



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 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. Hours are also established to ensure the health and safety of all employees. See Attachment A in this document for definitions.
- b. Employees can work only 12 consecutive hours, 60 hours during a seven (7) day work week, or seven (7) consecutive 8-hour workdays without at least one (1) full day off. For Center declared emergencies, employees can work 16 consecutive hours. Working in excess of these hours should be pre-approved by the employee's direct supervisor. If pre-approval is not obtained, the employee shall notify their direct supervisor that they exceeded allowable working hours.
- c. For critical positions (see Attachment A for definitions), employees can work only 12 consecutive hours, 60 hours during a seven (7) day work week, or seven (7) consecutive 8-hour workdays without at least one (1) full day off. For Center declared emergencies, employees can work 16 consecutive hours. Working in excess of these hours shall be pre-approved by:
 - 1) Employee's direct supervisor with concurrence from the LaRC Safety Manager, Head, Safety and Facility Assurance Branch (SFAB).
 - 2) For spaceflight projects- Employee's direct supervisor, 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, the employee's supervisor shall send a notification to the organization's Director for Civil Service Employees or the Contracting Officer for contractors of the MWT exceedance.
- e. All work on Center shall be planned with the appropriate workforce, both skill mix and quantity, in a manner that can cover unexpected absences satisfactorily without having individuals exceed the MWTs outlined above.
- f. Any work plan that has a high probability of having employees in critical positions violate the MWT shall be preapproved 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 employees performing the work.

- g. During a Center declared emergency, working in excess of 16 consecutive hours, 60 hours during a seven (7) day work week, or seven (7) consecutive 8-hour workdays without at least one (1) full day off can be approved by the Director, SMAO, or designee. Any work plan during a Center declared emergency that requires employees to exceed the hours outlined in this paragraph shall be approved by the Director, SMAO.
- h. During official travel the MWT is governed by the following regulations- Federal Travel Regulations (41 Code of Federal Regulations (CFR), Chapters 300 through 304) and NPR 9700.1- "NASA Federal Travel Regulations Supplement"

2. APPLICABILITY

- a. This directive applies to all Government and contractor organizations and tenants operating at LaRC or at locations and facilities where LaRC has operational responsibility, 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 – Must comply with Federal Aviation Administration maximum work time requirements.
 - 2) Construction contractors – Must comply with their company policies.
 - 3) LaRC Fire Department – Must 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 employees engaged in especially arduous or stressful duties or conditions.

3. AUTHORITY

NPR 1800.1, NASA Occupational Health Program Procedures

4. APPLICABLE DOCUMENTS

None.

5. RESPONSIBILITY

- a. Center Safety Manager, Head, SFAB is responsible for establishing the LaRC maximum work time policy and preapproving employees in critical positions to work in excess of the MWT.
- b. Director, SMAO, is responsible for approving any work plan that has a high probability of having employees in critical positions violate the MWT.
- c. Flight Project Program Manager, or designee, shall preapprove employees in critical positions to work in excess of the MWT on their flight project.
- d. Organizational Directors, or the Contracting Officer for contractors, are responsible for approving any work plan that has a high probability of having employees in critical positions violate the MWT and monitoring branch head approval of MWT exceedances to ensure they are not excessive in time or quantity.
- e. First Line Supervisors are responsible for:
 - 1) Identifying and documenting critical positions and critical persons.
 - 2) Ensuring that all duty hours are recorded and counted toward the maximum work periods.
 - 3) Preapproving employees in critical positions to work in excess of the MWT and monitoring MWT violations by all employees 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.

6. DELEGATION OF AUTHORITY

None.

7. MEASUREMENT/VERIFICATION

None.

8. CANCELLATION

LAPD 1700.5 I-1, dated December 22, 2010 .

April 28, 2016

LAPD 1700.5 J

/s/ Cathy H. Mangum April 28, 2016
Center Associate Director

DISTRIBUTION

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ATTACHMENT A: DEFINITIONS

A.1 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.

A.2 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
- d. safety, integrity, and operability of flight systems and flight hardware.

NOTE 1: *Personnel who are in critical roles 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, Incident Responders, and others*

A.3 Non-Critical Positions – All positions not categorized to be a Critical Position.

A.4 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.

A.5 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 reports to work and ends when he or she leaves.

Work week – A work week is defined as any 7-day period typically beginning on Sunday and ending on Saturday, or other 7-day period, as specified and documented by an organization for accounting purposes.