



National Aeronautics and
Space Administration

John C. Stennis Space Center
Stennis Space Center, MS
39529-6000

SPR 3700.1 Rev A
October 2016

COMPLIANCE IS MANDATORY

John C. Stennis Space Center Children in the Workplace

Stennis Procedural Requirements	SPR 3700.1	A
	<i>Number</i>	<i>Rev.</i>
	Effective Date: October 3, 2016	
	Expiration Date: October 2, 2021	
Responsible Office: Office of Human Capital		
SUBJECT: Children in the Workplace		

Table of Contents

PREFACE	3
P.1 PURPOSE	3
P.2 APPLICABILITY	3
P.3 AUTHORITY	3
P.4 APPLICABLE DOCUMENTS	3
P.5 MEASUREMENT/VERIFICATION	4
P.6 CANCELLATION	4
CHAPTER 1. RESPONSIBILITIES	5
1.1 Role of Employees.....	5
1.2 Role of Organizational Heads and Supervisors	5
1.3 Children in the Workplace at Officially Sanctioned Events	5
CHAPTER 2. AGE RESTRICTIONS	6
Appendix A – Definitions (or Acronyms and Definitions)	7

Stennis Procedural Requirements	SPR 3700.1	A
	<i>Number</i>	<i>Rev.</i>
	Effective Date: October 3, 2016	
	Expiration Date: October 2, 2021	
Responsible Office: Office of Human Capital		
SUBJECT: Children in the Workplace		

PREFACE

P.1 PURPOSE

This Stennis Procedural Requirement (SPR) is aligned with Stennis Policy Directive (SPD) 8715.4, Safety and Health Policy, and SPD 8715.8, Visitor Safety Policy, and sets forth the requirements for the onsite presence of children at Stennis Space Center (SSC). It is SSC's policy that children shall not be allowed onsite at any time except for Officially Sanctioned Events. This policy is based on the following premises:

- a. The presence of children, especially young children, in the workplace has been determined to be a distraction in the work environment and negatively impacts the accomplishment of the work of the organization.
- b. It is inappropriate to bring children to the worksite as a substitute for child care.
- c. Each organization is responsible for the health and safety of all individuals at the worksite, including children. Therefore, children at the worksite increase the Government's liability regarding health, safety and security matters.

P.2 APPLICABILITY

- a. This SPR applies to all SSC personnel, including National Aeronautics and Space Administration (NASA) and its contractors, as well as SSC resident agencies and their contractors at SSC, as directed in their applicable agreement documents.
- b. This SPR in no way limits the onsite participation of children in Officially Sanctioned Events, including NASA Exchange activities or student programs created to further outreach/educational goals such as "Take Our Children to Work Day" or "Girls Excited About Math and Science" (GEMS).
- c. This SPR does not apply to utilization of the Day Care Center.

P.3 AUTHORITY

- a. NPR 8715.3, NASA General Safety Program Requirements

P.4 APPLICABLE DOCUMENTS

- a. SPD 8715.4, Safety and Health Policy
- b. SPD 8715.8, Visitor Safety Policy

Stennis Procedural Requirements	SPR 3700.1	A
	<i>Number</i>	<i>Rev.</i>
	Effective Date: October 3, 2016	
	Expiration Date: October 2, 2021	
Responsible Office: Office of Human Capital		Page 4 of 8
SUBJECT: Children in the Workplace		

P.5 MEASUREMENT/VERIFICATION

Organizational heads, supervisors, and the Office of Human Capital shall monitor adherence to these requirements.

P.6 CANCELLATION

NONE.

Signature on File

Richard J. Gilbrech, Ph.D.
Director

DISTRIBUTION

Approved for public release via NODIS; distribution is unlimited.

Stennis Procedural Requirements	SPR 3700.1	A
	<i>Number</i>	<i>Rev.</i>
	Effective Date: October 3, 2016	
	Expiration Date: October 2, 2021	
Responsible Office: Office of Human Capital		
SUBJECT: Children in the Workplace		

CHAPTER 1. RESPONSIBILITIES

1.1 Role of Employees

- a. Employees shall not bring children onsite at any time except for Officially Sanctioned Events.
- b. If unexpected child care issues arise, employees shall request the use of a leave option, e.g., annual leave, sick leave (when appropriate), and/or leave without pay in accordance with established federal leave policies.
- c. With supervisory approval, employees shall consider use of an alternative work schedule to accommodate required work and child care needs.
- d. Violations of this policy will result in employee disciplinary action(s) up to and including removal from the Federal Service.

1.2 Role of Organizational Heads and Supervisors

- a. Organizational heads and supervisors shall ensure that children are not present in the workplace except for Officially Sanctioned Events.
- b. Supervisors shall approve requests for leave resulting from child care needs whenever leave is available and the employee can be spared from his/her responsibilities. Some situations will require the supervisor to evaluate leave requests in accordance with the Family and Medical Leave Act (FMLA), which may provide certain rights to the employee. Any questions regarding the applicability of the FMLA to particular situations should be referred to the Office of Human Capital, who may consult with the Office of Chief Counsel and other Center functional experts.
- c. If applicable to the employee position, supervisors shall exercise the use of available flexibilities such as alternative work schedules to accommodate required work and child care needs.
- d. Organizational heads and supervisors shall respond to violations of the requirements of this SPR with employee disciplinary action(s) up to and including removal from the Federal Service.

1.3 Children in the Workplace at Officially Sanctioned Events

For Officially Sanctioned Events, if children are in the workplace, the employee shall:

- a. Be sensitive and respect the needs of other employees and customers.
- b. Not expect other employees to care for their children.
- c. Take responsibility for the safety of their children at all times.
- d. Supervise his or her children at all times.
- e. Understand that children are not covered by the Federal Employees Compensation Act.

Stennis Procedural Requirements	SPR 3700.1	A
	<i>Number</i>	<i>Rev.</i>
	Effective Date: September 9, 2016	
	Expiration Date: September 8, 2021	
Responsible Office: Office of Human Capital		
SUBJECT: Children in the Workplace		

CHAPTER 2. AGE RESTRICTIONS

Stakeholders, partners, employee family members and the general public are often invited to experience the Center and tremendous power of a rocket engine test as part of an Officially Sanctioned Event. These opportunities are consistent with the SSC mission to inspire the next generation of explorers and disseminate information to the public. Although it can be a rewarding experience for older teenagers and adults, past experience has shown that there are health, safety and security concerns, noted below, associated with having young children in the SSC propulsion test work areas. Therefore, the minimum age permitted for entrance into the test complex and for viewing a rocket engine test is 10 years old.

Potential risks for children under age 10:

- a. Test noise could damage hearing; ear plugs provided for guests do not accommodate infants and/or small children.
- b. The sudden roar of a rocket engine may startle and/or frighten young children.
- c. Typical temperatures during the summer often exceed 90 degrees Fahrenheit.
- d. Delays in testing could result in being outside for an extended period of time.
- e. There are no accommodations for strollers.
- f. Test complex ground is often muddy and uneven, posing trip/fall hazards.
- g. Restrooms and infant changing stations are limited or non-existent.
- h. Access to water/hydrating stations is limited.
- i. Stinging/biting insects and wild animals may be present in and around the test viewing areas.
- j. Unsupervised young children may wander into hazardous areas.

For all events where children are invited to the Center, the chart below denotes age restrictions.

Age Restrictions & Access					
Minimum Age	Sanctioned Event	Test Stand Access	Engine Test Viewing	Exchange Activities	* All Others
16		X			
10			X		X
Designated by the event	X			X	

* Note: Exception requests based on a special circumstance can be made through the Office of Human Capital. Such requests will be evaluated based on health, safety and security concerns.

Stennis Procedural Requirements	SPR 3700.1	A
	<i>Number</i>	<i>Rev.</i>
	Effective Date: September 9, 2016	
	Expiration Date: September 8, 2021	
Responsible Office: Office of Human Capital		Page 7 of 8
SUBJECT: Children in the Workplace		

Appendix A – Definitions (or Acronyms and Definitions)

- a. Organizational heads – For purposes of this SPR, the term “organizational head” refers to those who report directly to the Center Director.

- b. Officially Sanctioned Events – Formal programs officially established and monitored such as “Take Our Children to Work Day,” outreach activities (e.g., children’s holiday programs), official student programs, and shadowing programs.

- c. Child – Any person under the age of 16.