis Policy Directive	SPD 1250.1	C
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	January 20, 2017
	Expiration Date:	January 20, 2027
Page 2 of 6		
Responsible Office: IA00/Office of Communications		
SUBJECT: Dissemination of Stennis Site Communications		

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 (OC).
B	January 2017	P. Foerman/1880 with C. Carmichael/1664 and K. Volante/2160	Added Attachment A, Sample Emergency Messages; Added Attachment B, Sample News Releases; Clarified organizational responsibilities in addition to OCIO and the OC.
C	October 2021	Apolonia Acker/2512	Changed “OC” to reflect “OCOMM” in various sections; added a bullet with campaign verbiage in 5.1.b; added info to 5.1.3.a; changed Office of Education (OE) to Office of STEM Engagement in 5.2; Removed sections below 6.

Stennis Policy Directive	SPD 1250.1	C
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	January 20, 2017
	Expiration Date:	January 20, 2027
Page 3 of 6		
Responsible Office: IA00/Office of Communications		
SUBJECT: Dissemination of Stennis Site Communications		

1. POLICY

- a. The purpose of this Stennis Policy Directive (SPD) is to establish policy for the distribution of communications to all communities within the John C. Stennis Space Center (SSC).
- b. Sitewide dissemination of communications shall be managed to ensure proper, efficient, and effective use of resources. SSC's Office of Communications (OCOMM) 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 shall not be used for items of a personal nature by all SSC personnel (including resident tenants).
- e. Distribution of mass (not sitewide) electronic communications shall originate only from SSC's organizational/departmental mailboxes, and not from any individual NASA civil servant or contractor employee's mailbox.
- f. Distribution of sitewide electronic communications shall originate only from the SSC OCOMM, with exceptions that are stated in section 5.2 of this document.
- g. The SSC Office of the Chief Information Officer (OCIO) shall be the sole point of contact for the establishment, maintenance, and update of SSC organizational/departmental electronic mailboxes, SSC email distribution lists, and the Global Access List (GAL). OCIO-specific processes shall be developed on how to request organizational/departmental electronic mailboxes and distribution lists.
- h. 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 (including resident tenants).

Stennis Policy Directive	SPD 1250.1	C
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	January 20, 2017
	Expiration Date:	January 20, 2027
Page 4 of 6		
Responsible Office: IA00/Office of Communications		
SUBJECT: Dissemination of Stennis Site Communications		

3. AUTHORITY

- a. National Aeronautics and Space Act of 1958, as Amended.
- b. NASA Policy Directive (NPD) 1200.1, *NASA Internal Control*
- c. NPD 1380.1, *Managing Agency Communications*
- d. NPD 2521.1, *Communications and Material Review*
- e. NASA Procedural Requirement (NPR) 2200.2, *Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information*

4. APPLICABLE DOCUMENTS

None.

5. RESPONSIBILITY

All SSC organizations/offices 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

1. The OCOMM is responsible for distributing all sitewide messages relating to SSC events and subject matter not specifically governed by another department or office including, but not limited to:
 - a. Items of General Interest (i.e., blood drives, special programs, events for holidays or other special functions, general employee announcements for SSC personnel).
 - b. Messaging supporting campaign efforts approved by OCOMM.
 - c. Medical clinic announcements.
 - d. Emergency Notification System testing.
 - e. Employee Assistance Program (EAP) announcements.
2. Requests for these mass notifications shall be sent to the OCOMM.
3. The OCOMM is responsible for monitoring and updating content on the:

Stennis Policy Directive	SPD 1250.1	C
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	January 20, 2017
	Expiration Date:	January 20, 2027
Page 5 of 6		
Responsible Office: IA00/Office of Communications		
SUBJECT: Dissemination of Stennis Site Communications		

- a. Electronic ad monitors located on the outer halls of the Roy S. Estess Building (Building 1100) near elevators.
- b. Building directories located at the main entrances of the Roy S. Estess Building.
- c. Gate signs located at the North and South Gate entrances to SSC.
- d. Information posted in the elevator inserts located within each elevator of the Roy S. Estess Building.

5.2 Other SSC Organizations

SSC's Office of the Chief Information Officer (OCIO), Office of Protective Services (OPS), Office of the General Counsel (OGC), Office of the Chief Financial Officer (OCFO), Human Resources Services Branch (HRSB), Office of STEM Engagement (OSTEM), Office of Diversity and Equal Opportunity (ODEO), and the NASA Exchange are authorized to distribute communications as described below. Every SSC organization/office shall be responsible for the internal distribution and content of electronic communications related to its subject matter expertise.

1. OCIO - responsible for distributing Information Technology (IT)-related sitewide messages, including but not limited to IT and IT-Infrastructure/End-User related outages and upgrades; Stennis Data Center (SDC) announcements; NASA Agency IT announcements; and SSC Lightning Detection System (LDS) generated notifications.
2. OPS - responsible for distributing sitewide Protective Services Bulletins relating to security, law enforcement, traffic, emergency management, severe weather, intelligence and other related matters. (Note: Severe weather messages will be coordinated with HRSB.)
3. OGC - responsible for distributing, to appropriate personnel only, electronic communications related to legal matters concerning SSC, the Center Director, and staff.
4. OCFO - responsible for distributing electronic communications to all NASA civil servant employees related to timecards, travel, payroll, and other financial matters.
5. HRSB - responsible for distributing electronic communications to all NASA civil servant employees related to training requirements, professional development opportunities, benefits updates, and other human resource-related messages. (Note: Severe weather messages will be coordinated with OPS.)
6. OSTEM - responsible for distributing sitewide messages regarding learning opportunities, including K-12 and higher education-related programs, Astro Camp, and other NASA educational programs.

Stennis Policy Directive	SPD 1250.1	C
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	January 20, 2017
	Expiration Date:	January 20, 2027
Page 6 of 6		
Responsible Office: IA00/Office of Communications		
SUBJECT: Dissemination of Stennis Site Communications		

7. ODEO – responsible for distributing sitewide messages regarding equal opportunity policy changes, diversity and inclusion initiatives, and other such topics.
8. NASA Exchange/SSC Branch – responsible for disseminating information about SSC concessionaires and their hours or availability and other Exchange events or activities.

6. CANCELLATION

SPD 1250.1, Rev. B, *Dissemination of Stennis Site Communications*, dated January 2017.

Richard J. Gilbrech, Ph.D.
Director

DISTRIBUTION

Approved for public release via TechDoc; distribution is unlimited.