CFO’s Mission Support Future Architecture Status Update – Travel

Date: August 8, 2017

From: Andrew Hunter, Chief Financial Officer (Acting)

As we move forward implementing previous Agency decisions and build the CFO community’s Mission Support Future Architecture (formerly Agency BSA and OCFO BPDD) plans, we will be sharing key information for our customers and stakeholders regarding the consolidation of Extended Temporary Duty (ETDY) Travel processing to the NASA Shared Services Center (NSSC) this October and to regionalize all other travel starting in FY 19.

ETDY Transition Update:

The transition will take place in two phases. Phase 1 will be effective October 1, 2017. The Centers in Phase 1 are AFRC, ARC GRC, JSC, MSFC, NSSC, and SSC. The Centers in Phase 2 are: GSFC, HQ, KSC, and LARC. There will be a 90-day period before the start of Phase 2. Although the NSSC will provide detailed information in the coming months to meet the needs of the impacted travelers, the schedule below highlights some of the near-term activities:

Phase 1 Centers:

August 1, 2017 – NSSC identifies current and new ETDY travelers and initiates planning with impacted center

September 1, 2017 – NSSC sends a notification to all ETDY travelers informing them of the ETDY procedures and Caseworker and NSSC points of contact

September 15, 2017 – Centers provide a list of travel authorizations (TAs) where funding crosses Fiscal Years and new TAs that will need to be established on October 2, 2017

September 26, 2017 – Phase I Centers should submit any necessary documents (if applicable) related to open ETDY orders transferring to the NSSC

January 2018 - Participate in Lessons Learned Review

Phase 2 Centers:

December 1, 2017– NSSC identifies current and new ETDY travelers and initiates planning with impacted center

January 1, 2018– NSSC sends a notification to all ETDY travelers informing them of the ETDY procedures and Caseworker and NSSC points of contact

January 26, 2018 – Phase II Centers should submit any necessary documents (if applicable) related to open ETDY orders transferring to the NSSC

June 2018 – Participate in Lessons Learned Review.

-more-
For all Travelers: Please see NF 1850: NASA Pre-Travel Request for Authorization & NASA Travel Voucher Worksheet here: https://forms.nasa.gov/rest/services/Internal/Processes/RenderXDP:1.0?AppName=NF_AgencyForms-7&FormNumber=NF1850&Version=1.0

Regionalization Update:

Currently an Agency-wide team is drafting an implementation plan based on the EC and MSC approval of the Regionalization Business Case. The regionalized travel services will encompass all non-ETDY travel. The implementation plan will be reviewed as a part of the CFO’s Mission Support Future Architecture Phase A review in October of 2017. The review will include key decision gates, like the regionalization Centers of Excellence (COE) selection criteria and eventual regional COE selections.

Step toward standardization:

To facilitate these consolidations, the CFO Travel BPDD team created a common travel request form that will be used by all centers starting in October 2017 leading up to the consolidations. This step is a key feature in adding travel processing efficient by ensuring the entire Agency relies on a single, consensus based form. This sets the stage for further Travel standardized processes and forms that will lead to better service for all of the Agency’s travelers. Although the required usage of the attached form begins in October, it is recommend that centers initiate the transition to the new form immediately.

The Agency’s focus on improved efficiency and effectiveness provides an opportunity to look at how we process travel to better meet the needs of travelers. The decision to regionalize and consolidate travel processing supports the Agency goal of developing focused expertise resulting in improved compliance, accuracy, and efficiency of travel support.

The Office of the Chief Financial Officer will continue to keep travelers informed as we move forward.

Andrew Hunter
Chief Financial Officer (Acting)
NASA, Washington, DC
202.358.2514