



## Procedures and Guidelines (PG)

**DIRECTIVE NO.** 800-PG-8715.0.1C

**EFFECTIVE DATE:** January 9, 2008

**EXPIRATION DATE:** January 9, 2013

**APPROVED BY Signature:** Original Signed by

**NAME:** John H. Campbell

**TITLE:** Director of Suborbital and Special Orbital Projects

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### COMPLIANCE IS MANDATORY

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**Responsible Office:** 800/Suborbital and Special Orbital Projects Directorate

**Title:** Code 800 Work-Hour Policies

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## PREFACE

### P.1 PURPOSE

This guideline documents the Code 800 work-hour policies, including work hour restrictions for personnel performing safety critical tasks. Additionally, this guideline outlines the process for identifying safety critical positions and defines the personnel authorized to waive work-hour policy.

### P.2 APPLICABILITY

Due to the nature of the activities pursued by Code 800 at Greenbelt and Wallops, work hour restrictions are necessary to ensure personnel safety, protect high value assets and to maintain the quality of on-the-job performance. This guideline is applicable to all operations managed by or under the auspices of Code 800. When Code 800 employees are working under the auspices of other NASA centers, the work-time policies of those Centers shall apply. (If the work-time policies are more liberal than those defined in this PG the Code 803 Safety Office Chief or designee should be notified).

This guideline is also applicable to support contractors when their work duties are to support Code 800 missions. Support contractors having their own Safety and Quality Management System shall use their own policies and guidelines for all efforts within their own facilities when not supporting Code 800 missions.

### P.3 AUTHORITY

NPD 8710.2, NASA Safety and Health Program Policy

### P.4 REFERENCES

NPR 8715.3 - NASA General Safety Program Requirements

### P.5 CANCELLATION

800-PG-8715.0.1B, Code 800 Work-Hour Policies

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**P.6 SAFETY**

N/A

**P.7 TRAINING**

N/A

**P.8 RECORDS**

Record Title	Record Custodian	Retention
Duty Time Waivers	Office of waiving authority	*NRRS 8/5 Permanent. Records may be retired to an FRC when 2 years old. Transfer to NARA 15 years after completion of the project or when 25 years old.

\* NRRS – NASA Records Retention Schedule ([NPR 1441.1](#))

**P.9 METRICS**

Number of Duty Time Waivers Requested

**P.10 DEFINITIONS**

- a. Off-Duty Break - Duty-free time, exclusive of work duties and transportation time to/from work areas.
- b. Safety Critical - A condition, event, operation, process, equipment, or system that could lead to severe injury or major damage if improperly performed or built.
- c. Safety Critical Position/Task - A task where the primary function or responsibility if performed incorrectly can unintentionally initiate a series of events leading to serious personnel injury or damage to mission critical assets. Examples of safety critical positions typically include the mission's Range Safety Officer, Flight Safety Officer, and Ground Safety Officer. Also likely to be included are Pilots, Critical Lift Crane Operators, and any technical personnel involved in the installation, handling, processing, or testing of ordnance or other hazardous or safety critical systems. Safety critical positions shall be identified in the appropriate mission documentation such as Ground and Flight Safety Plans.
- d. Safety Oversight - Maintaining functional awareness of program activities on a real time basis to ensure risk limiting procedures are followed.

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- e. Waiver - A variance that authorizes departure from a particular safety requirement where an increased level of risk has been accepted.
- f. Work Period - Continuous work hours.

## **P.11 ACRONYMS**

FTS Flight Termination System  
MM Mission Manager  
PM Project Manager

## **PROCEDURES**

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

Code 800 will attempt to limit employee’s support to 60-hours or less per week. However, it is recognized that some Code 800 missions will require longer work periods to support certain projects or functions.

The below policies are to be followed unless a specific waiver is granted. Determination of work intensity, work load, project manager input, and employee input will be used to determine waivers and their approval.

### **1.0 General Work Hour Policy**

The following Work Hour Restrictions shall be applicable to all personnel supporting operations managed by or under the auspices of Code 800. It is the responsibility of the project managers and line supervisors to implement the requirements identified below. Employees shall notify the Project Manager (PM), Mission Manager (MM), or first line supervisor when approaching duty time limits. Employees shall also notify the PM, MM, or first line supervisor when they feel their physical condition would adversely affect their ability to perform assigned duties.

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<b>General Limits</b>	
Any GSFC approved work schedule of 80 hours per pay period.	
Maximum Work Period Hours	<ul style="list-style-type: none"> <li>• 16 hours</li> <li>• 20 hours w/waiver</li> </ul>
Maximum Hours in a 7-day period	<ul style="list-style-type: none"> <li>• 72 hours</li> <li>• 84 hours with waiver</li> </ul>
Maximum Consecutive Days Worked	13 days
Minimum Time Off Between Work Periods (Hours)	<ul style="list-style-type: none"> <li>• 8 hours if work period is less than or equal to 12 hours</li> <li>• 10 hours if work period is greater than 12 hours</li> <li>• 24 hours after working maximum consecutive days</li> </ul>
Wavier Authority	Director of Code 800

1.1 Wavier Authority

Waiver authority of general work hour restrictions for operations in support of Code 800 activities resides with the Code 800 Director or his designee.

When waivers are granted the minimum off-duty break time shall also be defined.

**2.0 Work Hour Policy for Campaigns and/or Field Deployments**

The following Work Hour Restrictions shall be applicable to all personnel supporting operations managed by or under the auspices of Code 800. It is the responsibility of the project managers and line supervisors to implement the requirements identified below. Employees shall notify the Project Manager (PM), Mission Manager (MM), or first line supervisor when approaching duty time limits. PMs, MMs, and first line supervisor's have a responsibility to assess employee's fitness for duty especially when working outside of normal days and hours. Employees shall also notify the PM, MM, or first line supervisor when they feel their physical condition would adversely affect their ability to perform assigned duties.

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<b>Campaign and/or Field Deployments Limits</b>	
Maximum Work Period Hours	<ul style="list-style-type: none"> <li>• 16 hours</li> <li>• 20 hours w/waiver (Campaign Manager has a 1-time waiver authority)</li> </ul>
Maximum Hours in a 7-day period	<ul style="list-style-type: none"> <li>• 72 hours</li> <li>• 84 hours with waiver (Campaign Manager has a 1-time waiver authority)</li> </ul>
Maximum Consecutive Days Worked	13 days (may be extended to 17 days during countdowns with waiver approved only by the Director of Code 800)
Minimum Time Off Between Work Periods (Hours)	<ul style="list-style-type: none"> <li>• 8 hours if work period is less than or equal to 12 hours</li> <li>• 10 hours if work period is greater than 12 hours</li> <li>• 24 hours after working maximum consecutive days</li> </ul>
Wavier Authority	<ul style="list-style-type: none"> <li>• Director of Code 800</li> <li>• One time authority given to Campaign Manager (does not include the authority to authorize a change to the maximum consecutive days worked.)</li> </ul>

Prior to scheduling duty time periods exceeding the limits established, the campaign manager/official-in-charge shall request approval from the Director of Code 800 or his designee.

For off-range campaigns/field operations, the campaign manager/official-in-charge can authorize the following:

- a. Work exceeding the duty-time limit of 16 hours per work period, up to a maximum of 20 hours, to meet mission critical requirements, **(the Campaign Manager can authorize this only one time during a campaign/field operation.)**
- b. Work exceeding the duty-time limit of 72 hours per 7 day period, up to a maximum of 84 hours per 7 day period, to meet mission critical requirements **(the Campaign Manager can authorize this only one time during a campaign/field operation.)**

When waivers are granted the minimum off-duty break time shall also be defined.

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### 3.0 Work Hour Policy for Safety Critical Positions and Flight Safety Officers (FTS)

The project manager shall identify and submit to the Code 803 Safety Office Chief, or his designee, for approval, all positions considered to be safety critical for the mission. Typically this will include the mission's Range Safety Officer, Flight Safety Officer, and Ground Safety Officer. Also likely to be included are the Pilots, Critical Lift Crane Operators, and any technical personnel involved in the installation, processing, or testing of ordnance or other hazardous or safety critical systems.

After considering the PM's recommendation as to which positions are safety critical for the operation, and reviewing the full set of operations, safety personnel will designate those positions which are safety critical. That approved list of safety critical positions will be included in the appropriate mission documentation such as the Ground and Flight Safety Plans and the Operations and Safety Directive for the mission. It is the responsibility of the PM to enforce these restrictions during mission specific operations. Any individual who learns of an operation that may require unauthorized violations of this Program Guidance shall report it to his first line supervisor, the PM or a safety representative.

Personnel performing safety critical operations that are not mission specific shall also be required to follow the work hour restrictions listed below. It is the responsibility of the line manager to enforce these restrictions during non-mission specific safety critical operations.

The following policies/restrictions shall be applicable to personnel performing safety critical tasks as defined in Section P.10. Employees shall notify the Project Manager (PM), Mission Manager (MM), or first line supervisor when approaching duty time limits. Employees shall also notify the PM, MM, or first line supervisor when they feel their physical condition would adversely affect their ability to perform assigned duties. It is the duty of the PM, MM, or first line supervisor to stay abreast of duty time limits and to appropriately manage work schedules.

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<b>Safety Critical Positions</b>	
Maximum Work Period Hours	12 hours
Maximum Hours in a 7-day period	<ul style="list-style-type: none"> <li>• 70 hours</li> </ul>
Maximum Consecutive Days Worked	<ul style="list-style-type: none"> <li>• 13 consecutive 8 hour days (may be extended by wavier to 17 consecutive days based on the type of activities the individual has been performing during the time period.)</li> <li>• 7 consecutive 10 hour days</li> </ul>
Minimum Time Off Between Work Periods (Hours)	<ul style="list-style-type: none"> <li>• 8 hours</li> <li>• 10 hours when work period exceeds 10 hours</li> <li>• 12 hours when working 2 consecutive, greater than or equal to, 12 hour work periods</li> <li>• 24 hours after working maximum consecutive days</li> </ul>
Wavier Authority	Safety Office Chief (Code 803) with concurrence by the Director of Code 800

- 3.1 Flight Safety Officers performing duties directly associated with flight termination systems (safety critical task) are restricted to a maximum of 5 consecutive 10-hour workdays without a minimum 24 hour off-duty break or a maximum of 7 consecutive less than 10-hour workdays.
- a. If a Flight Safety Officer exceeds these duty time restrictions while engaged in non-safety critical tasks, the appropriate off-duty break listed for safety critical positions shall be required before beginning safety critical tasks unless the Flight Safety Officer has exceeded 12 hours duty in the day (work period) prior to beginning safety critical tasks. In this case, the person must take a 24 hour off-duty break.
  - b. Further limitations may be applied to intense situations or operations as appropriate.

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<b>Flight Safety Officer Duties Directly Associated with Flight Termination Systems (FTS)</b>	
Maximum Work Period Hours	12 hours
Maximum Hours in a 7-day period	<ul style="list-style-type: none"> <li>• 70 hours</li> <li>• 50 hours if work periods greater than 10 hours</li> </ul>
Maximum Consecutive Days Worked	<ul style="list-style-type: none"> <li>• 5 consecutive 10 hour work periods</li> <li>• 7 consecutive less than 10 hour work periods</li> </ul>
Minimum Time Off Between Work Periods (Hours)	<ul style="list-style-type: none"> <li>• 8 hours off duty</li> <li>• 10 hours off duty when work period exceeds 10 hours).</li> <li>• 12 hours off duty when working 2 consecutive, greater than or equal to, 12 hour work periods <b>(if 12 hours of duty is exceeded in the day prior to beginning safety functions the Flight Safety Officer must take a 24 hour off duty break)</b></li> <li>• 24 hours off duty after working max consecutive days</li> </ul>
Wavier Authority	Safety Office Chief (Code 803) with concurrence by the Director of Code 800

3.2 Wavier Authority for Safety Critical Positions (which includes Flight Safety Officer)  
 Safety oversight and waiver authority for safety critical work hour restrictions resides with the Code 803/Safety Office Chief or his designee with concurrence by the Director of Code 800.

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### CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	January 26, 2001	Initial Release
A	November 14, 2002	Reformatted in accordance with the latest revision of GPG 1410.1. Deleted reference to Code 860. Replaced Assistant Director for Project Support and Assistant Director for Orbital Projects with Director of Code 800 or designee
B	February 16, 2005	Modified to clarify requirements in accordance with Center Rules Review recommendations. Updated references from GPGs/NPGs to GPRs/NPRs
C	January 9, 2008	<b>P.2 added "protect high value assets" to the first sentence.</b> <b>P.4 updated title on NPR 8715.3</b> <b>Section 1.0, provided information on work limits in chart form.</b> <b>Section 2.0 added stand alone subheading for campaigns and/or field deployments instead of combining with the General Requirements. Added wavier authority for 17 consecutive days worked.</b> <b>Section 3.0 combined sections for safety critical and flight safety officers. Expanded second paragraph. Provided information on work limits in chart form. Added waiver authority for 17 consecutive days worked for safety critical positions. Added wavier concurrence requirement from the Director of Code 800 for Safety Critical positions and Flight Safety Officer position.</b>

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