Kennedy NASA Policy Directive

Effective Date: **March 6, 2007**

Expiration Date: **March 6, 2012**

Responsible Office: **Human Resources**

Use of Alcoholic Beverages on Kennedy Space Center (KSC) Property

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National Aeronautics and Space Administration

John F. Kennedy Space Center

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1. POLICY

a. On an occasional basis, organizations may sponsor events that involve the consumption of alcoholic beverages. The limited use of alcoholic beverages as part of these events is permitted provided the requirements set forth in this KNPD are observed. Sponsoring organizations are responsible for conducting these events in a manner that does not compromise the safety of our employees and the public.

b. The serving of alcoholic beverages in KSC's operational facilities is not permitted.

c. All individuals working on the Center are required and expected to report to their work activities in an appropriate mental and physical condition to perform their duties. This ensures a safe and secure working environment for all employees and ensures the safety of members of the public on KSC property.

d. Federal employees who violate this policy are subject to disciplinary action, including removal from the Federal service. Contractor employees who violate the policy will be handled in accordance with the contractor's policy.

2. APPLICABILITY

This policy applies to organized functions hosted by any organization, including contractors and tenants, on KSC property, if these functions include the consumption of alcohol. KSC property includes KARS I and KARS II parks. The KSC Visitor Complex, Apollo/Saturn V Center, Beach House, and Astronaut Crew Quarters are specifically excluded from the scope of this policy.

3. AUTHORITY

a. NPD 8710.2, NASA Safety and Health Program Policy

b. NPR 3752.1, Disciplinary and Adverse Actions

c. NPR 8715.1, NASA Occupational Safety and Health Programs

d. KNPR 1600.1, KSC Security Procedural Requirements

4. APPLICABLE DOCUMENTS

N/A

5. RESPONSIBILITY

1. The sponsor of an event (Directors/Managers) at which alcoholic beverages will be consumed shall:

a. Submit advance written notice of the event to the Center Director utilizing form KDP-KSC-F-3133. A copy of the notice shall also be provided to the Chief of Protective Services.

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b. Include in the notice a description of the steps the sponsor will take to avoid excessive consumption of alcohol by attendees.

c. Follow the plan outline in the notice to ensure that consumption of alcohol is monitored and controlled to prevent excessive consumption.

d. Procure the alcoholic beverages to be served from the NASA-KSC Exchange.

e. Serve an amount and type of alcohol appropriate to the anticipated number in attendance and the duration of the event. Service is limited to beer and wine. Exceptions to serve hard liquor shall be by prior approval of the Center Director on KDP-KSC-F-3133. Other nonalcoholic beverages shall also be available to attendees, and food should be served.

f. Provide wrist bands, tickets, or other similar method of identification to distinguish those of legal age from any minors in attendance.

g. Implement precautionary measures to prevent intoxicated individuals from driving a motor vehicle. Safe transportation home should be arranged for these individuals.

h. Emphasize personal responsibility to all attendees and encourage personnel to watch out for their coworkers and fellow event attendees.

2. Event participants:

a. Are not authorized to bring their own alcohol to event and are limited to consumption of beverages provided by the sponsor of the event.

b. Shall take proper precaution to monitor and control their intake of alcohol.

c. Shall not return to work under the influence of alcohol.

d. Shall refrain from operating any motor vehicle if they are intoxicated in violation of Florida State law.

3. The Center Director has the authority to modify or approve exceptions to this policy.

6. CANCELLATION

None

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W. W. Parsons
Director

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