National Aeronautics and
Space Administration

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

SPR 5200.1 Rev H
June 2014

COMPLIANCE IS MANDATORY

John C. Stennis Space Center
Reserve/Neutral Gate Procedures

Document History Log

Status/Change/ Revision	Change Date	Originator/Phone	Description
E	02/28/03	D. Sims / 8-2165	Revision and review due to expiration. Complete revision for format.
E-1	10/27/04	Renay Nelson/x81585	Revalidated per NASA Rules Review
F	4/03/08	Tim Pierce/x81630	Complete revalidation due to expiration and revision to meet Directives management requirements.
G	8/19/11	Tim Pierce/x81630	Updated Maps to reflect new gate and new director
H	5/30/14	Tim Pierce/x81630	Establish Main Line Road Gate as the Reserve Gate. Update maps and signs.

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PREFACE

P.1 PURPOSE

a. This Stennis Procedural Requirement (SPR) provides the requirements for establishing and operating Reserve and Neutral Gates in order to permit the continued performance of work vital to NASA, other Government agencies and organizations resident at the Stennis Space Center (SSC) during periods in which labor-management disputes or impasses result in picketing at SSC.

b. This SPR will be made available to all Government agencies and contractors at SSC. Copies will also be made available to representatives of unions who represent persons employed at SSC. This SPR supplements and implements the requirements of NPR 5200.1, Industrial Labor Relations Manual, and provides specific instruction for SSC.

P.2 APPLICABILITY

a. This SPR is applicable to NASA/SSC personnel.

b. This SPR is applicable to SSC contractors, subcontractors, resident agencies, and tenants to the extent specified in their respective contracts or agreements.

c. This SPR is applicable to all resident agencies, all tenants, all contractors or subcontractors, or other persons entering or exiting SSC to the extent they may be involved with or impacted by labor management disputes and/or picketing activities.

d. Within this directive, requirements for which compliance is mandatory are identified by the word *shall*. However, contextual information is included to aid in understanding of the requirements. Information necessary to support and implement the objectives of this directive is contained in appendixes to this directive.

P.3 AUTHORITY

a. NASA Federal Acquisition Regulation Supplement Sections:

1. Labor relations 1822.101.
2. General 1822.101-1.
3. Reporting of labor disputes 1822.101-3.
4. Removal of items from contractors facilities affected by work stoppages 1822.101.4.
5. Admission of Labor representatives to contract sites 1822.101-70.
6. Liquidated damages and overtime pay 1822.302.
7. Contracts with the Department of Labor 1822.400-70.

8. Procedures for requesting wage determinations 1822.404.3.
9. Investigations 1822.406-8.
10. Withholding from or suspension of contract payments 1822.406-9.
11. Semiannual enforcement reports 1822.406.13.
12. Regulatory exemptions 1822.604.2.
13. Definitions 1822.1001.
14. Procedures for preparing and submitting Notice (SF98/98a) 1822.1008.
15. Additional information for the preparation of SF98/98a 1822.1008-270.
16. Required time of submission of notice 1822-1008-7.

b. NPR 5200.1, Industrial Relations Manual.

P.4 APPLICABLE DOCUMENTS

All citations are assumed to be the latest version unless otherwise specified.

a. National Labor Relations Act, 29 United States Code (U.S.C) §§ 151-169.
b. Service Contract Act of 1965, 48 C.F.R., Subpart 22.10.
c. Labor Relations, General, 48C.F.R., Section 22.101-1.
d. NASA Form 1293, Labor Dispute Report.

P.5 MEASUREMENT/VERIFICATION

Compliance with the requirements contained in this document will be verified through observations and self assessments.

P.6 CANCELLATION

SPR 5200.1G, dated August 18, 2011.

R. Gilbrech

Richard J. Gilbrech, Ph.D.
Director

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CHAPTER 1. INITIATION OF ACTIONS IN RESPONSE TO SSC LABOR DISPUTES

1.1 Practice

a. It is NASA procedure to maintain and encourage the best possible relations with industry and labor in order that the Government may procure needed supplies and services without delay.

b. NASA officials shall remain impartial in, and refrain from taking a position on the merits of, a dispute between labor and private management and will not undertake the conciliation, mediation, or arbitration of a labor dispute.

c. NASA shall, however, take any action that may be required under certain circumstances to protect the Government's interest and to prevent, where possible, interruptions in important activities and schedules. At SSC, this includes appropriate action to assure access to SSC by Government employees and by employees of private contractors, subcontractors, their suppliers and materialperson who are not directly involved in a labor-management dispute, impasse or other problems which result, or may result, in picketing at SSC.

1.2 Reserve/Neutral Gate Implementation

a. The Reserve/Neutral Gate procedures shall be implemented upon the determination by the NASA/SSC labor relations officer, or his/her alternate. The primary purpose is to reduce the impact of improper or illegal picketing on the overall, neutral operations and activities of and at SSC. The uninterrupted performance of vital Government operations connected with this Nation's space program, including rocket propulsion testing, and national security, such as activities of the U.S. Navy, as well as the programs of numerous other Federal departments and agencies, is deemed paramount.

b. The Reserve/Neutral Gate procedures, implemented according to the procedures outlined in this SPR, should allow unions, and others, to properly petition or appeal to the parties directly involved in a dispute without inducing sympathetic boycotts of, or by neutral employers or employees who are not involved therein, or otherwise impairing the latter to continue in and with their vital work.

1.3 Decisions on the Limitations to Picketing

a. Decisions of the National Labor Relations Board and the Courts provide that, at locations where more than one employer works in a common area such as SSC, picketing should be conducted so as to avoid any impact on neutral employers not involved in the dispute.

b. These decisions support the position that such picketing shall:

1. Be limited to times when the location of the dispute is located within a common area;
2. Be limited to times when the employer with whom the union has the dispute is engaged in normal business operations;
3. Be limited to places reasonably close to the location where the disputed work is going on;
4. Disclose clearly which employer the dispute is with.

CHAPTER 2. GENERAL RESERVE / NEUTRAL GATE PROCEDURES

2.1 Neutrality

The NASA/SSC role in contractor labor-management disputes shall be one of "neutrality." Nevertheless, it is essential that NASA/SSC maintain a certain awareness of the labor-management relationships at SSC in order to be able to assess the seriousness of a potential or actual labor dispute. During periods of collective bargaining agreement negotiations, it is especially important to be aware of the status of such negotiations, since an impasse could result in work stoppages that could adversely affect SSC.

2.2 Points of Contact

a. The NASA/SSC labor relations officer is the official point of contact for receipt of information relating to labor relations at SSC. This official shall assure that other appropriate officials are kept informed.

b. Information that a strike and/or picketing is imminent or in progress may come from any source. Confirmation shall immediately be solicited from three primary sources: (1) representatives of affected contractors, (2) representatives of the union involved in the dispute, and (3) the SSC security guards at the north and south gates. The Checklist set forth in Attachment A may be used to record such information.

c. When NASA/SSC is notified that a strike and/or picketing is imminent or is in progress, those offices designated on Attachment B shall be notified.

d. The NASA/SSC labor relations officer, or his/her alternate, shall determine whether it is appropriate to implement the Reserve/Neutral Gate procedures set forth herein.

e. The labor relations officer shall advise the SSC security force to implement the Reserve/ Neutral Gate procedures.

2.3 Reserve/Neutral Gate Procedures

a. If the NASA/SSC labor relations officer determines that the Reserve/Neutral Gate procedures should be instituted, he/she shall initially notify the applicable union(s) and contractor(s) verbally of the designated gates to be used by all employees, officials, representatives and suppliers or materialperson of the contractor(s) involved in the labor dispute and to which picketing, demonstrating and/or other overt activity in connection with the dispute must be confined.

b. As soon as possible thereafter, written notification shall be provided by the labor relations officer as per the sample letter in Attachment C.

c. The notification letter shall include copies of Maps 1 through 10 (Attachment D) and Sign Examples 1 through 10 (Attachment E), if not previously provided.

2.3.1 Posting of Neutral Gate Signs

a. When the NASA/SSC labor relations officer institutes the Reserve/Neutral Gate procedures, the appropriate reserve and Neutral gate signs shall immediately be posted by the Facility Operating Service Contractor (FOSC). Regional and SSC Vicinity Maps (Maps D-1 and D-2) and detailed maps (Maps D-3 through D-10) in Appendix D establish the location of the Reserve and Neutral gate signs.

b. The NASA/SSC labor relations officer shall furnish the name of the contractor with whom the union has the dispute.

c. The signs posted shall conform strictly to those examples set forth herein (see Attachment E). The name thereon may be hand-lettered until such time as it is practicable for the name to be more permanently affixed.

2.3.2 Traffic Control

a. The necessary traffic cones and traffic control devices shall be put into place by the SSC security guard force to assist in the safe flow of traffic and to assure enforcement of the Reserve/Neutral Gates by checking the badges of <u>all</u> who seek to enter or leave SSC or any specific area within SSC as appropriate.

b. Sufficient guards shall be posted to assure that an adequate flow of traffic can be safely maintained with a detailed check of each person's badge.

c. The security guard(s) shall determine, from the information on the badge, the identity of each person's employer.

d. If a party identifies itself as a supplier or materialperson to a contractor or subcontractor, the guard(s) shall ascertain to which contractor or subcontractor the supplies or materials are to be delivered.

e. The security guard(s) shall direct the officers, employees, representatives and suppliers or materialperson of the contractor(s) with whom the union(s) has (have) the dispute to enter and exit by the Reserve Gate and direct all other persons to enter and exit through the neutral gate(s).

f. Persons who refuse to utilize the appropriate gate(s) shall not be permitted to enter or re-enter SSC. Severe disciplinary action may also be dictated by the employer thereof.

g. The contractor(s) shall advise in writing, if possible, all of its employees, officials, representatives and suppliers or materialperson of these procedures, informing them that they must use the designated gate during any labor dispute.

h. There shall be no exceptions concerning either entering or leaving SSC for these personnel.

2.3.3 Continuation of Procedures

Once it has been instituted, the Reserve/Neutral Gate procedures shall continue in full force and effect, even if there are no pickets present, except as otherwise directed by the SSC labor relations officer.

2.3.4 Temporary Waiver of Procedures

a. Occasionally, pickets may be temporarily withdrawn; in such cases, the security guard force shall notify the NASA/SSC labor relations officer of such actions.

b. The NASA/SSC labor relations officer may waive the Reserve/Neutral Gate procedures during periods when no pickets are present. During such temporary periods, all signs shall be covered.

c. The security guards shall follow normal entrance and exit procedures during waiver periods.

d. In the event the Reserve/Neutral Gate procedures have been temporarily waived and the pickets should reappear, the security guard force shall immediately remove the covers from the signs and reinstate the Reserve/Neutral Gate procedures.

e. The reinstatement procedures shall be accomplished as rapidly as practicable, and no additional approval of the NASA/SSC labor relations officer is required.

2.3.5 Termination of Procedures

a. The NASA/SSC labor relations officer shall determine when it is appropriate to terminate the Reserve/Neutral Gate procedures. This will normally occur upon resolution of the labor dispute that caused the picketing.

b. The NASA/SSC labor relations officer shall so advise the appropriate officials.

CHAPTER 3. RESERVE/NEUTRAL GATE PROCEDURES AT MAIN SSC GATES

3.1 North, South Gates and Main Line Road Gates

a. The established north and south gates of SSC shall serve as the Neutral Gates.

b. Main Line Road Gate shall serve as the Reserve Gate.

c. Security guards stationed at the north and south gates of SSC shall stop all traffic entering or leaving SSC and divert all officers, employees, representatives, and suppliers (or materialperson) of the company with whom there is a dispute through the Reserve Gate at Main Line Road.

3.2 Location

The location of the Reserve Gate, pertinent signs thereof, traffic cones and security guards, as well as recommended picket locations, are shown on Map D-5 for the Main Line Road Gate.

3.3 Implementation

The Reserve/Neutral Gate procedures shall be implemented at the Reserve Gate location in the event that the site(s) of work of the contractor(s) with whom there is a dispute is (are) within the confines of SSC or as the NASA/SSC labor relations officer otherwise determines.

ATTACHMENT A – CHECKLIST

UPON RECEIVING NOTICE OF STRIKE/PICKETING:

1. NASA/SSC LABOR RELATIONS OFFICER RECEIPT NOTICE OF PICKETING

   (ACTUAL OR POTENTIAL) Date: _____ Time: _____

2. ADVISE CONTRACTOR(S) Date: _____ Time: _____

3. ADVISE SSC SECURITY OF INSTRUCTIONS Date: _____ Time: _____

4. RESERVE/NEUTRAL GATE IMPLEMENTATION Date: _____ Time: _____

5. ESTABLISH THE CORE BUSINESS HOURS OF THE STRUCK CONTRACTOR AND PROVIDE WRITTEN NOTICE OF THOSE CORE HOURS TO THE CONTRACTOR AND THE UNION
   Date: _____ Time: _____

6. SSC VERBAL ADVICE TO UNION OF IMPLEMENTATION OF RESERVE/NEUTRAL GATES
   Date: _____ Time: _____

7. SSC VERBAL ADVICE TO COMPANY OF IMPLEMENTATION OF RESERVE/NEUTRAL GATES
   Date: _____ Time: _____

8. ADVISE SSC MANAGEMENT Date: _____ Time: _____

9. ADVISE PROCUREMENT OFFICER Date: _____ Time: _____

10. SEND FAX OR LETTER TO UNION ADVISING OF RESERVE/NEUTRAL GATES
    Date: _____ Time: _____

11. SEND FAX OR LETTER TO COMPANY ADVISING OF RESERVE/NEUTRAL GATES
    Date: _____ Time: _____

12. ADVISE NASA HEADQUARTERS INDUSTRIAL RELATIONS OFFICE
    Date: _____ Time: _____

13. UNION COMPLYING (NOT COMPLYING) WITH Date: _____ Time: _____

14. IMPACT ASSESSMENT MADE Date: _____ Time: _____

15. CONTINGENCY PLAN DEVELOPED Date: _____ Time: _____

16. ADVISE REGIONAL ATTORNEY FOR THE NLRB, IF REQUIRED
    Date: _____ Time: _____

ATTACHMENT B – CALL LIST

Office:

To be notified immediately by SSC Security Force Duty Officer:

NASA/SSC Labor Relations Officer or Alternate
NASA/Security Officer
NASA/SSC Center Operations Directorate
NASA/SSC FOSC Project Manager
NASA/SSC FOSC Institutional Services
NASA/SSC FOSC H.R. Manager

To be notified prior to start of business day by SSC Security Officer:

NASA/SSC Director
NASA/SSC Deputy Director

To be notified by SSC labor relations officer, or alternate at earliest business opportunity:

NASA Contractor Industrial Relations Acting Director
NASA/SSC Engineering and Test Directorate
NASA/SSC Project Directorate
NASA/SSC Safety and Mission Assurance Directorate
NASA/SSC Rocket Propulsion Test Program Office
NASA/SSC Office of Chief Financial Officer
NASA/SSC Office of Chief Counsel
NASA/SSC Office of Procurement
NASA/SSC Office of Communications
NASA/SSC Office of Human Capital
NASA/SSC Office of Education

NASA/SSC Public Affairs Officer
CNMOC Chief of Staff
Naval Oceanographic Office
Other SSC Residents

Office:
Director Naval Research Laboratory Detachment
NASA Shared Services Center

Local Law Enforcement Officials

ATTACHMENT C – NOTICE

(UNION) (DATE)

(CONTRACTOR)

Subject: Reserve/Neutral Gate Notice

To Whom It May Concern:

The National Aeronautics and Space Administration has been informed that a serious labor dispute exists or is impending which may affect, or is affecting, the continuity of essential operations at the John C. Stennis Space Center (SSC).

In order to protect the interests of the United States, the following procedures are being immediately instituted or have already been made effective for the duration of any strike and/or picketing activity that may result from that dispute.

Immediately, upon the appearance of pickets, the separate (Reserve/Neutral) gate procedure provided for in Stennis Procedural Requirements (SPR) 5200.1, a copy of which has been previously provided you, will be implemented automatically and will remain in effect for the duration of such activity or until otherwise removed by official action in accordance with the aforesaid SPR.

All employees, officials, representatives and suppliers or materialperson of the referenced organization(s) with which there is a dispute shall be restricted to the use of the gate identified as the Reserve Gate at the location provided for in the aforesaid SPR.

Security measures have been taken to ensure access and egress only through the designated gate and shall be rigidly enforced; therefore, any picketing, demonstrating, or other overt activity in connection with this dispute should be confined to said reserved gate. All such activity at any other point of entry or exit is prohibited.

This action, taken in accordance with decisions of the National Labor Relations Board and the Courts, is considered necessary in order to assure the uninterrupted and continued performance of vital activities in connection with this Nation's space program, national security, and the programs of other federal agencies resident at SSC.

It is trusted that all parties involved in this matter will cooperate fully herein. If you have any questions regarding these procedures, you may call me at 228/688-1630.

Sincerely,

SSC Labor Relations Officer

ATTACHMENT D – MAPS

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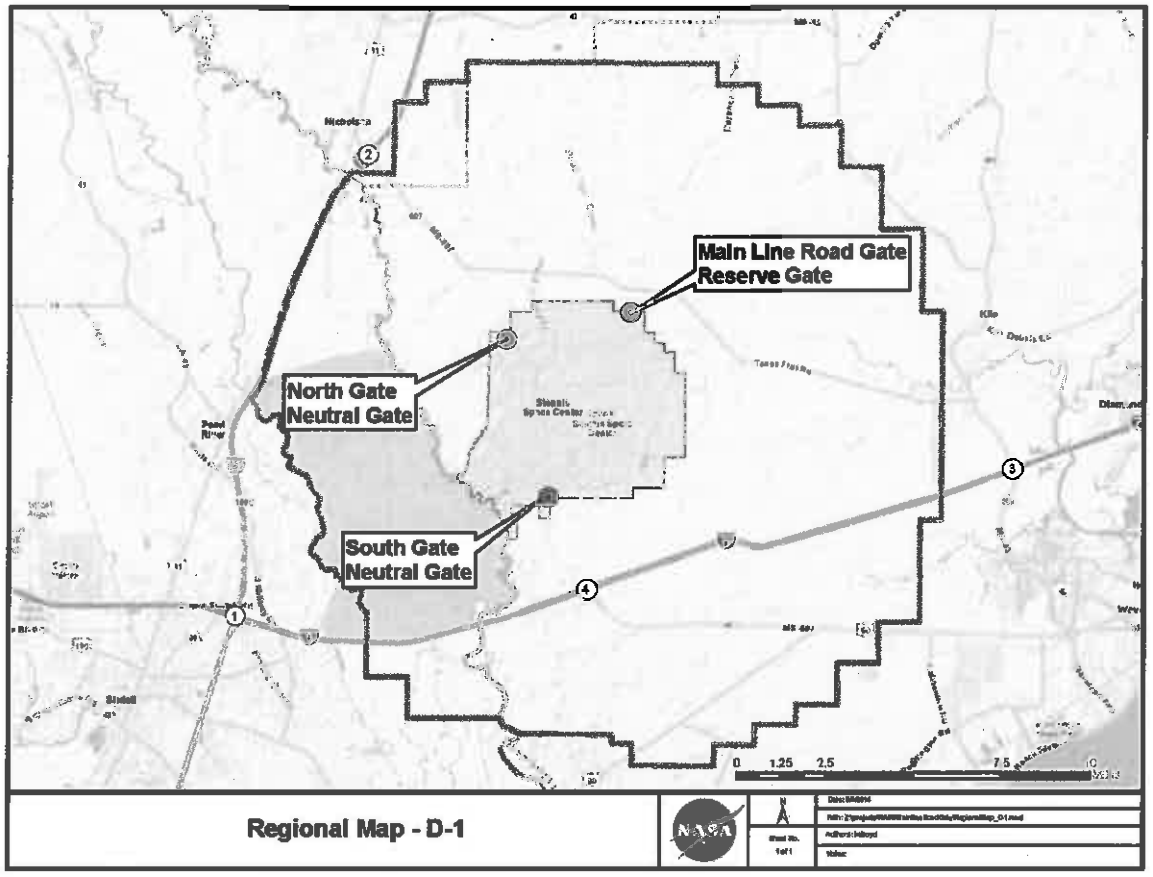
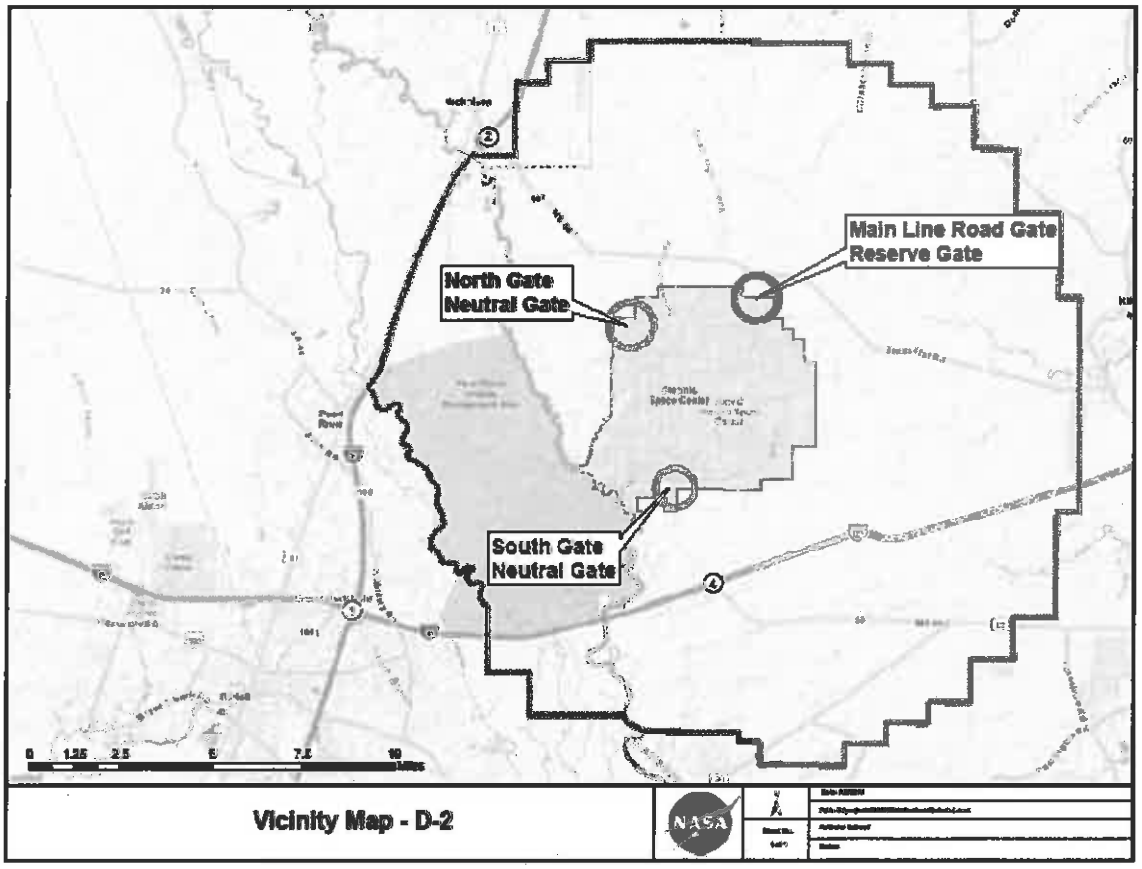
D-1. Location of Stennis Space Center

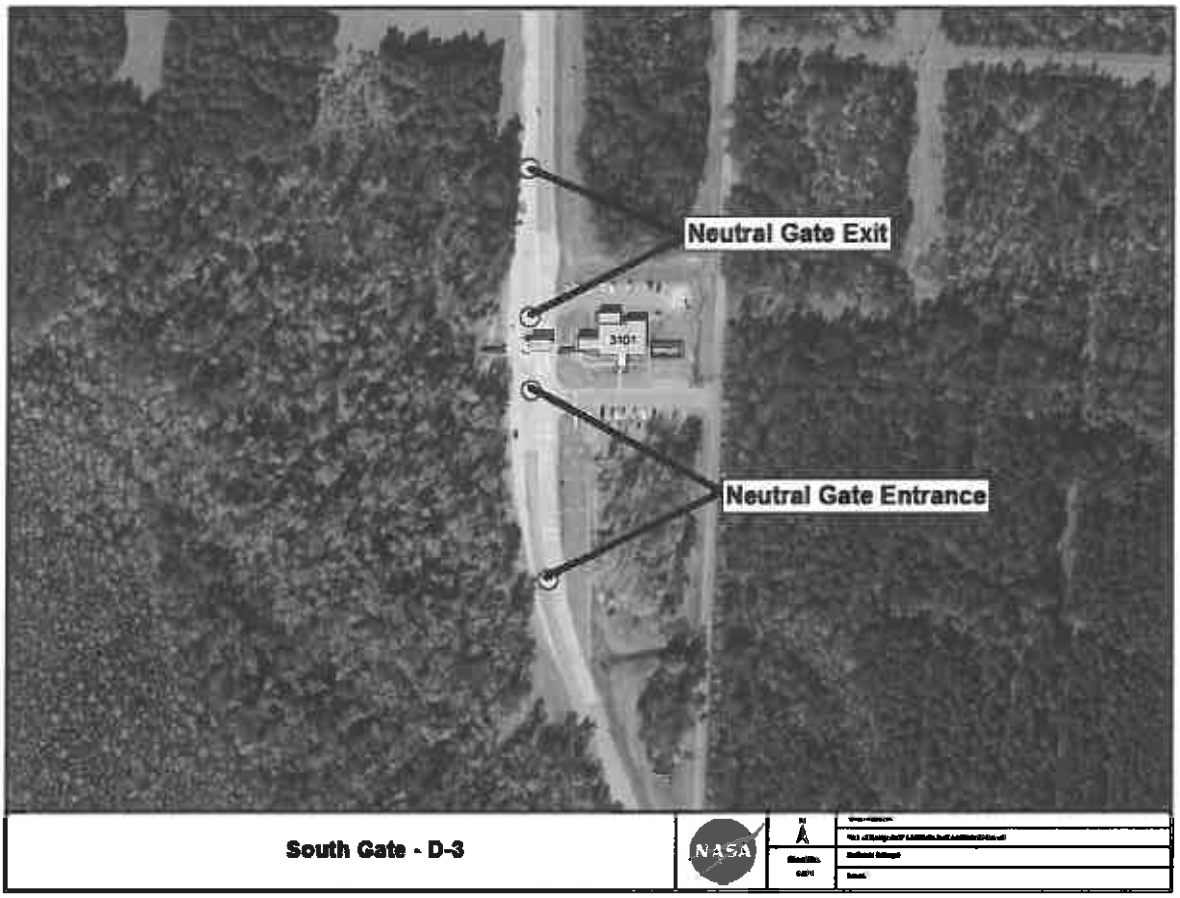


Regional Map - D-1

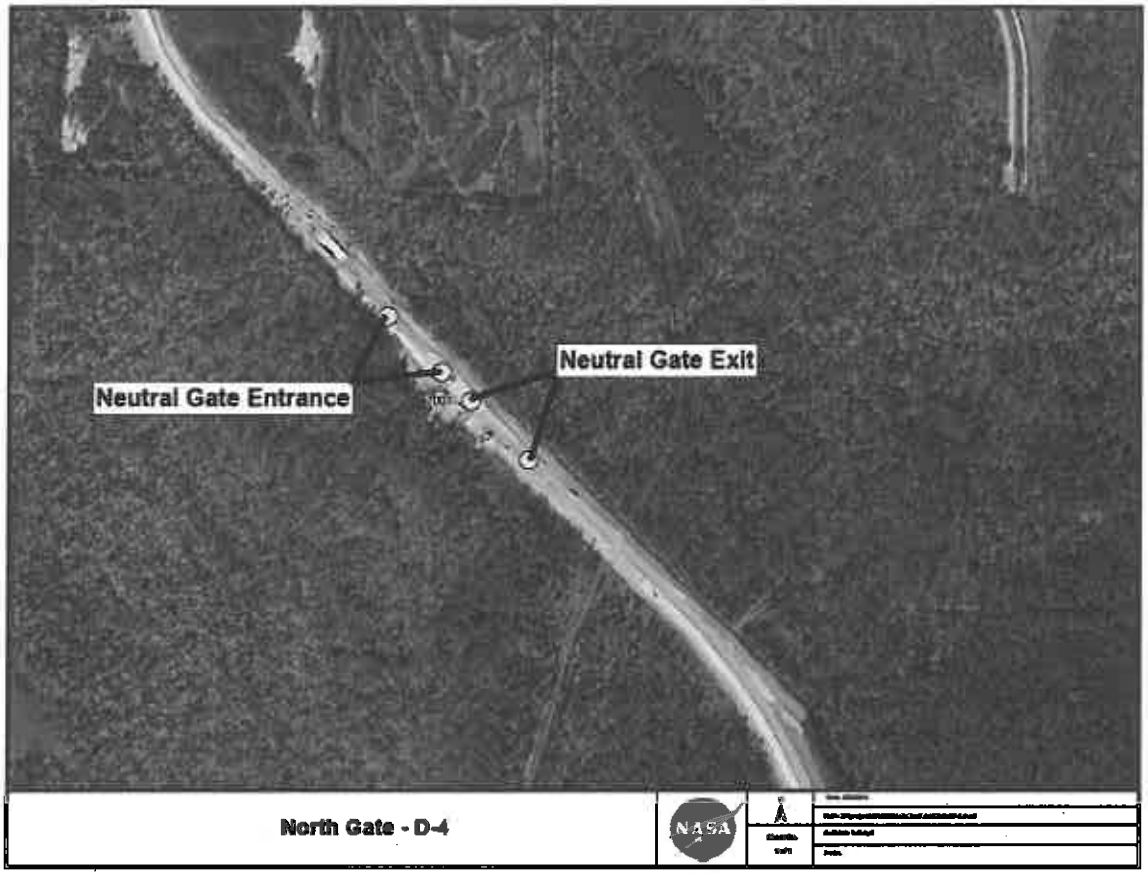
D-2. Vicinity Map



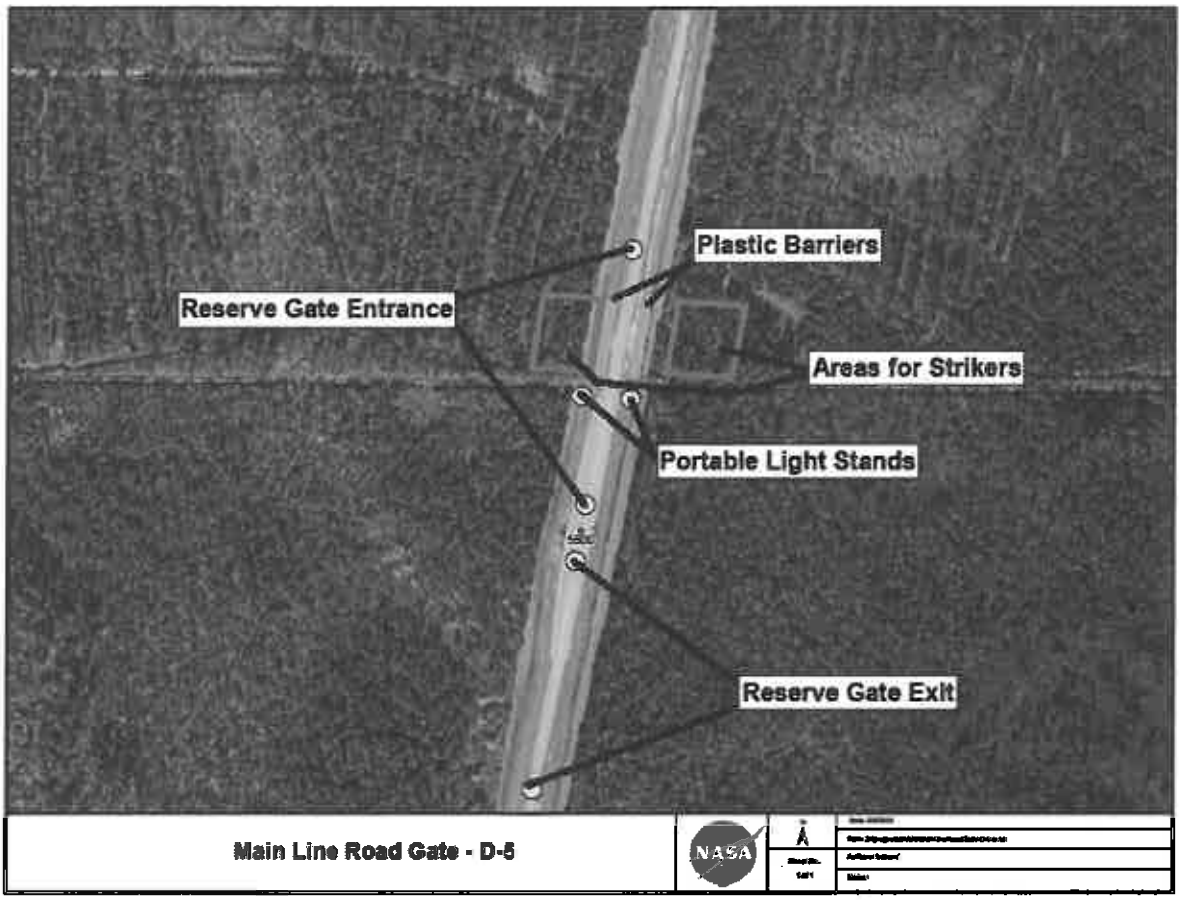
D-3. Neutral Entrance and Exit South Gate



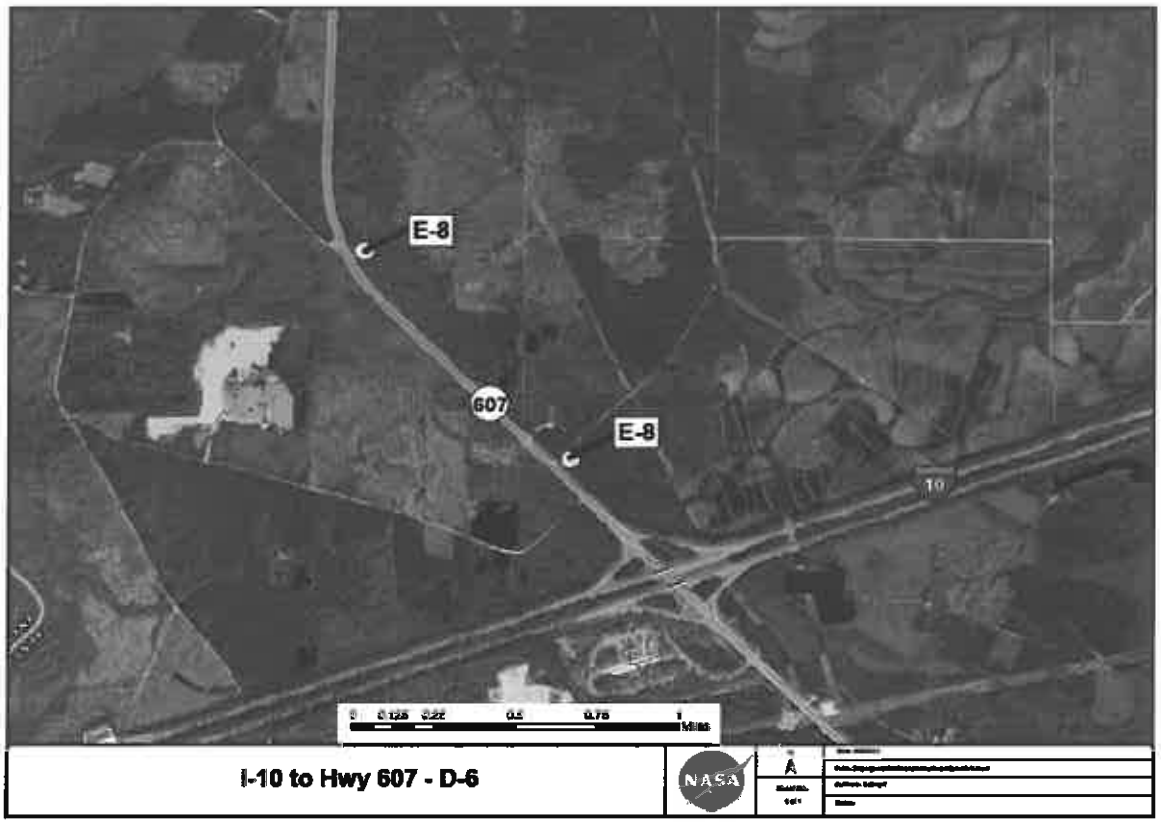
D-4. Neutral Entrance and Exit North Gate



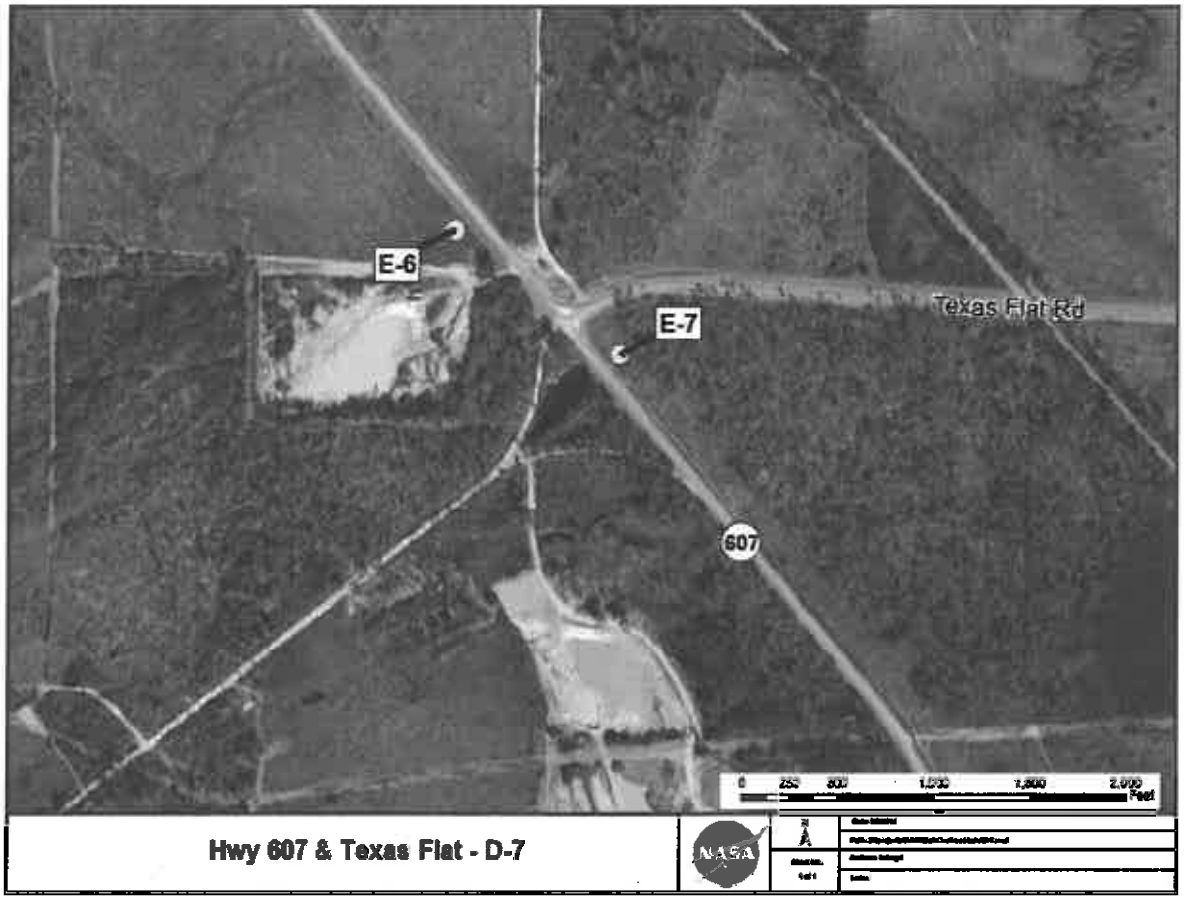
D-5. Reserve Entrance and Exit Main Line Road Gate



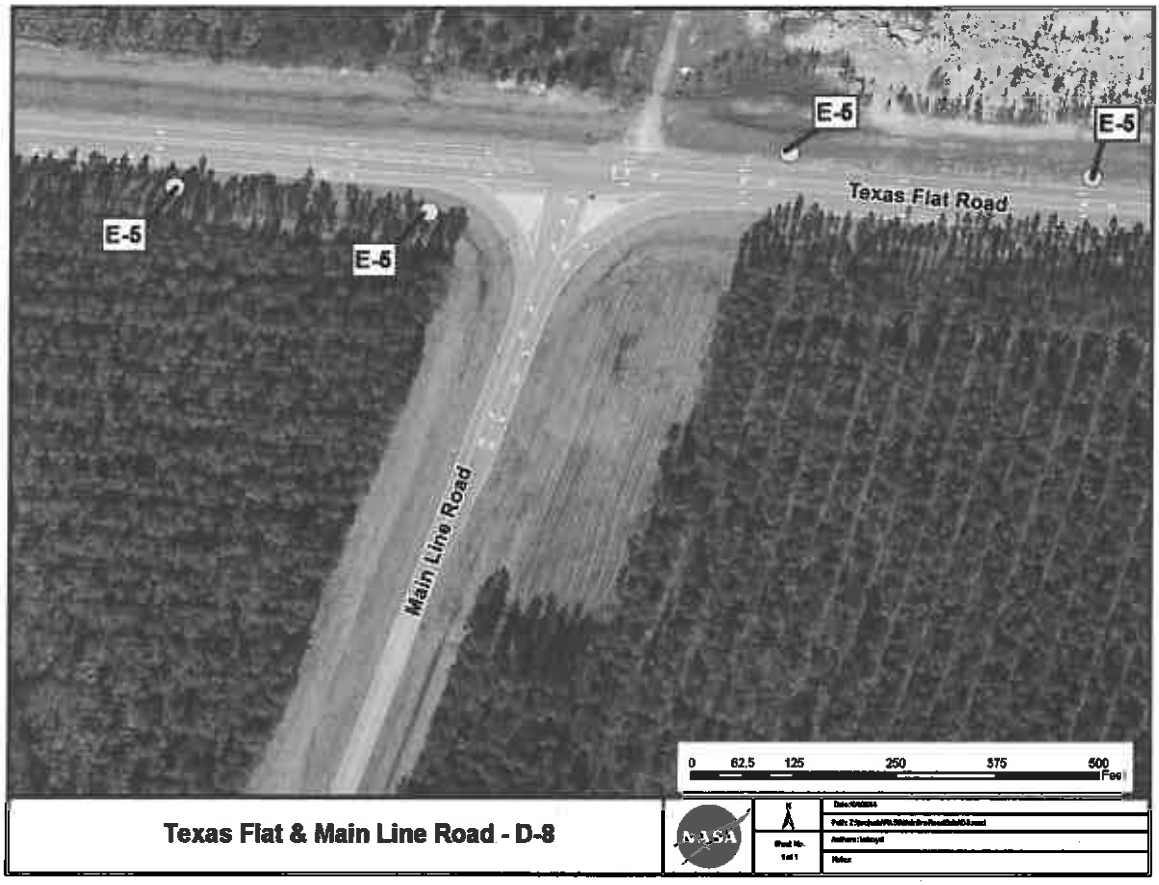
D-6. I-10 to Hwy 607



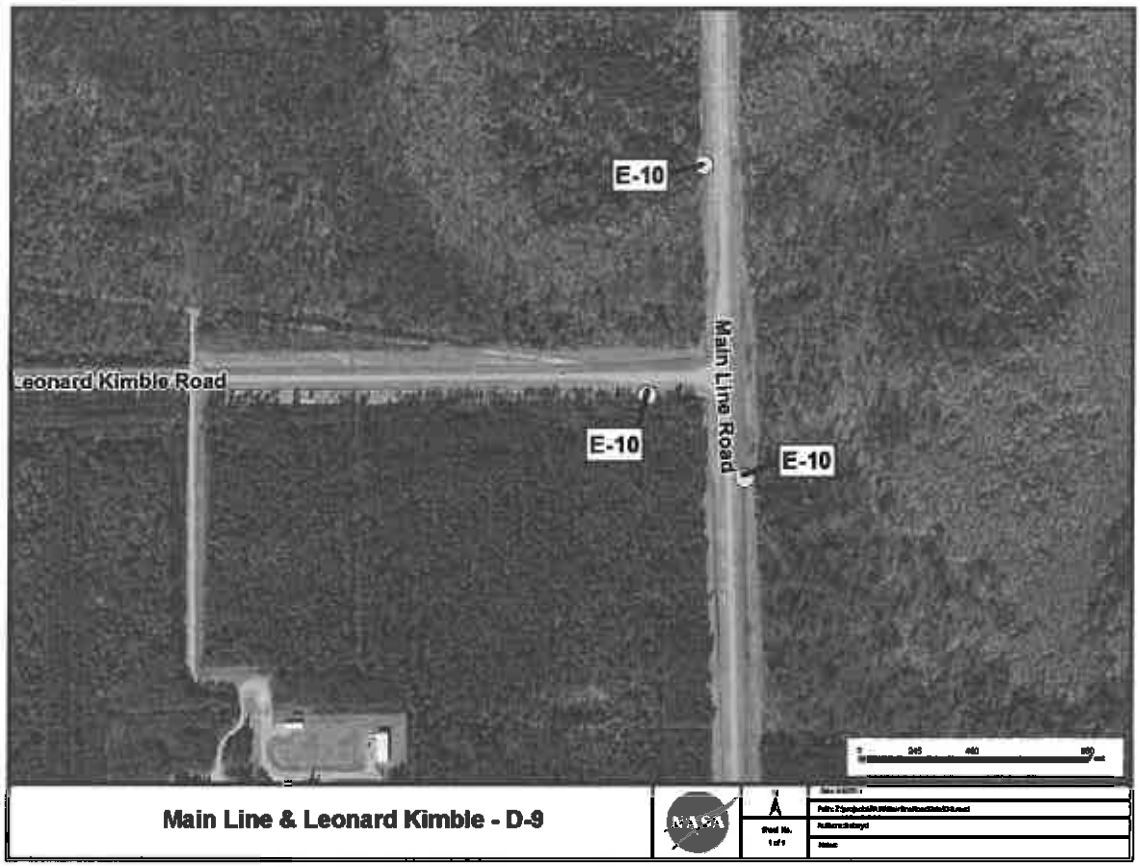
D-7. Hwy 607 to Texas Flat Road



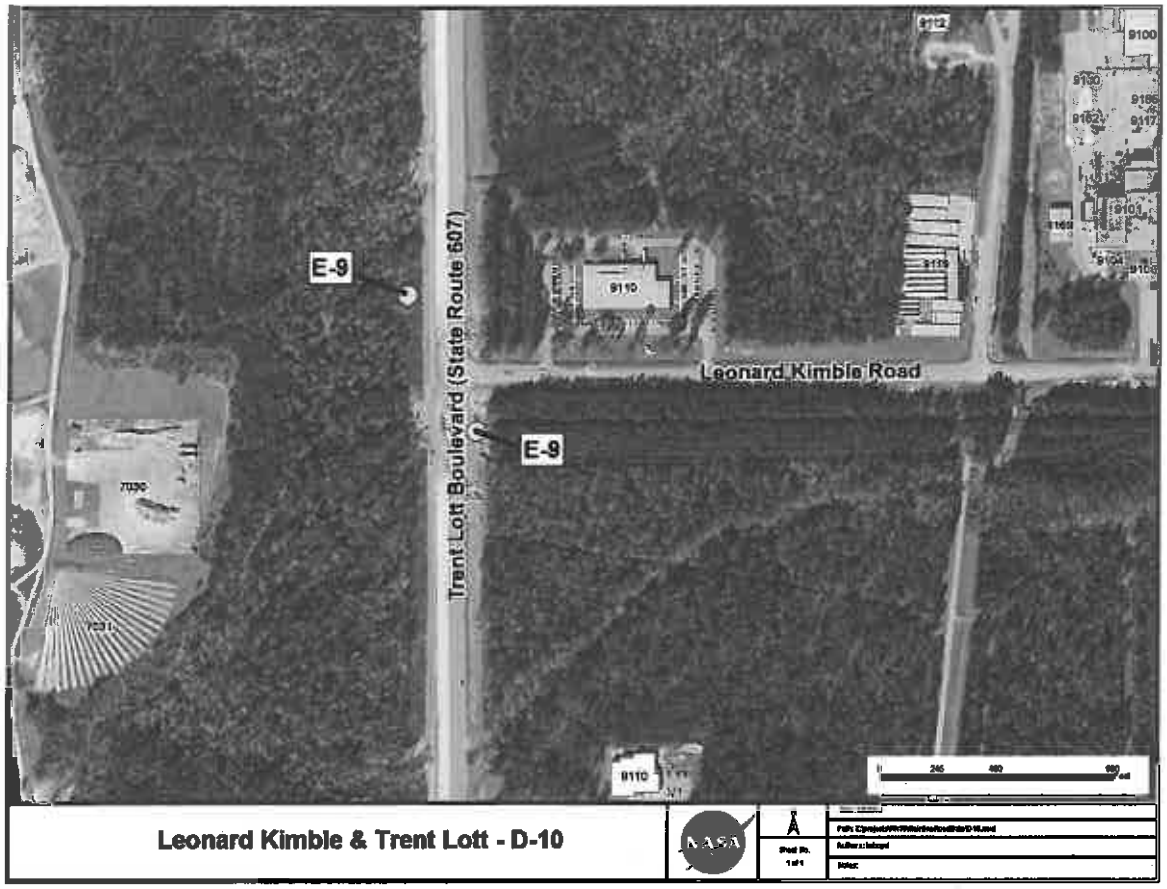
D-8 Texas Flat Road to Main Line Road Gate



D-9. Main Line Road and Leonard Kimble Road



D-10. Trent Lott Parkway and Leonard Kimble Road



ATTACHMENT E – SIGNS

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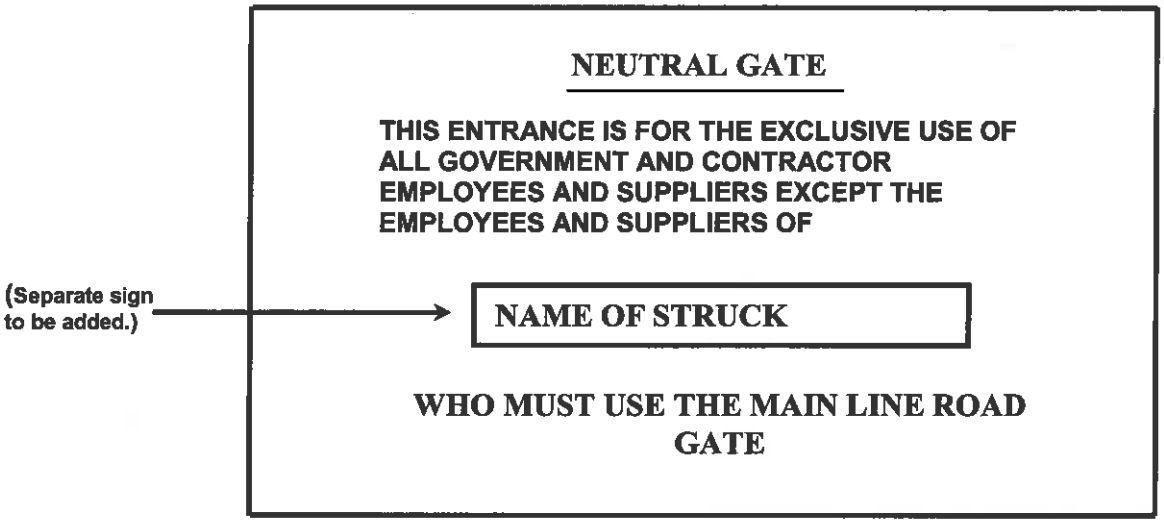
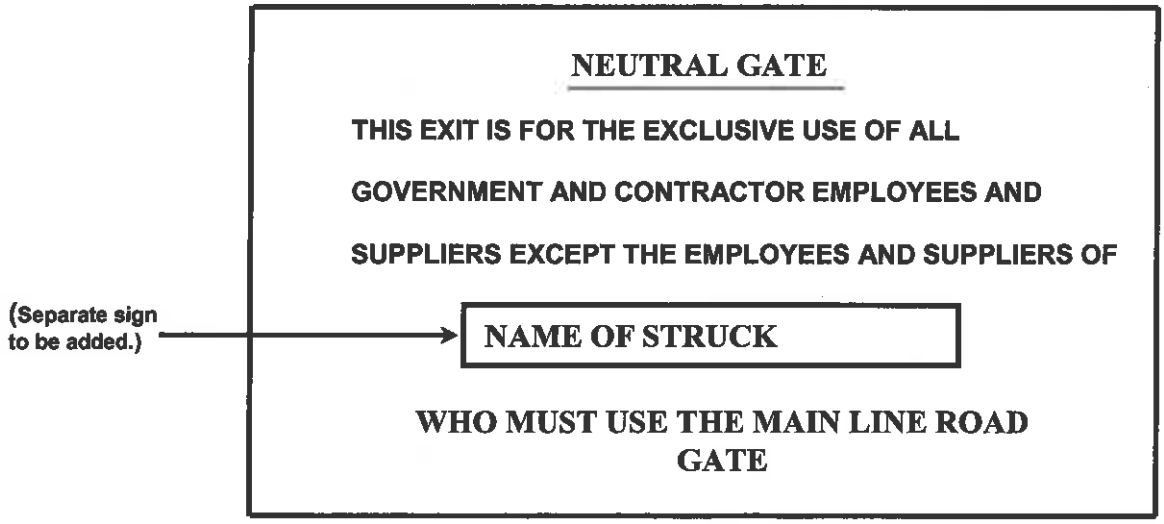
ATTACHMENT E – SIGN EXAMPLES

E-1. Neutral Gate Entrance Sign



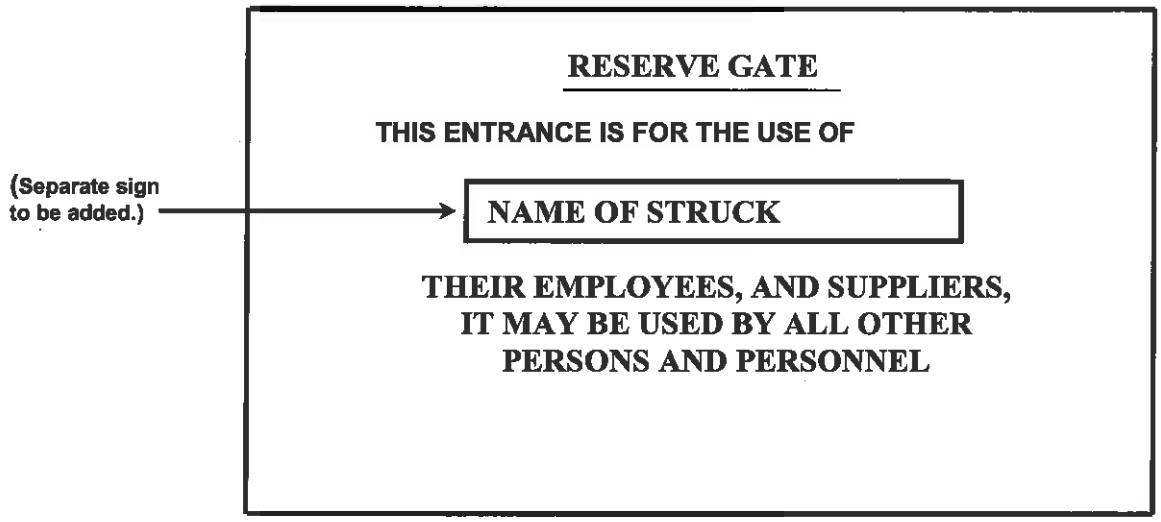
Neutral Gate Entrance Sign

E-2. Neutral Gate Exit Sign



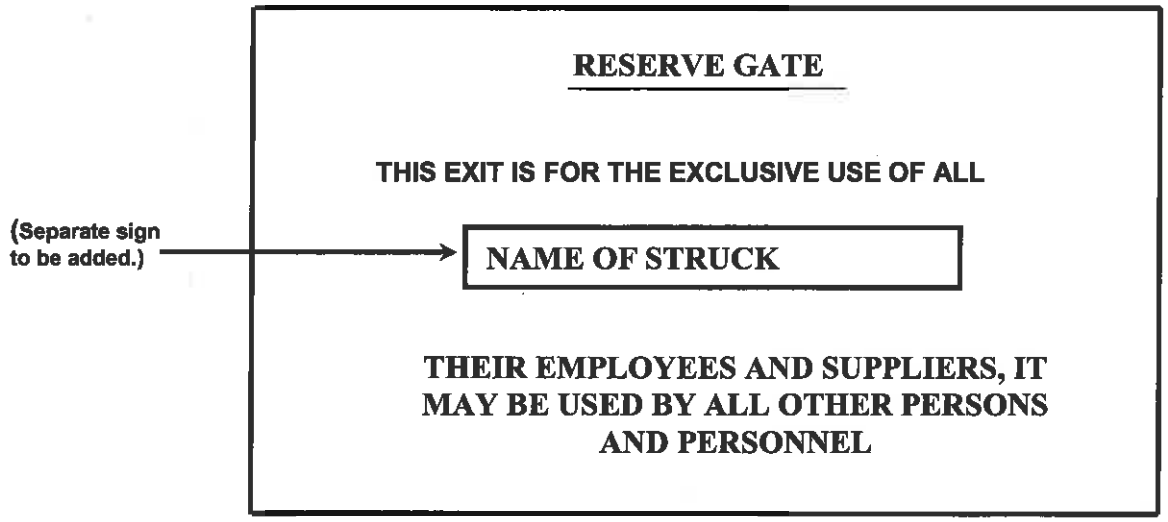
Neutral Gate Exit Sign

E-3. Reserve Gate Entrance Sign



Reserve Gate Entrance Sign

E-4. Reserve Gate Exit Sign



Reserve Gate Exit Sign

E-5. Texas Flat Road Signs

RESERVE GATE

NAME OF STRUCK

MAIN LINE ROAD GATE
Turn Left at Exit

Texas Flat Road West Bound Traffic

RESERVE GATE

NAME OF STRUCK

MAIN LINE ROAD GATE
Turn Right at Exit

Texas Flat Road East Bound Traffic

E-6. Hwy 607 at Texas Flat Road

RESERVE GATE

NAME OF STRUCK

MAIN LINE ROAD GATE
Turn Left

Hwy 607 at Texas Flat Road South Bound Traffic

E-7. Hwy 607 at Texas Flat Road

RESERVE GATE

NAME OF STRUCK

MAIN LINE ROAD GATE
Turn Right

Hwy 607 at Texas Flat Road North Bound Traffic

E-8. Hwy 607 Entering the South Gate

ALL EMPLOYEES AND SUPPLIERS OF

NAME OF STUCK

MUST USE THE RESERVE GATE LOCATED AT MAIN LINE ROAD

Hwy 607 North Bound Traffic

E-9. Trent Lott and Leonard Kimble Road

RESERVE GATE

AT MAIN LINE ROAD

Turn Left

Trent Lott South Bound Traffic

RESERVE GATE

AT MAIN LINE ROAD GATE

Turn Right

Trent Lott North Bound Traffic

E-10. Main Line Road and Leonard Kimble Road

Turn Left

To go to

Trent Lott Parkway

Main Line Road North Bound Traffic

Turn Right

To go to

Trent Lott Parkway

Main Line Road South Bound Traffic

Turn Left

To go to

MAIN LINE ROAD GATE

Leonard Kimble Road

ATTACHMENT F – INVENTORY OF MATERIALS NEEDED TO SUPPORT RESERVE GATE

Inventory of materials needed for strike	Amount needed
1. Reserve Gate entrance signs	(2)
2. Reserve Gate exit signs	(2)
3. Neutral Gate entrance signs	(4)
4. Neutral Gate exit signs	(4)
5. Plastic water filled Jersey barriers	(20)
6. Portable generator/light stations	(2)
7. Portable lighted traffic sign trailers	(4-6)
8. Traffic cones	(40)
9. Extra GSA vehicles for added security officers	(4)
10. Sand bags to hold signs down	(50)
11. Plastic covers for strike gate signs	(12)
12. High visibility safety vest	(1 case)

All strike inventories shall be maintained and verified to be in working order prior to any impending strike vote at SSC.