



Subject: NASA Langley Research Center (LaRC) Maximum Work Time Policy

Responsible Office: Safety and Mission Assurance Office

1. POLICY

a. Langley Policy Directive (LAPD) 1700.5 establishes a maximum work time policy that meets realistic human factors, personal safety, and quality assurance goals to minimize the probability that mishaps will occur because personnel in critical positions work excessive hours. This policy also ensures the health and safety of all personnel. See Attachment A in this document for definitions.

b. Personnel can work:

- (1) 12 consecutive hours (16 consecutive hours during Center-declared emergencies),
- (2) 60 hours during a seven-day workweek, and
- (3) Seven consecutive 8-hour workdays without at least one full day off.

Note: All hours counting as work hours (e.g., travel, regular work hours) are subject to this limit.

(4) Working in excess of these hours should be pre-approved by personnel's direct supervisors. If pre-approval is not obtained, personnel shall notify their direct supervisors that they exceeded allowable working hours.

c. For critical positions (see Attachment A for definitions), personnel can work:

- (1) 12 consecutive hours (16 consecutive hours during Center-declared emergencies),
- (2) 60 hours during a seven-day workweek, and
- (3) Seven consecutive 8-hour workdays without at least one full day off.

Note: All hours counting as work hours (e.g., travel, regular work hours) are subject to this limit.

(4) Working in excess of these hours requires pre-approval by:

- (a) Personnel's direct supervisors with concurrence from the LaRC Safety Manager (Head, Safety and Facility Assurance Branch (SFAB)).
- (b) For spaceflight projects: Personnel's direct supervisors, with concurrence from the project manager, or designee, and the LaRC Safety Manager, or designee.

- d. For violations of the maximum work times (MWTs) outlined above for critical positions, personnel's supervisors shall send a notification to the Organizational Director or the Contracting Officer for contractors of the MWT exceedance.
- e. LaRC Organizational Directors shall ensure that their organizations have the capability to cover unexpected absences satisfactorily without having personnel exceed the MWTs outlined above.
- f. Any work plan that has a high probability of having personnel in critical positions violate the MWTs shall be pre-approved by the Director, Safety and Mission Assurance Office (SMAO), and the Directors, or the Contracting Officer, of the organizations responsible for the successful completion of the work and the personnel performing the work.
- g. During a Center-declared emergency, working in excess of the MWTs stated above (i.e., 16 consecutive hours, 60 hours during a seven-day workweek, or seven consecutive 8-hour workdays without at least one full day off) can be approved by the Director, SMAO, or designee. Any work plan during a Center-declared emergency that requires personnel to exceed the hours outlined in this paragraph shall be approved by the Director, SMAO.
- h. During official travel, the MWTs are governed by the following regulations: "The Federal Travel Regulation" (41 Code of Federal Regulations (CFR), pts. 300-304) and NPR 9710.1, "General Travel Requirements."

2. APPLICABILITY

- a. The procedural requirements contained in this document shall apply to all LaRC personnel, including civil servants, on-site contractors, research associates, students, visitors, and others, in accordance with the terms expressed in agreements, joint operating procedures, regulations, or contracts with LaRC.
- b. The following organizations are exempted from the requirements of this instruction:
 - (1) Pilots: Shall comply with Federal Aviation Administration maximum work time requirements.
 - (2) Construction contractors: Shall comply with their company policies.
 - (3) LaRC Fire Department: Shall comply with City of Hampton maximum work time policies.
- c. In implementing this directive, supervisors are reminded that more restrictive work time standards may be warranted for personnel engaged in especially arduous or stressful duties or conditions.

3. AUTHORITY

NPR 1800.1, NASA Occupational Health Program Procedures.

4. APPLICABLE DOCUMENTS

- a. The Federal Travel Regulation, 41 CFR pts. 300-304.
- b. NPR 9710.1, "General Travel Requirements."

5. RESPONSIBILITY

- a. LaRC Safety Manager (Head, SFAB) is responsible for establishing the LaRC maximum work time policy and pre-approving personnel in critical positions to work in excess of the MWTs.
- b. Director, SMAO, is responsible for approving any work plan that has a high probability of having personnel in critical positions violate the MWTs.
- c. Flight Project Program Manager, or designee, shall pre-approve personnel in critical positions to work in excess of the MWTs on their flight project.
- d. Organizational Directors, or the Contracting Officer for contractors, are responsible for:
 - (1) Approving any work plan that has a high probability of having personnel in critical positions violate the MWTs.
 - (2) Monitoring branch head approval of MWT exceedances to ensure they are not excessive in time or quantity.
- e. Supervisors are responsible for:
 - (1) Identifying and documenting critical positions and identifying the personnel who currently fill these positions.
 - (2) Ensuring that all work hours (e.g., regular work hours, travel) are recorded and counted toward the maximum work periods.
 - (3) Pre-approving personnel in critical positions to work in excess of the MWTs and monitoring MWT violations by all personnel to ensure their health and safety.
 - (4) Maintaining awareness of changes to LaRC maximum work time policy.
- f. Procurement Officer, Office of Procurement, is responsible for placing the requirements of this directive into appropriate LaRC agreements, joint operating procedures, and contracts.
- g. The Center Space Act Agreement Office (organizationally located in Aeronautics Research Directorate) is responsible for ensuring that the requirements of this directive into appropriate Space Act Agreements (SAAs) and Interagency Agreements (IAs).

6. DELEGATION OF AUTHORITY

None.

April 5, 2021

LAPD 1700.5 K-1

7. MEASUREMENT/VERIFICATION

None.

8. CANCELLATION

LAPD 1700.5 J, dated April 28, 2016

/s/ David F. Young _____ April 5, 2021

Center Deputy Director

Date

DISTRIBUTION

Approved for public release via the Langley Management System; distribution is unlimited.

ATTACHMENT A. DEFINITIONS

Center-Declared Emergencies. Emergency or extremely unusual circumstances can require work performance essentially at endurance capacity. This can be invoked by the Center Director or the Director, SMAO, for events such as life-threatening emergencies, natural disasters, mass casualty accidents, or war.

Critical Position. A critical position is one that requires a person to make real-time decisions or perform real-time actions that could directly and immediately affect:

- a. Personal safety;
- b. Safety, integrity, and operability of research and test facilities;
- c. Safety, integrity, and operability of test items; or
- d. Safety, integrity, and operability of flight systems and flight hardware.

Note 1: Personnel who are in critical positions on a part-time basis shall be considered in a critical position on a full-time basis for purposes of work-rest cycle limitations.

Note 2: Examples of critical positions are Test Conductors, Test Engineers, Technicians, Electricians, High Pressure and Steam Operators, Crane Operators, Forklift Operators, Pyrotechnic Technicians, Safety Operators, High Workers, Commercial Drivers, Managers of these positions, and Incident Responders.

Non-Critical Positions. All positions not categorized to be a critical position.

Real Time Decision/Action. For purposes of this directive, a real time decision or action is one that has the potential to affect personal safety or the safety, integrity, or operability of test and research facilities, test items, and flight hardware with minimal or no time to functionally verify the adequacy of the decision or action and its effect on the task to be performed.

Workday. A workday is defined as any day a person reports to work, regardless of the amount of time spent on the job. The workday begins when a person starts work (including at telework and offsite locations) and ends when he or she stops working.

Workweek. A workweek is defined as any seven-day period typically beginning on Sunday and ending on Saturday, or other seven-day period, as specified and documented by an organization for accounting purposes.