

# Kennedy NASA Policy Directive

Effective Date: August 14, 2019

Expiration Date: August 14, 2024

Responsible Office: Human Resources

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

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National Aeronautics and  
Space Administration

John F. Kennedy Space Center

KDP-KSC-T-2121, Rev. Basic

**Change Log**

| <b>Date</b> | <b>Revision</b> | <b>Description</b>  |
|-------------|-----------------|---|
| 11/21/13    | A               | Significant rewrite; includes information originally included in KNPD 1600.4, Alcohol Consumption in the Astronaut Crew Quarters; and cancels KDP-KSC-F-3133, Request for Approval to Serve Alcoholic Beverages |
| 12/10/15    | A-1             | Updated the attachment to include the new directorate SI-P and removed quotation marks.   |
| 5/25/2018   | B               | Updated to include provision for approval of recurring hosted event.  |
| 8/14/19     | C               | Updated to exclude The Astronauts Memorial Foundation from this policy (2.b.). Updated the approvers to KSC directors and contractor local program managers. (1.a.). Eliminated Attachment B.                   |

## 1. POLICY

- a. The consumption of alcohol on KSC property is prohibited except as described below.
  - (1) On an occasional basis, organizations may sponsor events that involve the serving of alcoholic beverages. The limited use of alcoholic beverages as part of these events is permitted, provided the requirements set forth in this policy are observed. Sponsoring organizations are responsible for conducting these events in a manner that does not compromise the safety of Center employees and the public. The elements of this policy are considered good practice in ensuring the safety and well-being of the workforce and public.
  - (2) KSC directors and local contractor program managers have the discretion to approve the serving of alcoholic beverages at "organization events" with advance notification made to the Center Director. An organization event is one that is held solely amongst the employees and support contractor personnel of a single organization.
  - (3) Advance Center Director approval must be obtained to serve alcoholic beverages at a "hosted event." A hosted event is one that is open to participants from multiple organizations, including non-KSC employees.
  - (4) Organizations that regularly hold a specific, high-visibility, recurring hosted event may request approval to serve alcohol at all occurrences of that event. This approval may be granted only to the NASA Exchange for Center-wide employee morale events; the Communication and Public Engagement directorate for official launch viewing events; and Center commercial partners for their official launch viewing events. Approval is valid only for the calendar year specified and may be requested on an annual basis.
- b. All individuals working on the Center are required to report to their work activities in an appropriate condition to perform their duties. For the purposes of this policy, this means individuals may not report for work under the influence of alcohol. Supervisors who suspect an employee may be under the influence of alcohol, when not in attendance of an approved event, should consult with an Employee Relations Specialist immediately. This ensures a safe and secure working environment for all employees and ensures the safety of members of the public on KSC property.
- c. Federal employees who violate this policy are subject to disciplinary action, up to and including removal from Federal service. Contractor employees who violate the policy will be subject to their company's policies and regulations.
- d. The Center Director has the authority to modify, or approve exceptions to, this policy.

## 2. APPLICABILITY

- a. This policy is applicable to all NASA KSC employees, including contractors and tenants.
- b. The KSC Visitor Complex and The Astronauts Memorial Foundation are specifically excluded from the scope of this policy. Responsible consumption of alcoholic beverages at organization or hosted events is generally limited to these areas: the Neil Armstrong Operations and Checkout Building Mission Briefing Room, Operations Support Building II 5th Floor Conference Center, Kennedy Learning Institute, Space Station Processing Facility Conference Center, Astronaut Crew Quarters, Beach House, and the Kennedy Athletic, Recreation & Social Parks I and II. All organization or hosted events in these areas are subject to the Responsibility section

of this policy.

- c. The consumption of alcohol is generally prohibited in flight hardware processing facilities, laboratories, or any location where hazardous operations occur.
- d. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The term "may" or "can" denotes discretionary privilege or permission; "should" denotes a good practice and is recommended, but not required; "will" denotes expected outcome; and "are/is" denotes descriptive material.
- e. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

### 3. AUTHORITY

- a. [NPR 8715.1, NASA Occupational Safety and Health Programs](#)
- b. [KNPR 1600.1, KSC Security Procedural Requirements](#)

### 4. APPLICABLE DOCUMENTS AND FORMS

For the Approval/Notification letter template, see Attachment A.

### 5. RESPONSIBILITY

- a. All organization events and hosted events at which alcoholic beverages will be consumed and that are held by any organization, including contractors and tenants, on KSC property are subject to the Responsibility section of this policy.
- b. The sponsor of an organization event or hosted event at which alcoholic beverages will be consumed shall:
  - (1) For organization events: Submit advance written notice of the event to the Center Director using the memorandum example shown in Attachment A. Contractors should use their company's prescribed correspondence format. The advance written notice must be submitted as soon as practicable, but no later than five (5) business days prior to the event. A copy of the notice also must be provided to the Chief, Protective Services Office, Spaceport Integration and Services directorate, as soon as practicable, but no later than five (5) business days prior to the event.
  - (2) For hosted events: Submit a request for approval to the Center Director using the memorandum example shown in Attachment A. Contractors should use their company's prescribed correspondence format. The request for approval must be submitted as soon as practicable, but no later than five (5) business days prior to the event. A copy of the notice also must be provided to the Chief, Protective Services Office, Spaceport Integration and Services directorate, as soon as practicable, but no later than five (5) business days prior to the event.
  - (3) For specific, high-visibility, recurring hosted events: Submit a request for approval to the Center Director using the memorandum example shown in Attachment A. Contractors should use their company's prescribed correspondence format. The request for approval must be submitted as soon as practicable, but no later than five (5) business days prior to the first event occurrence for which approval is requested. A copy of the approved notice also must be provided to the Chief, Protective Services Office, Spaceport Integration and Services directorate, as soon as practicable, but no later than two (2) business days prior to the first

event occurrence for which approval is requested. If approved by the Center Director, approval will be valid for the specified calendar year and subsequent requests for approval or notification of the year's events to the Center Director will not be required. Notification of the intent to serve alcohol must be sent to the Chief, Protective Services Office two (2) days prior to each occurrence. Approval may be rescinded by the Center Director at any time.

- (4) Purchase the beer and wine to be served at hosted events and all events (hosted or organization) held at KARS Park I or II from the NASA KSC Exchange. Organization events are not subject to the requirement to purchase the beer and wine from the Exchange unless they are held at KARS Park I or II.
- (5) Serve the amount and type of alcohol that is appropriate to the anticipated number in attendance and the duration of the event. Other nonalcoholic beverages shall also be available to attendees, and food should be served.
- (6) Emphasize personal responsibility to all attendees and encourage personnel to monitor their coworkers and fellow event attendees for impairment.
- (7) Take steps to monitor, control, and mitigate excessive consumption of alcohol by attendees.
- (8) Implement precautionary measures to prevent impaired individuals from driving a motor vehicle. Safe transportation to their residences should be arranged for these individuals.
- (9) Ensure that alcohol is served only to those of legal age by checking proper identification and providing wrist bands, tickets, or other similar methods of distinguishing identification.
- (10) To the maximum extent practicable, ensure that event participants properly dispose of refuse, including glass and other recyclable materials.

c. Event attendees:

- (1) Are not authorized to bring their own alcohol to an event and are limited to consumption of beverages provided by the sponsor of the event.
- (2) Shall take proper precautions to monitor and control their intake of alcohol.
- (3) Shall not return to work under the influence of alcohol.
- (4) Shall refrain from operating any motor vehicle if they are too impaired to drive.

**6. DELEGATION OF AUTHORITY:** N/A

**7. MEASUREMENT/VERIFICATION:** N/A

## 8. CANCELLATION

This revision cancels KNPD 1600.3, Use of Alcoholic Beverages on Kennedy Space Center (KSC) Property, Rev B, dated May 25, 2018.

*/original signed by/*

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Robert D. Cabana  
Director

Distribution: TechDoc Library

**NOTE:** Prepare on KSC or Contractor letterhead, as appropriate. Contractors should use company prescribed format for correspondence to the Center Director.

Attachment A

TO: AA/Director

FROM: XX/Director/Manager

SUBJECT: Notice of Intent to Serve Alcoholic Beverages at an Organization Event  
or Request for Approval to Serve Alcoholic Beverages at a Hosted Event

On *(date)*, *(organization name)* plans to hold *(an organization event or a hosted event)* and to serve alcoholic beverages to those participating in the event. The details of the event are as follows:

Description of event:

Location:

Time: *(include start and end times)*

Number of participants expected:

Invitees, if hosted event: *(e.g., families, other directorates, contractor(s), etc.)*

Time period alcohol will be served: *(include start and end times)*

Controls on consumption: *(e.g., bartender; service ceases one hour before conclusion of event; designated driver program; etc.)*

Point of contact: *(provide name and telephone number)*

I have read, understand, and agree to adhere to the governing policy on Use of Alcoholic Beverages on KSC Property, KNPD 1600.3, for this event.

*Typed Name*

*(If a hosted event, add the following approval block:)*

Approval:

\_\_\_\_\_  
Robert D. Cabana  
Director, Kennedy Space Center

\_\_\_\_\_  
Date

cc:

SI-P/Chief, Protective Services

*(If an organization event, add to cc's: AA-A/Title, AA-B/Title, and AA-C/Title.)*

*(Add appropriate bcc's and concurrence footer for processing for signature.)*