

GIANT LEAPS START HERE

NASA JOHNSON SPACE CENTER



Introduction

Welcome to the Johnson Space Center (JSC)! The intent of this Welcome Kit is to provide you with all the necessary resources to navigate through your new career at NASA. This document is extensive and contains links to many resources. Please use it as a reference when you have general questions. If you find broken links, out-of-date content, or think some content is missing, please contact a member of the [Emerge ERG](mailto:jsc-emerge@mail.nasa.gov) leadership team (jsc-emerge@mail.nasa.gov).

How to Use this Kit

The Welcome Kit is intended to be used as a reference document. It is readily searchable so try the Table of Contents or, if you're viewing an electronic version, your document reader's search function and embedded links (including the [Table of Contents](#)).

Table of Contents

Welcome to NASA!

- Our Purpose, Vision, and Values
- NASA History in Brief
- Current Work
- Agency Structure

Welcome to JSC!

- Center Director's Welcome
- About JSC
- JSC's Mission and Center Goals
- JSC Organizations
- JSC Expected Behaviors

Getting Around JSC

- JSC Roundup
- Site Map
- Driving and Parking
- Dining
- Other Facilities
- Important Phone Numbers

NASA Orientation Resources

- JSC Handbook
- Human Resources Online Tools

JSC Procedures

- Work Schedule
- NASA Badge
- Use of Government Equipment
- Information Technology (IT) Quick Links
- IT FAQs
- Export Control
- Safety and Sustainability
- Equality and Conflict Resolution
- Prohibited Practices

Next Steps

- Training
- Employee Resource Groups (ERGs)
- Outreach and Volunteering
- Programs
- Starport
- Gilruth Center
- Clubs
- Local Attractions

Appendix

- Helpful Websites
- JSC Handbook Sections With Links

Welcome to NASA!



Our Purpose, Vision, and Values

The most recent [Strategic Plan](#), published in 2022, outlines the strategic goals NASA intends to achieve, and how the agency intends to achieve those goals. Our future success and global leadership will be determined largely by the investments and innovations we make today in scientific research, technology, and our workforce. NASA’s focus has always been, and will always be, to discover, invent, and demonstrate new technologies, tools, and techniques that will allow our Nation to explore space while improving life on Earth. This is our passion, our purpose, and what drives our Vision and Mission.

Our Vision: Exploring the secrets of the universe for the benefit of all.

Our Mission: NASA explores the unknown in air and space, innovates for the benefit of humanity, and inspires the world through discovery.

Our Core Values: Safety, Integrity, Teamwork, Inclusion, and Excellence.

Our Guiding Principles: The National Aeronautics and Space Act (the “Space Act,” found at 51 U.S.C. sec. 20101 et seq.) directs us to:

- Plan, direct, and conduct aeronautical and space activities;
- Arrange for participation by the scientific community in planning scientific measurements and observations to be made through use of aeronautical and space vehicles, and conduct or arrange for the conduct of such measurements and observations;
- Provide for the widest practicable and appropriate dissemination of information concerning its activities and the results thereof;
- Seek and encourage, to the maximum extent possible, the fullest commercial use of space;
- Engage in a program of international cooperation;
- Encourage and provide for Federal Government use of commercially provided space services and hardware, consistent with the requirements of the Federal Government.

For more information, visit

https://www.nasa.gov/sites/default/files/atoms/files/fy_22_strategic_plan.pdf

NASA History in Brief

*From the NASA History in Brief

<http://history.nasa.gov/brief.html>

October 1, 1958, the official start of the National Aeronautics and Space Administration (NASA) was the beginning of a rich history of unique scientific and technological achievements in human spaceflight, aeronautics, space science, and space applications. Formed as a result of the Sputnik crisis of confidence, NASA inherited the earlier National Advisory Committee for Aeronautics (NACA), and other government organizations, and almost immediately began working on options for human spaceflight. NASA's first high profile program was Project Mercury, an effort to learn if humans could survive in space, followed by Project Gemini, which built upon Mercury's successes and used spacecraft built for two astronauts. NASA's human spaceflight efforts then extended to the Moon with Project Apollo, culminating in 1969 when the Apollo 11 mission first put humans on the lunar surface. After the Skylab and Apollo-Soyuz Test Projects of the early and mid-1970s, NASA's human spaceflight efforts again resumed in 1981, with the Space Shuttle program that helped build the International Space Station.

Building on its NACA roots, NASA has continued to conduct many types of cutting-edge aeronautics research on aerodynamics, wind shear, and other important topics using wind tunnels, flight testing, and computer simulations. NASA's highly successful X-15 program involved a rocket-powered airplane that flew above the atmosphere and then glided back to Earth unpowered, providing Shuttle designers with much useful data. The watershed F-8 digital-fly-by-wire program laid the groundwork for such electronic flight in many other aircraft including the Shuttle and high performance airplanes that would have been uncontrollable otherwise. NASA has also done important research on such topics as "lifting bodies" (wingless airplanes) and "supercritical wings" to dampen the effect of shock waves on transonic aircraft.

Additionally, NASA has launched a number of significant scientific probes such as the Pioneer and Voyager spacecraft that have explored the Moon, planets, and other areas of our solar system. NASA has sent several spacecraft to investigate Mars including the Viking and Mars Pathfinder spacecrafts. The Hubble Space Telescope and other space science spacecraft have enabled scientists to make a number of significant astronomical discoveries about our universe.

NASA also has done pioneering work in space applications satellites. NASA has helped bring about new generations of communications satellites such as the Echo, Telstar, and Syncom satellites. NASA's Earth science efforts have also literally changed the way we view our home planet; the Landsat and Earth Observing System spacecraft have contributed many important scientific findings. NASA technology has also resulted in numerous "spin-offs" in wide-ranging scientific, technical, and commercial fields. Overall, while the tremendous technical and scientific accomplishments of NASA

demonstrate vividly that humans can achieve previously inconceivable feats, we also are humbled by the realization that Earth is just a tiny "blue marble" in the cosmos.

For more information, visit <http://www.hq.nasa.gov/office/pao/History/factsheet.htm>

Current Work

NASA is currently engaged in programs that support the long-term goal of sending humans to Mars. This includes:

- The continued study of microgravity and the space environment with the International Space Station (ISS).
- The support of the transition of low Earth orbit (LEO) operations to the private sector with the Commercial Crew Program.
- The development of the next-generation crew capsule, the Orion spacecraft, to travel beyond LEO.
- The development of the biggest rocket yet, the Space Launch System (SLS), to get large payloads into orbit that will be required for exploration.
- The development of commercial Human Lander Systems (HLS) to support the initial landing capability of astronauts on the Moon.
- The development and implementation of missions for NASA Artemis program which will land the first woman and first person of color on the Moon.
- The development of a sustainable presence around the Moon with the development of the Lunar Gateway.
- The development of techniques for safe and successful EVA/Surface Operations on the Lunar Surface.
- The continued scientific study of Earth.
- The continued research of Aeronautical engineering and sciences such as the development of Quiet Supersonic Technology (X-59).
- The robotic exploration of other planets and bodies in the solar system.
- And much more!

For more information on NASA's current work, visit the corresponding website:

Moon to Mars: <https://www.nasa.gov/topics/moon-to-mars>

The ISS: http://www.nasa.gov/mission_pages/station/main/index.html

Commercial Crew: <http://www.nasa.gov/exploration/commercial/crew/index.html>

Orion: <http://www.nasa.gov/exploration/systems/orion/index.html>

SLS: <http://www.nasa.gov/exploration/systems/sls/index.html>

Earth science: <http://science.nasa.gov/earth-science/>

The study of other planets: <http://solarsystem.nasa.gov/index.cfm>

NASA's missions, programs, and projects are ensuring the United States will remain the world's leader in space exploration and scientific discovery for years to come, while making critical advances in aerospace, technology development, and aeronautics.

For more information, visit http://www.nasa.gov/about/whats_next.html

Launch Schedule

Rocket launches play a key role in NASA's current work. For many work assignments, it is useful to have a general awareness of when launches are. It may be possible to see some of these launches in person (for more information on seeing a launch, find the appropriate section on the launch schedule website below).

The launch schedule is available as a continually-updated web page that shows estimated dates of rocket launches. These dates may frequently change due to the many challenges associated with a successful launch, like anomalies with payload, launch vehicle, communications, weather, timing, range, and others. The launch schedule does not list all of the launches across the world, only those that NASA is launching or is somehow involved with.

For more information, visit <http://www.nasa.gov/launchschedule/>.

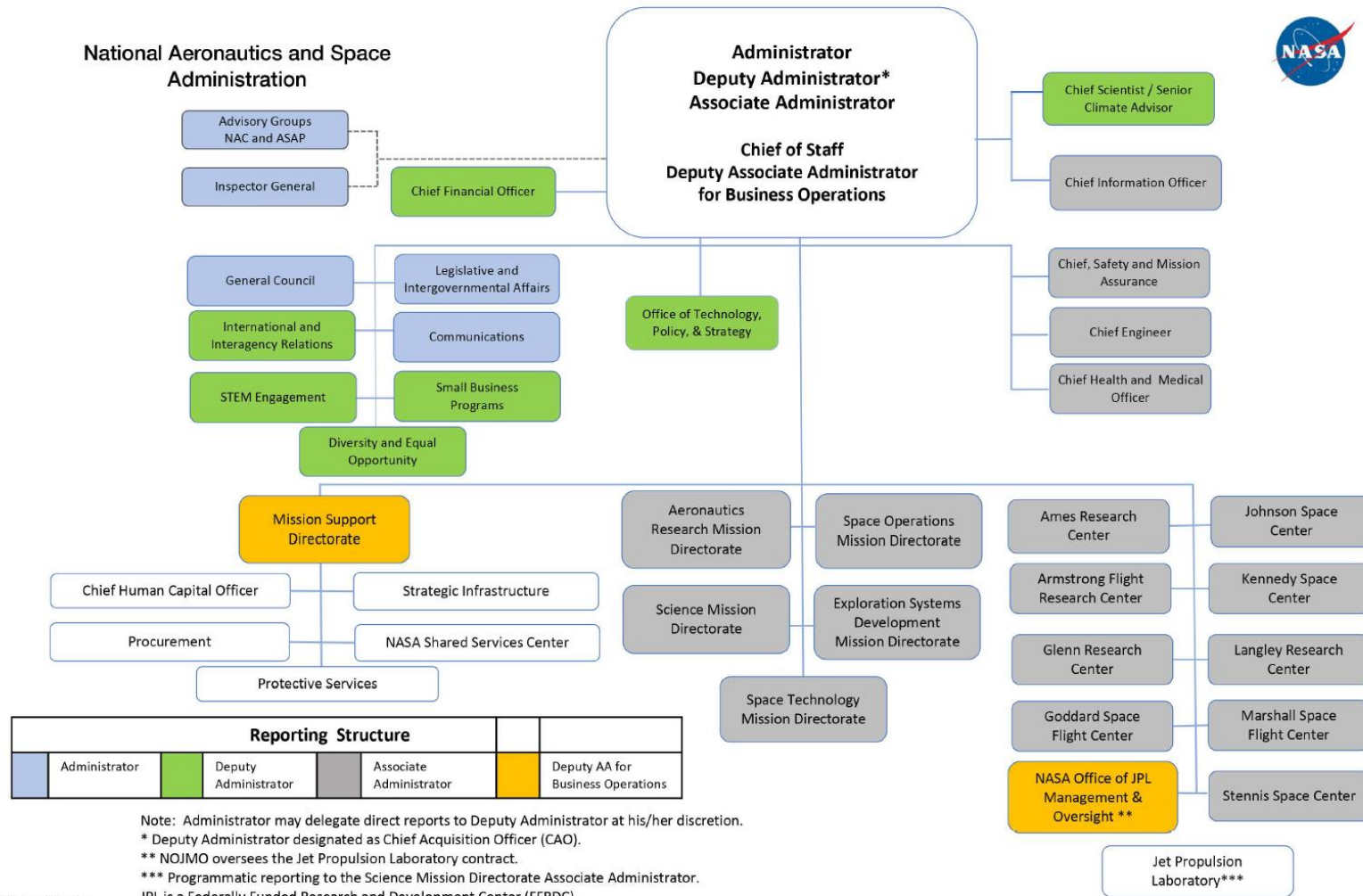
Spinoffs: How NASA Impacts Life on Earth

NASA technology has transferred to a variety of fields, including making airplanes quieter and more efficient, improving fire protection gear for firefighters, and improving medical technologies like ultrasounds, to name a few.

Check out the [NASA Spinoffs website](#) to learn about how NASA technology has moved into the private sector and improved life on Earth. Every year flyers, brochures, and other forms of information are released, which you can learn from and share with your friends, family, and at outreach events.

For more information, visit <https://spinoff.nasa.gov/index.html>

Agency Structure



Mission Directorates

NASA's Headquarters (HQ) is located in Washington, DC. To implement NASA's Mission, HQ is organized into six principal organizations called Mission Directorates:

- Aeronautics Research: Pioneers and proves new flight technologies that improve our ability to explore and which have practical applications on Earth.
- Exploration Systems Development: Creates new capabilities and spacecraft for affordable, sustainable human and robotic exploration
- Science: Explores the Earth, moon, Mars, and beyond; charts the best route of discovery; and reaps the benefits of Earth and space exploration for society.
- Space Operations: Provides critical enabling technologies for much of the rest of NASA through the Commercial Crew Program, the International Space Station, and flight support.
- Space Technology: invests in transformational technologies that help offset future mission risk, reduce cost, advance capabilities that enable NASA's missions, and support space industry growth and high-quality job creation.
- Mission Support: enables the Agency's missions by managing institutional services, capabilities, and critical mission support resources.

For more information, visit

http://www.nasa.gov/about/highlights/what_does_nasa_do.html.

NASA Centers and Facilities

Ten field centers and a variety of installations around the country conduct the day-to-day work in laboratories on airfields, in wind tunnels, and in control rooms. Together, this skilled, diverse group of scientists, engineers, managers, and support personnel share the Vision, Mission, and Values that are NASA.

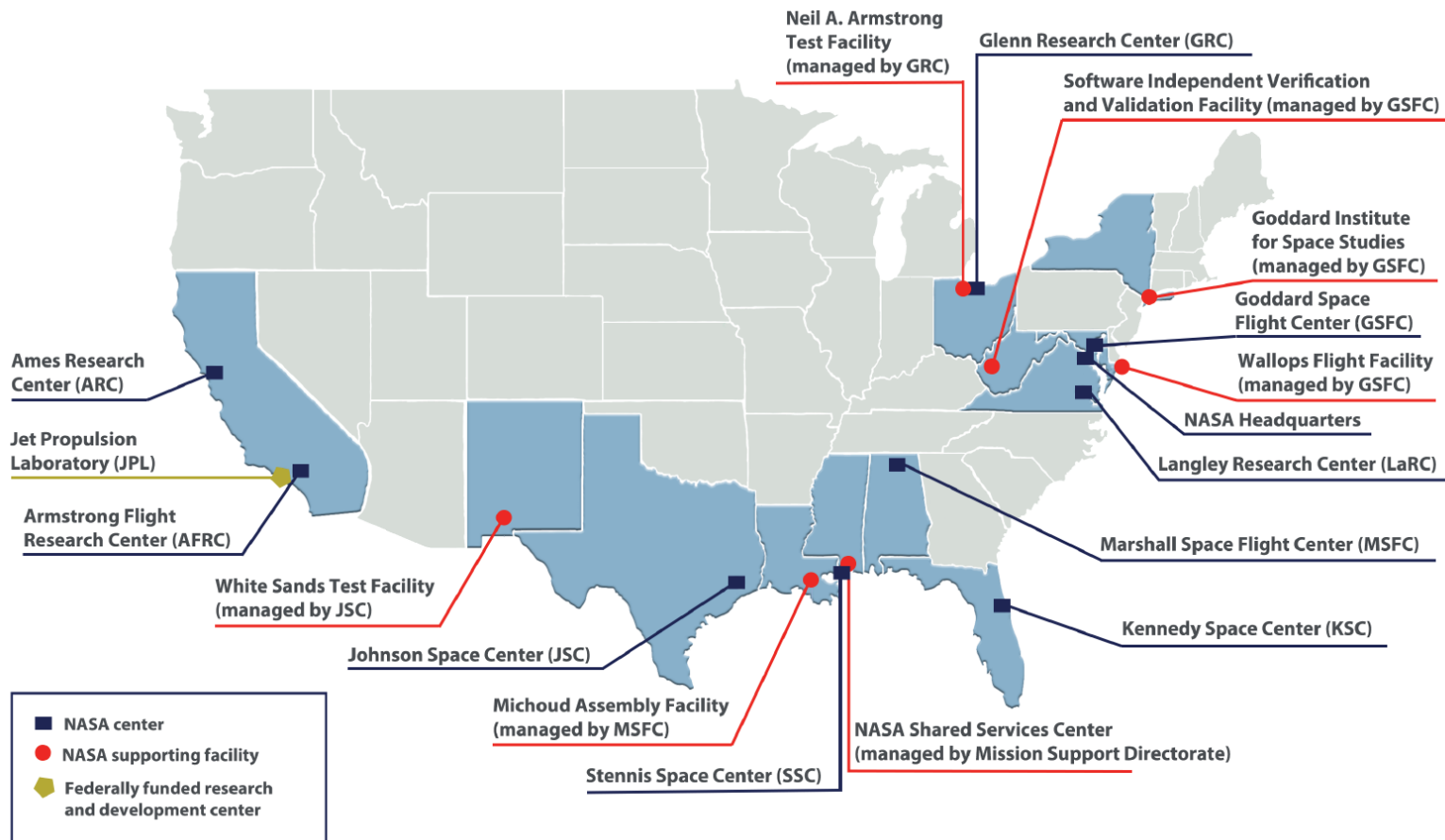


Photo Credit: [NASA Strategic Plan 2022](#)

[Return to Table of Contents](#)

NASA CENTERS			
Center	Location	Website	Primary Role
NASA Headquarters (HQ)	Washington, DC	https://www.nasa.gov/centers/hq/home/index.html	Provides overall guidance and direction to the agency, under the leadership of the Administrator
Ames Research Center (ARC)	Moffett Field, CA	https://www.nasa.gov/ames	IT, fundamental aeronautics, bio and space science technologies
Armstrong Flight Research Center (AFRC)	Edwards, CA	https://www.nasa.gov/centers/armstrong/home/index.html	Flight research
Glenn Research Center (GRC)	Cleveland, OH	https://www.nasa.gov/centers/glenn/home/index.html	Aeropropulsion and communications technologies.
Goddard Space Flight Center (GSFC)	Greenbelt, MD	https://www.nasa.gov/goddard	Earth, the solar system, and Universe observations
Jet Propulsion Laboratory (JPL)	Pasadena, CA	www.jpl.nasa.gov	Robotic exploration of the solar system
Johnson Space Center (JSC)	Houston, TX	https://www.nasa.gov/centers/johnson/home/index.html	Human space exploration
Kennedy Space Center (KSC)	Merritt Island, FL	https://www.nasa.gov/centers/kennedy/home/index.html	Prepare and launch missions around the Earth and beyond

Langley Research Center (LaRC)	Hampton, VA	https://www.nasa.gov/langley	Aviation and space research
Marshall Space Flight Center (MSFC)	Huntsville, AL	https://www.nasa.gov/centers/mars_hall/home/index.html	Space transportation and propulsion technologies
Stennis Space Center (SSC)	Stennis Space Center, MS	https://www.nasa.gov/centers/stennis/home/index.html	Rocket propulsion testing and remote sensing technology

NASA FACILITIES			
Facility	Location	Website	Primary Role
Goddard Institute for Space Studies (GISS)	New York, NY	www.giss.nasa.gov	Broad study of global climate change
Katherine Johnson IV&V Facility (IV&V)	Fairmont, WV	https://www.nasa.gov/centers/ivv/home/index.html	Provides safety and cost-effectiveness for mission critical software
Michoud Assembly Facility (Michoud)	New Orleans, LA	www.nasa.gov/centers/marshall/michoud/index.html	Manufacture and assembly of critical hardware for exploration vehicles
NASA Engineering and Safety Center (NESC)	Hampton, VA	https://www.nasa.gov/nesc	Independent testing, analysis, and assessments of NASA's high-risk projects

NASA Safety Center (NSC)	Cleveland, OH	https://nsc.nasa.gov/	Development of personnel, processes, and tools needed for the safe and successful achievement of strategic goals
NASA Shared Service Center (NSSC)	Stennis Space Center, MS	https://www.nasa.gov/centers/nssc	Financial management, human resources, information technology, and procurement
Wallops Flight Facility (Wallops)	Wallops Island, VA	https://www.nasa.gov/centers/wallops/home	Suborbital Research Programs
White Sands Test Facility (WSTF)	Las Cruces, NM	https://www.nasa.gov/centers/wstf/index_new.html	Managed by JSC, Testing and evaluation of potentially hazardous materials, components, and rocket propulsion systems

For more information, visit http://www.nasa.gov/about/org_index.html#center and <http://www.nasa.gov/about/sites/index.html>.

Agency Demographics

NASA's workforce consists of civil servants and contractors. NASA keeps updated records about the agency's workforce size, occupations, educational attainment, workforce measures, demographic information, and workforce map.

For more information, visit <https://wicn.nssc.nasa.gov/>.

NASA's External Partners

Domestically, NASA works with private industry, universities, small businesses, and other government agencies, such as the Department of Defense.

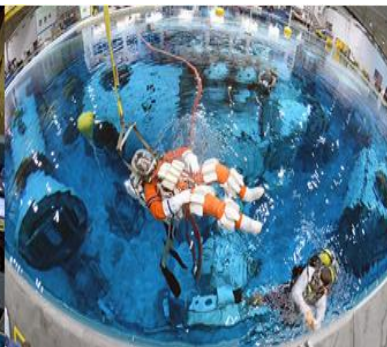
Internationally, NASA has many international partners including the Canadian Space Agency (CSA), the Japan Aerospace Exploration Agency (JAXA), The Russian Federal Space Agency (Roscosmos or RKA), and the European Space Agency (ESA).

For more information, visit

http://www.nasa.gov/mission_pages/station/cooperation/index.html.



Welcome to JSC!



Center Director's Welcome



NASA's Johnson Space Center serves as the iconic setting to some of humankind's greatest achievements. For more than 60 years, as part of NASA's nationwide team, Johnson has led the world in human space exploration. We will continue this legacy from the Moon to Mars and beyond under Artemis.

At Johnson, our vision is clear: We dare to expand frontiers. We unite with our partners to complete bold missions. We explore space to benefit humanity. Our team is excited to inspire a new generation of explorers to reach to greater heights with our next giant leap as we work to build outposts in uncharted territory while revolutionizing the strategies and technologies that will eventually open up the universe. We are also thrilled to bring the benefits of space exploration back to our nation and the world.

I welcome you to our NASA team as we continue our journey to the stars and beyond. Your next giant leap starts here!

Vanessa

DARE | UNITE | EXPLORE

About JSC

*From About Johnson Space Center

<http://www.nasa.gov/centers/johnson/about/index.html>

For more than 50 years, NASA's Lyndon B. Johnson Space Center (JSC) in Houston has led our nation and the world on a continuing adventure of human exploration, discovery and achievement. The center has played a vital role in powering our country into the 21st century through technological innovations and scientific discoveries.

The dedicated professionals who work at JSC have made advances in science, technology, engineering and medicine that enable us to explore our world and universe as never before, and to derive unparalleled benefits from that exploration.

The Johnson Space Center was established in 1961 as the Manned Spacecraft Center, the home and Mission Control Center for the U.S. human space flight program. In 1973, it was renamed in honor of the late President, and Texas native, Lyndon B. Johnson.

The Johnson Center's \$1.5 billion complex occupies 1,620 acres southeast of downtown Houston, in the Clear Lake area.

JSC is the home of mission control and astronaut training. In its early days, the center led the Gemini, Apollo, Apollo-Soyuz and Skylab projects. JSC was the home of NASA's Space Shuttle Program from 1981 to 2011, and currently leads International Space Station operations and missions, development of the Orion spacecraft and NASA's Gateway outpost program, as well as numerous other advanced human exploration projects. The center also plays an important role in NASA's Commercial Crew program.

As the center has evolved into one of NASA's largest research and development facilities, the greater Houston area has developed into an aerospace hub with an identity of amazing achievements, hard work, and innovation.

For more information on JSC, visit

<http://www.nasa.gov/centers/johnson/home/index.html> or

https://www.nasa.gov/sites/default/files/atoms/files/jsc-overview_3.pdf

JSC's Mission and Center Goals

WE DARE TO EXPAND FRONTIERS.

**WE UNITE WITH OUR PARTNERS TO
COMPLETE BOLD MISSIONS.**

**WE EXPLORE SPACE TO BENEFIT
HUMANITY.**



For more information, visit:

[DARE | UNITE | EXPLORE -
director.jsc.nasa.gov/](https://director.jsc.nasa.gov/)

Additionally, you can find the Giant Leaps
Communication Toolkit here:

<https://director.jsc.nasa.gov/?pid=30>

JSC Organizations

The Johnson Space Center workforce is divided into a number of organizations. These organizations, listed alphabetically by mail code, are further subdivided into smaller functional groups such as divisions and branches. For a different view of JSC's top-level organizations, and to see JSC's current senior management team, take a look at the [Graphical Organization Chart](#). Employees connected to the NASA network can view a frequently updated version of the cart [here](#).

List of JSC Organizations

AA - Office of the Director

The JSC Director plans, organizes and directs all activities required to accomplish the missions assigned to JSC. The JSC Deputy Director shares the responsibilities of the Director and serves as acting director when necessary. The JSC Associate Director is responsible for all institutional activities at JSC and the White Sands Test Facility, N.M.

Read more

[Director Vanessa E. Wyche biography](#)

[Deputy Director Stephen A. Koerner biography](#)

[Associate Director Donna M. Shafer biography](#)

[Associate Director for Vision and Strategy Douglas Terrier biography](#)

AD - External Relations

Oversees the functions of Community Relations, Education, Public Affairs, and University Research.

AH - Human Resources Office

Responsible for planning and implementing a human resources program.

AJ - Office of Diversity and Equal Opportunity

Plans, directs and administers all Federal Equal Opportunity Programs related to JSC employees.

Read more

AL - Office of Chief Counsel

Provides in-depth legal support to the center's activities, including satellite installations and offices.

Read more

BA - Office of Procurement

Provides matrixed business management support for JSC as an institution and, individually, for the program/project offices and directorates.

[Read more](#)

CA - Flight Operations Directorate

Responsible for providing trained astronaut crew members and for overall planning, directing, managing, and implementing overall mission operations for NASA human spaceflight programs. The Directorate is also responsible for all JSC aircraft operations including aircrew training.

[Read more](#)

DA - EHP (EVA and Human Surface Mobility)

The overarching goal of the Extravehicular Activity (EVA) and Human Surface Mobility (HSM) Program is to provide safe, reliable, and effective EVA and HSM capability that allows astronauts to survive and work outside the confines of a base spacecraft.

EA - Engineering Directorate

Responsible for providing engineering design, development and test support for space flight programs assigned to JSC, such as the space station and advanced spacecraft.

[Read more](#)

GA - Orion Program

Responsible for the Multi-Purpose Crew Vehicle (MPCV).

[Read more](#)

JA - Center Operations Directorate

Responsible for ensuring the availability of facilities and services necessary for the operation of JSC.

[Read more](#)

MA - Gateway Program

Gateway will be a small human-tended space station in orbit around the Moon and a critical part of the Artemis missions.

[Read more](#)

NA - Safety and Mission Assurance Office

Develops and implements an effective and integrated occupational health, industrial safety and environmental program for JSC.

[Read more](#)

RA - White Sands Test Facility

Responsible for management, administration, engineering, technical support and operations in support of development and qualification testing of spacecraft propulsion/power systems and components.

[Read more](#)

SA – Human Health and Performance Directorate

Responsible for providing the optimization of human health and performance throughout all phases of spaceflight through applied research, medical capabilities and flight crew interfacing hardware and systems.

[Read more](#)

UA - Commercial Low

UA - Commercial Low-Earth Orbit Program Office

The purpose of the Commercial Low-Earth Orbit (LEO) Development Program is to enable NASA's vision of a self-sustaining market in LEO.

[Read more](#)

VA - Commercial Crew Program (CCP)

Manage the investment in the development of commercial end-to-end transportation systems to transport the crews safely to/from the ISS and to manage the Crew Transportation Systems (CTS) certification process and the supporting technical and programmatic Partner Integration functions.

[Read more](#)

XA - Exploration Integration and Science Directorate

Provides the leadership, strategy, priorities, integration, research, and development for enabling exploration.

[Read more](#)

Direct Reports to Headquarters

IA - Information Resources and Chief Information Officer

Responsible for implementing Center and Agency information resources initiatives.

[Read more](#)

LA - Chief Financial Officer

Responsible for JSC financial records and compliance.

[Read more](#)

OA - International Space Station Program Office

Responsible for design, construction and utilization of the International Space Station.

[Read more](#)

For more information, visit

<http://www.nasa.gov/centers/johnson/about/people/orgs/index.html> or visit JSC's internal website (<https://nasa.sharepoint.com/sites/jsc>) and select the Organizations tab.

JSC Expected Behaviors

JSC
EXPECTED BEHAVIORS

National Aeronautics and Space Administration 

The NASA values consist of Safety, Teamwork, and Integrity in support of Mission Success. We commit without compromise to embodying our core values in all that we do. To realize these values, we have defined a set of supporting behaviors for the contractors and civil servants who comprise the JSC community.

I am accountable professionally, technically, and fiscally to my coworkers, my team, my management, and the taxpayers.

BE TRUSTWORTHY
Act with integrity and honor
Our success is built on an environment of trust and ethical behavior. We exhibit sincerity and truthfulness in all actions.

BE A KEY PLAYER
Think "results"
We encourage all team members to be engaged contributors and develop solutions.

BE OPEN MINDED
Be receptive
We seek knowledge that will strengthen our team and ourselves.

BE ACCOUNTABLE
Be answerable and responsible for our actions
We are personally answerable for fulfilling our individual and team commitments.

BE RESPECTFUL
Demonstrate consideration and appreciation for others
We respect ourselves and each other, appreciating the creativity and broader perspective of a diverse team. This diversity is vital to our success.

With effective communication we make these behaviors common practice.
Communication is a two-way process that requires us to listen and understand at least as much as we speak.
We openly share information and knowledge, focusing on quality not quantity.

www.nasa.gov
NW-2014-03-005-JSC

jlt.jsc.nasa.gov

Getting Around JSC



Inside Johnson

Inside Johnson is the best place to start when looking for information. This page is the default internal webpage when opening an internet browser on a NASA JSC computer. Inside Johnson has links to almost all of the topics in this document. Not only does the internal site have the latest happenings at JSC, it includes links to Center Services, Employee Resources, Safety & Health, and Organizations. If you walk away from this Welcome Kit and bookmark just one website, this should be it.

Inside Johnson: <https://nasa.sharepoint.com/sites/jsc>

The agency has recently launched a new NASA wide internal website known as OneNASA. This site provides information from across all the NASA Centers:
<https://nasa.sharepoint.com/sites/nasa>

Site Map

Overview with street map and satellite options:
[JSC Center Map Web Tool](#)

Driving and Parking

Driving and Speed Limits

Speed limits are typically posted. Parking lots are 15 miles per hour unless otherwise indicated. Speed limits are enforced by radar. Cell phone use is prohibited except when used with a hands-free device. Be aware of wildlife crossing the road while you're driving, especially deer. See the [wildlife section](#) for more information. Yield to pedestrians crossing streets and follow these guidelines:

- (1) Stop for pedestrians in or pedestrians approaching crosswalks.
- (2) Don't pass a vehicle that is stopped at a crosswalk.
- (3) Be courteous to each other. Remember, you are both a driver and a pedestrian at one time or another.
- (4) If you are driving an emergency vehicle, such as an ambulance or fire truck, you have the right-of-way, but you still have to drive with due caution.

Pedestrians at JSC have the right-of-way when they cross streets after they stop and look both ways to make sure it is safe to cross. They shall respect the vehicle's presence because drivers may not see them or may not have time to react and stop. Pedestrians shall yield to emergency vehicles.

For more information, visit <https://jschandbook.jsc.nasa.gov/docs/revK/JPR1700-1ch5-3K.pdf>

Reserved Parking Point of Contact: Building 110 Badging Office; JSC-Reserved-Parking: jsc-reserprk@mail.nasa.gov. The JSC Reserved Parking Coordinator in the Building 110 Badge Office or designated representative is responsible for implementing and/or enforcing the following procedures or requirements.

- Employees who are approved for a reserved parking space will only be allowed a reserved parking space at the building where their primary office is located.
- A reserved parking space is identified by a curb marking or posted sign.
- Reserved parking is enforced from 5:30am to 6:00pm on normal work days.
- The space is assigned to a specific individual(s) and is not to be used by others unless approval is obtained from the individual(s) assigned the reserved parking space.
- To report an unauthorized vehicle parked in a reserved parking space, contact the Security Dispatcher at 281-483-4658.

Normal Reserved Parking Rules

1. Enforced 5:30 a.m. to 6:00 p.m. on normal work days.
2. Open Range parking after 6pm, on weekends, and on Quiet Fridays/Federal Holidays.
3. Building 30S parking enforced 24/7. This only pertains to those spaces that are reserved for a FOD Flight Control position (s) (i.e. Spartan, ISO, EVA etc.). All other spaces assigned to an individual and marked with either their last name or space number are open according to Open Range parking rules.

“Reserved parking” is defined as follows:

Executive Reserved Parking

A reserved parking space is assigned to each on-site and SCTF employee at grade GS-15 and above or equivalent military grade 06. A designated JSC Human Resources Office representative or Administrative Officer should contact Security to provide the name(s) of those personnel meeting the criteria for executive reserved parking and provide the effective date based on official personnel records, the employee’s mail code, and building location.

Medical Reserved Parking

An employee seeking medical reserved parking accommodations should obtain access to the designated blue accessible spaces by obtaining a State-issued disabled placard

or license plate. This will provide maximum flexibility for employees requiring accessible parking by allowing them to park at any onsite building rather than to just a single spot at their primary building. These placards can be easily obtained by visiting <http://www.txdmv.gov/motorists/disabled-parking-placards-plates>, completing the form, and taking it to your local county tax assessor-collector's office. The form must also be signed by the employee's doctor and include a "prescription/note" indicating the reason(s) for the needed parking accommodations.

Carpool Reserved Parking

It is the policy at JSC to encourage, to the maximum extent feasible, voluntary employee carpools. This policy applies to all civil service, non-NASA, and military employees at JSC. Only persons whose duty stations are at JSC are eligible to participate in the JSC Carpool Program. The following security requirements apply:

- "Carpool" is defined as three or more civil service, non-NASA employee, or military employees who commute daily to and from JSC together in one vehicle.
- Each organized carpool shall be assigned only one reserved parking space.
- Each carpool member is required to email the JSC Reserved Parking Coordinator: jsc-reserprk@mail.nasa.gov stating and verifying regular participation in the carpool before the reserved parking space can be approved. The email must contain the name, organization, office phone, and JSC building number of each employee who will participate in the carpool.
- When a change in carpool status occurs; i.e., employee termination/retirement, employee no longer in carpool, etc., participants shall email the JSC Reserved Parking Coordinator: jsc-reserprk@mail.nasa.gov
- Replacement members must follow the same steps to join the carpool reserved parking space.

JSC Reserved and Open Range Parking Schedule

1. Reserved parking is enforced from 5:30am to 6:00pm on normal work days.
2. Open Range Parking starts after 6:00pm on normal work days and ends at 5:30am. It is also in effect 24 hours a day on weekends, Quiet Fridays, and Federal Holidays.
3. Building 30S Reserved parking is enforced 24 hours a day, 7 days a week. This only pertains to those spaces that are reserved for a FOD Flight Control position(s) (i.e. Spartan, ISO, EVA etc.). All other spaces assigned to an individual and marked with either their last name or space number are open according to Open Range parking rules.
4. Building 45 JSC Clinic parking is enforced 24 hours a day, 7 days a week.

JSC Open Range Parking Guidance

Open Range Parking does *not* include Ellington Field or Sonny Carter Training Facility. It is for the JSC Main Campus only.

You may park in timed spots, any executive reserved spot, etc., on a first come, first served basis. The following exclusions apply:

1. Do not park in blue accessible spots (handicapped) without a placard or a license plate.
2. Do not park in government/service vehicle spots.
3. Do not park in those spaces located in Bldg. 30s parking lot that are reserved for a FOD Flight Control position(s) (i.e. Spartan, ISO, EVA etc.). All other spaces assigned to an individual and marked with either their last name or space number are open according to Open Range parking rules.
4. Do not park in Building 45 JSC Clinic parking lot reserved spaces.

For more information please see: <https://centerops.jsc.nasa.gov/js/js4/>

JSC Bicycle Policy

JSC encourages employees to commute to work using their personal bicycles. A number of bicycles are available for use on site, including “Free Range” bikes. These bikes can be used by any onsite employee and are not assigned. There are tool sets around the Center that can be used for light maintenance. Employees can report broken bikes on the Center Ops Cycling Page.

For more information, visit: <https://centerops.isc.nasa.gov/jb/jb7/cycling/>

Gates

JSC has four points of entry:

Gate	Location	Open Times	Days of Operation
1 (Main)	NASA Road 1 & Saturn Lane	24/7	ALL
2	NASA Road 1 & Upper Bay	6 AM-9 AM (Entry and Exit), 4-6 PM (Exit Only)	Monday-Friday, excluding Flex/Quiet Fridays and holidays
3	NASA Road 1 & Space Center Boulevard	6 AM- 6 PM	Monday-Friday, excluding Flex/Quiet Fridays and holidays
4	Bay Area Boulevard & Space Center Boulevard	6 AM- 8 PM	Monday-Friday, closed Thanksgiving and Christmas

You can also exit JSC by the Gilruth Center. To re-enter via Gilruth, NAMS access is required on your PIV badge.

Gates located at off-site NASA facilities include:

Gate	Location	Open Times	Days of Operation
17	Ellington Field, by Hangar 135	5:30-7:00 AM, 3:00 PM-4:00 PM manned; other times require card reader access	Monday-Friday, excluding holidays
18	Ellington Field, by Hangar 276	6 AM-10 PM	ALL
23	Sonny Carter Training Facility	12 AM- 12 PM	ALL

Gate Protocol

At all times, positive badge checks and vehicle checks/inspections can be conducted, as required by uniformed security officers and JSC security specialists. Valid JSC badges are required for all passengers in vehicles. Photo ID is required for individuals with temporary or non-picture badges.

1. Helpful behaviors that everyone can do to assist with the Vehicle Inspection Process:
 - a. If arriving when it's dark, as you approach an inspection point please dim the vehicle's headlights and turn on interior lights.
 - b. Unlock doors and roll down windows so security personnel can see inside vehicle.
 - c. Before arriving at inspection points, please end all cell phone calls.
 - d. Reminder: No personal weapons/ammunition allowed on-site.
2. Employees, visitors, or astronaut dependents arriving at JSC gates or building 110 with children bound for the Day Care Center or Clinic with a JSC badge or names identified on the JSC Access Lists will be allowed to proceed.
3. Individuals with faded or worn badges should report to building 110 for rebadging.

For more information, visit <https://centerops.jsc.nasa.gov/js/js4/#Security>

Dining

On-site options include one cafeteria in Building 3 and a food plaza in Building 11. Catering is available for special events.

Café 3 Hours of Operation:

Breakfast: 7:00 a.m. - 9:30 a.m

Lunch: 11:00 a.m. - 1:30p.m.

Flex Friday Hours: B3 is open 7:00 a.m. - 1:30 p.m.

Building 11 Food Plaza Hours of Operation:

Inside Food Vendors

Breakfast: 7:00 a.m. - 9:00 a.m Tuesday - Thursday only

Lunch: 11:00 a.m. - 1:00p.m. Monday - Friday

Food Trucks

Lunch: 11:00 a.m. - 1:30p.m. Monday - Friday

*Calendar subject to change without notice. Find the latest calendar here:

<https://www.nasa.gov/Starport/Food>

Coffee and snack options include a Royal Tea & Coffee Co. with coffee, Tea, drinks, and snacks in Building 3, and snack bars on first floor of Buildings 1 and 4 South (Liftoff Café). Many buildings have vending machines.

There are Micro-Markets in Mission Control and Bldg 1. These are like an unstaffed "Convenience store in the office" with a wide range of snacks, beverages, and fresh/frozen food including fresh salads, sandwiches, and healthy alternatives. There is a self-checkout kiosk that accepts credit cards or you can set up an account that is accessible via fingerprint.

- [Directions for setting up an account for the Micro-Markets.](#)
- [Directions for depositing funds for your Micro-Market account.](#)
- [How to Purchase Items with your account.](#)

For more information, visit <https://www.nasa.gov/Starport/Food>.

Off-site options include more than 60 restaurants within a 10 minute drive of JSC. These cover nearly every type of cuisine. Many of these establishments are on Bay Area Boulevard or the NASA Parkway. The food options closest to the main gate are at the intersection of Saturn and NASA Parkway.

Other Facilities

Starport Gift Shops

Adjacent to each Starport Café in Buildings 3 and 11 are the Starport Gift Shops which offer space-themed gifts or souvenirs. In addition to high-quality gifts, the Starport Gift Shop offers greeting cards, gift wrap, postage stamps, floral arrangements and tickets to local events. They also print business cards, process photos, and arrange and deliver balloon bouquets to on-site addresses. Profits from the exchange store are used to fund the Gilruth Center and other employee activities.

Gilruth Center

The Gilruth Center is a large recreation and meeting center located in a wooded area on JSC's northern boundary. The center is funded through non-appropriated funds from user fees and Employee Exchange profits. A weight room, basketball court, jogging trails, frisbee golf course, and picnic areas are available for your use. Team sports such

as soccer, softball, and basketball are also available. The facility offers a variety of classes including group exercise, weight training, aerobics, ballroom and country western dance, and self-defense, some of which may be for an additional fee. Employees may obtain an Employee Activities Association (EAA) membership card for spouse/dependent use.

For more information, visit: <https://www.nasa.gov/Starport/WellnessAndFitness>

Child Care

The JSC Child Care Center is located on 2nd street on-site near the Gilruth and is available to all JSC civil service employees and on-site contractors. It provides quality education-based care for children between the ages of 6 weeks to 5 years. The center is operated by Space Family Education, Inc., a nonprofit corporation comprised primarily of JSC parents.

Clinic

The JSC Clinic, located in Building 45, is available to JSC employees for emergency treatment of illness or accidents. In addition, the Clinic offers employees the “Total Health” wellness program that provides physical examinations and other services that promote a healthier lifestyle. Highlights include periodic physical examinations based on age; early detection screening tests including mammograms, prostate specific antigen tests, and EKG/Stress tests; as well as a Health Related Fitness Program; Nutrition Intervention Program; and health, safety and medical topics lending library.

Technical Library

JSC provides scientific and technical information gathered and recorded by NASA Headquarters, all NASA field installations, and contractors. The library is open to all JSC employees for reference work and for circulation of materials.

For more information: <https://library.sp.jsc.nasa.gov/default.aspx>

Collaboration Centers

JSC has several onsite creative collaboration spaces for employees to think and work in an environment other than a traditional cubicle space. You can now check out virtual tours of these spaces and learn about the technologies and infrastructure available to support your meeting, retreat, or brainstorming session.

You can find a list of collaboration spaces across the center at this link:

<https://centerops.jsc.nasa.gov/ja/spaces/>

Important Phone Numbers

Name	Description	Number
Emergency	Call this number <u>instead of 911</u> to reach NASA's on-site emergency response team	x33333 (281-483-3333)
Help Desk	Phone and computer questions	x34800 (281-483-4800)
Work Control	If you encounter any animal issues	x32038 (281-483-2038)
Dispatch	For non-emergency security issues or questions	x34658 (281-483-4658)
Security Operations Center	If you experience a computer security incident, such as a virus, attempt at phishing, etc.	877-627-2732 soc@nasa.gov
NSSC Help Desk	If you have any questions related to NASA benefits	877-677-2123

NASA Orientation Resources



NSSC Services

The NASA Shared Services Center (NSSC) provides more than 60 services to NASA in the areas of Financial Management, Human Resources, Procurement, Enterprise Services, and Agency Business Support. Their services include, but are not limited to, employee benefits, Electronic Official Personnel Folder (eOPF) maintenance, and the Enterprise Service Desk (ESD) which offers IT support.

For more information, visit:

NSSC Home: <https://www.nssc.nasa.gov/nasa>

NSSC Home (internal): <https://nasa.sharepoint.com/sites/nssc>

HR Resources: <https://www.nssc.nasa.gov/hr>

Financial Management: <https://www.nssc.nasa.gov/fm>

JSC Handbook

Everything you need to know about JSC personnel policies and procedures will be outlined in the JSC Handbook at <https://jscpeople.jsc.nasa.gov/handbook.cfm>.

Human Resources Online Tools

Tool	Description
APPEL's Competency Model	PM and SE competencies.
Employee Express	Place to view and change federal payroll (paycheck/paystub) and personnel information including benefits statements, emergency contact information, leave and earnings statement, and more. Also includes tax information (W-2) and combined federal campaign (nonprofit/charity donation).
Forms Page	Official JSC forms and information.
HR Portal	NASA human resources site with information about your leave, pay, promotion record, and more.
NASA Employee Talent Search Tool (NETS)	Find opportunities for rotations or other jobs internal to JSC.
Quick Guide to Employee Benefits	Includes information on sick and annual leave, pay, Federal Employee Health Benefits, dental, vision, and life insurance, Thrift Savings Plan, and retirement.
SPACE	Standard Performance Appraisal Communication Environment (system for annual employee/supervisor reviews and evaluations).
Super-Flex Frequently Asked Questions	FAQ about NASA's flexible work arrangements called Flex Fridays.
Thrift Savings Plan	Information for the federal retirement and investment account. Includes information on enrollment, investing, available funds, returns and performance as well as planning tools including a savings calculator. Check retirement account balance here.

TSP Contribution Calculator	Federal retirement calculator.
Withholding Calculator	How to set federal tax withholdings to determine whether you need to give your employer a new Form W-4 to avoid having too much or too little Federal income tax withheld from your pay.
Workforce Information Cube NASA (WICN)	Data on NASA hiring, moves, and losses.
Workforce-in Profile	NASA workforce data, including who works where, who does what, how many retirements are looming, and more.

JSC Procedures



Work Schedule

While JSC's primary objective in establishing employees' tours of duty is mission accomplishment, JSC strongly advocates alternate work schedules when possible to allow you maximum flexibility and control in balancing your work and family responsibilities. We have several different work schedules at JSC, but the Maxiflex Schedule is JSC's "default" tour of duty. Each employee's schedule must be approved in advance by the supervisor and a standard workday must include an unpaid meal period of at least a ½ hour.

Maxiflex Schedule Tour of Duty is a flexible work schedule comprised of core hours and flexible time bands on each workday in the workweek and a basic requirement of 80 hours biweekly for full-time employees. A Maxiflex Schedule allows you to vary your start and stop times and the number of hours you work each workday.

Some common terms concerning Maxiflex Schedule Tour of Duty are:

- Core Hours at JSC are the times during the workday when you must be present for work. The core hours at JSC are Monday through Friday, 9 a.m. to 3 p.m. (exclusive of the midday lunch break).
- Flexible Time Bands consist of those hours during the day, outside of the core hours, when you may vary your work schedule without supervisory approval.
- JSC's flexible time bands are 6 a.m. to 9 a.m. and 3 p.m. to 6 p.m., Monday through Friday.

For more information on work schedules, visit

<https://jscpeople.jsc.nasa.gov/handbook.cfm?page=part-2§ion=sub2#>

Flex Fridays

Flex Friday involves working 80 hours in a pay period, while “flexing” every other Friday simultaneously with the Center (second Friday of the JSC pay period). These Fridays are called “Flex Fridays”. Participation is strongly encouraged as your work allows as many buildings will not have lights and air conditioning running. JSC strives to provide a positive and flexible workplace for you and achieve cost savings through the following goals; attracting critical talent through work/life fit and schedule flexibilities, increasing work from anywhere and telework capabilities, reducing energy intensity and carbon footprint, and increasing general cost savings.

For more information, visit

https://jscpeople.jsc.nasa.gov/Docs/online_tools/Superflex%20FAQs_JSC_Phase_2_032714.pdf

Teleworking

You may have the option to telework, which is to work from home or other off-site location. To set up the ability to telework, follow these steps:

1. Take telework training on SATERN, “Telework Training For Employees.”
2. Obtain an RSA token so you can log onto JSC websites via a VPN (for computers without a smart card reader).
3. Add teleworking as a project to your charge codes on WebTADS.

Talk to your supervisor to determine if teleworking is an option for you and they will provide instructions on obtaining a RSA token.

Federal holidays

Most organizations within JSC observe standard Federal holidays, contractors should check with their contracting company. For specific dates, visit <https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/>

Month	Holiday
January	New Year’s Day
	Birthday of Martin Luther King, Jr.
February	Washington’s Birthday
May	Memorial Day
June	Juneteenth National Independence Day
July	Independence Day
September	Labor Day
October	Columbus Day
	Veterans Day
November	Thanksgiving Day
	Christmas Day
December	

NASA Badge

Your NASA Badge is a Government-issued ID card that must be controlled at all times. It allows you to enter JSC. Any and all issues (including the loss of your badge) are handled at the JSC Badging Office (Building 110). You must wear the badge in a very visible manner above your waist at all times while on-site, and remove your badge before you are photographed. You have the right to challenge anyone who is not wearing a badge.

Always remove your badge when you leave JSC, including when you go out to lunch. Don't leave your badge in your car in plain sight, and never walk away from your computer with your card still in your keyboard from logging on.

If you lose your Badge or if it's stolen, call Security for Employee Badging at x32110.

For more information, visit <https://centerops.jsc.nasa.gov/js/js4/#badging>

Personnel Identity Verification Card

In most cases, your NASA badge will also be your Personnel Identity Verification (PIV) Card. A PIV Card is a smartcard that allows you to enter JSC and login to your computer. NASA has moved to exclusive use of PIV Cards for login and other authentication applications. If you lose your PIV Card, you must immediately return to the JSC Badging Office (Building 110) to initiate the replacement process. If you need to access your computer and have lost your PIV Card, you will need to contact the NASA Enterprise Service Desk.

For PIV FAQs and more information, visit <https://itcd.hq.nasa.gov/documents/faq-smartcard-early-adoption.pdf>

Requesting Access To Controlled Access Areas (CAAs)

Certain physical areas and software applications at NASA require additional clearance and permission for access. For example, Mission Control cannot be accessed unescorted without special badge access, and you cannot log onto a computer or its software in Mission Control without permissions granted to your personal user account. If you need regular access to a controlled or restricted area or software system, you can apply for access online. Once it is approved, then your badge or login information will be granted access to that area or system.

You can request access through [The Identity Management and Account Exchange \(IdMAX\) system](#), in the “Access Management” tab. Before you begin the online process, you need to do the following:

- Talk to your mentor, coworkers, or supervisor to obtain the name(s) of where you need access to.
- Identify your sponsor(s), generally your direct supervisor.
- Ensure you have adequate business justification and required training completed prior to submission of your request.

For more information, visit <https://nams.nasa.gov/help>

Family Support Badge for U.S. Citizens or Lawful Permanent Residents (LPRs)

The family support badge allows unescorted access to JSC roads, parking lots, cafeterias, and the Teague Auditorium. Escorted access is permitted into office buildings that are not Controlled Access Areas (CAAs).

Bringing a Friend or Relative Onsite

You may escort a visitor on site by providing them with an Escort Required Visitor Badge (ERVB). These may be requested from the employee’s Division Secretary. There are restrictions on tour size and who can be brought onsite. Options are available for badging family members.

For more information on badging, visit <http://centerops.jsc.nasa.gov/js/js4/#badging>.

Use of Government Equipment

Computer Usage

PC's are available for employees to use. In order to keep our working environment secure, certain guidelines have been developed to govern use of the computers. Both Civil Servants and Contractors are subject to these guidelines.

- A. **DO NOT** bring software from outside sources into the office environment. This includes personal software and/or applications downloaded from bulletin boards. These programs may be infected with viruses or Trojan horses that will destroy data or files.
- B. If you come across a computer virus, stop immediately and report the problem to *the HELP DESK, x34800*. Do not try to work the problem yourself.
- C. **You must obtain approval to use the PC's for personal projects.**
- D. Ensure that you have a current backup of any data stored locally on your hard disk drive.
- E. Elevated Privileges (grants users administrative rights on ACES machines) request can be found in NAMS, titled ACES workflow for Elevated Privileges. Additional training may be required.

Phone Usage

Telephones installed for Government use are for official business only. The Information Resources Directorate (IA) and Information Technology Division (IT) / Communications Branch, through its contractors, furnish all equipment necessary to provide telephone service. In the interest of safety and good service, equipment, apparatuses, or devices not provided or approved by the Information Technology Division may not be attached to, used, or connected with JSC cable plant or other facilities. Under no circumstances shall telephone user's move, add equipment, alter, rewire jacks, or attempt repair of telephones or associated equipment.

For more information, visit:

<https://collaboration.sp.jsc.nasa.gov/ird/PhoneServices/default.aspx> or

<https://collaboration.sp.jsc.nasa.gov/ird/PhoneServices/TeleponeServices/default.aspx>

To look up another employee's phone number, you can access the JSC Phone Directory at <http://phone.jsc.nasa.gov/>.

To make a call to a person at JSC, Ellington Field and Sonny Carter Training Facility, dial only the last five digits of the phone number (ie. instead of 281-483-4800, dial 3-4-8-0-0.) **To make an off-site call**, dial nine and one, and then the complete number.

Long distance calls should be restricted to the conduct of official business of such urgency that no other means of communications will suffice.

For more information, visit

<https://collaboration.sp.jsc.nasa.gov/ird/phoneservices/LongDistanceServices/default.aspx>.

For information regarding International Calling, visit

https://collaboration.sp.jsc.nasa.gov/ird/PhoneServices/psdocs/Site%20Documents/General_Pge3.pdf.

Accommodations for individuals who are deaf, hard of hearing, or speech impaired are available through the Federal Information Relay Service (FIRS). More information about FIRS is available at

https://collaboration.sp.jsc.nasa.gov/ird/PhoneServices/psdocs/Site%20Documents/General_Pge3.pdf.

Mail System

The Mail and Distribution Services is responsible for maintaining the daily flow of all incoming and outgoing Official mail to JSC. Designated mail delivery and pickup points have been established to minimize the number of individual sorts and mail stops, thus speeding up delivery.

Mail pickup and delivery services have a Monday - Friday schedule, with once daily pickup and delivery at either 8a.m. or 1p.m. for most buildings; and twice daily at 8 a.m. and 1 p.m. for Building 1 and 4S. See the link at the end of this section for the mail schedule for your building. Note that Mail Services is closed on Flex Fridays – no mail pickup or delivery.

Sending Internal Mail: To send mail to an onsite employee, a U.S. Government Messenger envelope can be obtained from the secretaries. List the recipient's name and org code on the front and leave the envelope in your building's mail drop area.



Receiving External Mail: All official incoming mail must be addressed with the official NASA/JSC Address Format:

NASA Johnson Space Center
ATTN: Mail Code/Employee name or title
2101 NASA Parkway
Houston, TX 77058-3696

Personal Mail: Outgoing Personal Mail is a special service provided to customers. Mail Services is not responsible for personal mail lost or stolen. You may deposit your personal mail in a personal OUT basket located in your mail drop area. Incoming non-work related materials by JSC employees is discouraged. Employees who receive purely personal mail at JSC should notify correspondents to address such items to their home address.

For more information, visit

<https://collaboration.sp.jsc.nasa.gov/ird/documentmanagement/jscmailservices/default.aspx>

Information Technology (IT)

Quick Links

Link	Description
Apps@NASA	NASA mobile application information and download links.
Change Microsoft Networking (Domain) Password	How to change your NDC password.
Connect Wireless Device to NASA Wifi	How to connect to the NASA wifi.
Encrypt or Digitally Sign Email	Email encryption.
IRD InfoPedia	Search the Information Resource Directorate's (IRD) InfoPedia.
IRD Homepage	Information Resources Directorate homepage.

JSC Conference Rooms Listing	Includes outlook calendar name for each conference room. You can use this name to open the room’s calendar in Outlook to see its availability.
Future of JSC	Tools a resources for working in a Hybrid environment
JSC Telework Toolkit	A guide to telework and how to work from anywhere.
Launchpad FAQ	An online tool to create and update your NASA user profile or reset a forgotten password in just a few steps.
Request Access to Software Applications or Physical Locations through NAMS	How to use NAMS.
RSA Token	Used to access systems that require two-factor authentication. Not required for everyone. Check with supervisor.
Social Media Policy	Information and guidelines on JSC’s Social Media Policy including official, professional, and personal use.
Internet and Wireless Networks	Information on JSC Internet & Network.

IT FAQs

How do I look up a conference room in Outlook?

In Microsoft Outlook, select “Calendar” in the bottom ribbon → “Open calendar” in the top ribbon → “From Address Book” → In the search bar, enter the room name (often follows the format of JSC-CR-B##-\$\$\$). For example, Building 7 room 130 is JSC-CR-B7A-130.) Select it and open the calendar.

How do I see another employee's calendar?

In Microsoft Outlook, select "Calendar" in the bottom ribbon → "Open calendar" in the top ribbon → "From Address Book" → In the search bar, enter last name, first name (ex. "Smith, John" instead of "John Smith") → With the correct person highlighted in blue, hit Enter, double-click the name, or click "Calendar ->" near the bottom of the window. The name should appear next to the "Calendar ->" icon. Click OK.

The calendar you just opened should appear in a list on the left side of your screen. You can check or uncheck the box next to the name to hide or show the other person's calendar.

How do I look up an employee's contact info in "The Global"?

"The Global" is NASA's agency-wide address book, which contains each civil servant and contractor's email address, building location, and phone number.

To access the Global:

- Method 1: Enter Outlook → Click on "New Email" → "To..." → Search last name, first name (ex. type in "Smith, John" instead of "John Smith") → Click "To ->" or hit Enter to select the name, it will appear in the box near the bottom of the window → "Ok".
- Method 2: Pull up the JSC Internal website. Under "Around JSC" select "Phone Book." Here you can search for someone if you only know one of the following: First name, last name, email, phone, building, room, org, employer, or mail code.

How do I request access to folder or website?

Your branch's IT person can grant you access. Ask your mentor or coworker(s) what you need access to and who to contact, then pull up the person's contact information in the Global.

Websites may be more difficult. Some have limited access and you can request access through the website itself. Others are owned by NASA orgs and you have to find out which org owns the page. If you do not know who owns a website to gain access, ask your mentor or coworkers.

How do I create local folders on Outlook to prevent my mailbox from overflowing?

On the left sidebar, you should have a list along the lines of "Inbox, Sent Items, Deleted Items" and more. Right click "Inbox" and select "New Folder" from the dropdown menu. You can name it (ex. "Travel") and then move all the emails from your inbox into that

folder that pertain to that topic, or create a rule to do so automatically (see next question).

How do I create Rules in Outlook?

Rules are a powerful way to organize your emails and increase your productivity. Select the home tab and select the “Rules” icon. Select “Create a Rule”. If, for example, you want all emails from John Smith to be entered into your Travel folder:

When I get email with all of the selected conditions → select From John Smith
Do the following → Move the item to folder: Travel

Similarly, if you expect multiple people will be emailing you about travel, you could choose “Subject Contains” and enter “Travel” instead of the From option. More controls for rules are available under the “Advanced Options” icon on the lower right area of the “Create Rule” window.

You can manage rules, such as adding or deleting rules, by going to the “Rules” icon and selecting “Manage Rules and Alerts.” Here you have an option on the upper right of the window to “Run Rules Now” which enables you to run an existing rule on a folder, such as your inbox.

How do I submit a Telework Agreement on WebTads?

In order to telework, you must complete the following steps:

- Take the telework training course on SATERN: “Telework Training for Employees”
- Get an RSA token for teleworking - contact your IT person or administrative officer
- Submit telework request in WebTADS
 - Log on to Webtads. At the top center of the screen you will see your name with an icon next to it. Click on that icon to get to your employee profile page. Scroll down to “Telework Agreement Request” and select “Establish, Modify, or View...” Set begin date to that day; Request type situational; No notes; Approver is your supervisor. Enter other required information and click submit.
- After your supervisor has approved the request you must go back into WebTADS to the same Agreement Request section and click “Submit” (it is on the far right side of the green bar)
- Add the teleworking charge code to your timesheet
 - On your timesheet, above your first charge code listed you should see “Project” with an icon and “Add” next to it. When you enter the charge code of your regular hours you should see, under “Hour Type,” and

“Remark”, a little box to check that says “Telework.” Select REG and check the box that says Telework, then click “Add Project.”

Export Control

Export Control is ensuring that certain information you want to share with a foreign national is allowed to be shared, even if they have a JSC badge.

By definition, an export is any shipment, transfer, or transmission of an item (i.e. hardware, software, technology, technical information, assistance, or hand-carry of equipment, which includes laptops and other handheld devices) out of the United States, or to a Foreign Person, or to a representative of a foreign government or company (within or outside the United States), by any means or method.

Always check with JSC Export Control before you share information with a Foreign Person. You can learn about work instructions, guidelines about the export process and compliance, and who your Export Control Representative is at <http://centerops.jsc.nasa.gov/jb/exportcontrol/>.

Safety and Sustainability

JSC Health and Safety Handbook

JPR 1700.3 contains JSC's safety and health policy. Each employee and manager shall understand and practice this policy. This Handbook outlines the requirements, processes, responsibilities, and measurements for each program element, as well as requirements for working safely. Employees need to understand the policies and requirements.

For more information, please visit: <https://jschandbook.jsc.nasa.gov/>

Close Calls

What's a Close Call? A close call is an event or condition that may have resulted in an accident, injury, or illness, but due to other factors did not.

Examples: A broken circular saw is not locked and tagged out; someone turns on the saw but notices the defect before trying to use it.

Why report close calls? The best method to prevent accidents is to correct hazards before they result in injury, illness, or damage. Studies estimate that for every serious injury, there are 300 close calls. Reporting close calls gives us a chance to correct these hazards before an accident occurs.

How do I submit one? An electronic Close Call Report Form Can be found at: <https://ccrs.jsc.nasa.gov/>. Close Call Report Forms (Form 1257) are located in stands around the site. You can print and fax the form to (281) 244-0983 or Mail to: Close Call Office - NS226/MEI. You could also send in a report electronically to JSC-Safety-Report-Submittals (Global List) or JSC-Safety-Report-Submittals@mail.nasa.gov. Contact the Close Call Office at x36360.

Spills and Releases

Anytime there is a release of a chemical (liquid, gas, or solid) to the environment, evacuate the area and immediately contact the Emergency Operations Center ([x33333](tel:x33333)).

The EOC will ask the following information. Provide as much as you know.

- The name and phone number of the person calling,
- The nature and location of the spill, release, or emergency,
- What has been spilled/released and how much was spilled or released
- What information is known about the material spilled or released,
- What direction is the spill or release moving; —and
- If anyone has been injured.

Stay on the line as long as the person receiving the call asks you to.

JSC Emergency Preparedness

Every employee must be prepared in the event of an evacuation, fire, hurricane, or other emergency. The [JSC Emergency Management Website](#) is the JSC central portal for all emergency related information, including:

- Emergency Warning System Tones & Monthly Tests
- Weather Updates
- Bomb Threat Guide
- Preparedness Overview (including protective actions for Shelter-in-Place and Lockdown)
- Hurricane Prep and Evacuation

For additional information, visit the JSC SOS website at <http://www.jscsos.com/>.

Before an emergency, text ‘follow JSCSOS’ to 40404 (standard messaging rates may apply) to subscribe to Tweet updates via text message. This is highly recommended since JSC will use the [NASA Emergency Notification System \(ENS\)](#) as the primary way to communicate with employees. Subscription requires that your emergency contact information is correct in [Employee Express](#) and/or [IdMax](#), and that you have clicked the “text enabled” button associated with your phone number in your emergency contact profile.

Also, before an emergency, review your building’s Emergency Action Plan (EAP). The EAP contains information regarding emergencies you can expect, what to do if there is a medical, weather, or security emergency, the types of alarms in JSC’s alarm system, and who to contact with further information about your building’s EAP.

During an emergency, important notifications regarding center closure, status and re-opening will be sent to you via phone, email and text through the ENS system.

After an emergency, you will be sent a survey questionnaire via ENS to check in after the storm passes. Follow the instructions in the email or phone call to let management know if you are OK and if you can return to work.

Hurricane Planning

The active hurricane season is June 1 - November 30. In the event of an evacuation, you will need to protect your office/work area(s), conference rooms, and lab facilities at JSC, in addition to securing your personal property at home. Visit [the Office of Emergency Management's](#) Hurricane Info Page for how to personally prepare for hurricanes and [the Employee Hurricane Quicklist](#) for taking care of your desk and other actions at work.

Employees Requiring Evacuation Assistance

If you require assistance in case of an evacuation, talk to your supervisor. He/she is responsible for assigning an evacuation assistant, or “buddy” to you, and will discuss emergency procedures. You may also call x33333 for rescue assistance.

Wildlife at JSC

JSC is home for a variety of wildlife including deer, alligators, snakes, and many others. Never approach, touch, or feed any wild animals on JSC grounds. Contact work control (x32038) if you are concerned about an animal—especially if it is under a vehicle, in a roadway, in or near a building, or near a pedestrian area.

Special care should be taken while driving for deer, especially early in the morning and after sunset. At a certain time during the year, the JSC deer herd fawns. During this time, watch for young deer near buildings, under cars, in landscaping and on the roads. Adult deer will leave their young alone during the day while they forage. If you see a fawn alone, it has not been abandoned; its mother will return to nurse her young.

There is wildlife camera that has captured candid photos of some of the wildlife. [Check out the photos here!](#)

For more information about JSC wildlife, visit <http://centerops.jsc.nasa.gov/je/wildlife/>

Sustainability

NASA's sustainability policy is to execute NASA's mission without compromising our planet's resources so that future generations can meet their needs. Sustainability also involves taking action now to provide a future where the environment and living conditions are protected and enhanced. In implementing sustainability practices, NASA manages risks to mission, risks to the environment, and risks to our communities. To this end, NASA seeks to use public funds efficiently and effectively, promote the health of the planet, and operate in a way that benefits our neighbors.

For more information, visit:

<http://www.nasa.gov/centers/johnson/about/sustainability/index.html> (external)

<https://centerops.jsc.nasa.gov/sustainability/> (internal)

Green Purchasing

One way JSC implements pollution prevention and improves JSC's environmental footprint is through sustainable [acquisitions](#), the practice of purchasing environmentally preferable goods and services.

For more information, visit http://centerops.jsc.nasa.gov/wp-content/uploads/2014/07/Sustainable-Awareness-Brochure_Final.pdf

Recycling

JSC has committed to divert a minimum of 50% of our Municipal Solid Waste (MSW), or trash, from landfills through recycling. Revenue received from the sale of recyclables is used for various environmental and recycling awareness projects. When recyclable items are thrown away, JSC loses in two ways: landfill costs for disposal, and loss of recycling revenue. Remember to reduce and reuse before you recycle.

JSC has four teams that allow you to participate according to your preference:

1. **The Sustainability Partnership Team** – Tinker with and test new engineering concepts and hardware for proof of concept.
2. **The Green Team** – A grassroots motivational team that works to change behavior at the employee level through contests and fun.

3. **Environmental Stewardship Subcommittee** – This team is dedicated to communicating sustainability concepts and upcoming projects at the Directorate level.
4. **Contractor Environmental Partnership** – A team of JSC contractors that works collaboratively towards implementing sustainability projects.

Contact the JSC-Environmental-Office@nasa.gov to find out how to participate in any of these teams.

For more information, visit: <http://centerops.jsc.nasa.gov/wp-content/uploads/2014/07/JSC-Recycling-Brochure-2011.pdf>

Equality and Conflict Resolution

JSC Ombudsman Office

The Ombudsman Office provides advice and counsel to individuals on a wide range of interpersonal and workplace related issues. It is one of several resources at JSC that can help an individual with issue resolution, and offers these unique advantages:

First, the Ombudsman is **CONFIDENTIAL**. Your privacy will be respected, and your issue will not be discussed with anyone else without your express permission.

The Ombudsman is also **INFORMAL**, meaning that there is no official or unofficial record of your visit, and the visit does not initiate any process or action that you do not control.

The Ombudsman Office is **INDEPENDENT**, reporting directly to the JSC Center Director. It therefore examines all issues without any organizational influence or bias. This also gives us license to act effectively in any areas that you authorize.

Finally, the Ombudsman acts as a **NEUTRAL** party, assessing the concern that you present without taking sides. This allows us to offer advice having considered the issue from more than one perspective.

For more information, visit <http://ombuds.jsc.nasa.gov/>

Office of Equal Opportunity and Diversity

The Office of Equal Opportunity and Diversity (OEOD) exists to ensure the effective implementation of the NASA and JSC equal opportunity policy, which is to provide equal employment opportunity for all employees and applicants for employment, regardless of their race, religion, color, sex, national origin, age, disability, sexual orientation, or status as a parent; to help reduce and to ensure against discrimination; and to promote the full realization of equal opportunity through a continuing affirmative employment program and diversity management.

For more information, visit:

OEOD's Website: <https://www.nasa.gov/offices/oeod/oeod-home>

FAQ's: www.nasa.gov/offices/oeod/did_you_know/did_you_know.html

Policy Statement:

http://www.nasa.gov/sites/default/files/files/eeo_policy_statement_2016_tagged_1.pdf

Accommodations for individuals with disabilities:

<https://www.nasa.gov/offices/oeod/disabilities>

Filing a complaint of discrimination:

http://www.nasa.gov/offices/oeod/discrimination/discrimination_file.html

Prohibited Practices

The unauthorized carrying, transporting, or otherwise introducing or causing to be introduced, or using firearms or other dangerous weapons, explosives or other incendiary devices, or other dangerous instrument, substance, or material likely to produce substantial injury or damage to persons or property, into or upon NASA real property, facility, or installation, is prohibited.

Employees who have the authority to take, direct others to take, recommend, or approve personnel actions must not:

1. Discriminate on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation.
2. Solicit or consider any personnel recommendation or statement not based on personal knowledge or records of performance, ability, aptitude, general qualifications, character, loyalty, or suitability.
3. Coerce an employee's political activity.
4. Deceive or obstruct any person with respect to such person's right to compete for employment.
5. Influence a person to withdraw from competition.
6. Grant any preference or advantage not authorized by law, regulation, or rule.
7. Employ or promote a relative.
8. Retaliate against a whistleblower, whether an employee or an applicant.

For more information, please visit <https://centerops.jsc.nasa.gov/js/js4/#Security> and <https://jscpeople.jsc.nasa.gov/handbook.cfm?page=part-2§ion=sub4#>.

Next Steps



Training

JSC Career Development

Career development guides are available as a resource for career planning and development, and are a supplement to your annual performance plan.

These guides cover topics including but not limited to:

- Career Development Planning
- Long-term Plan
- Individual Development Planning
- Professional Development
- Retirement

An electronic copy of the most up-to-date center-wide Career Development Guide is available at this website:

https://jscpeople.jsc.nasa.gov/docs/training_development/careerdev.pdf

Ask your supervisor if you have a directorate-specific career guide.

HR Training & Development

JSC's Human Resources Development Office offers a number of resources to our civil service employees, including guidance on individual development planning. Our HR Development Representatives (HRDRs) can assist you with identifying your long-term and short-term career goals, and will work with you and your supervisor to find development opportunities that will help enhance your skills and abilities, such as on-site and off-site training, mentoring, shadowing, and readings. You can find out who your organization's HRDR is by looking here:

<https://jscpeople.jsc.nasa.gov/contacts.cfm>.

Promotion schedules and advancement differ from directorate to directorate. For up-to-date information regarding promotion or advancement, you should contact your HRDR or manager.

For more information, visit https://jscpeople.jsc.nasa.gov/training_development.cfm.

SATERN

The System for Administration, Training, and Educational Resources for NASA (SATERN) is NASA's primary Learning Management System (LMS). SATERN is the interface where nearly all training offerings are shown and where you can register for them. Many training modules and courses are available online through SATERN itself. If you have trouble with SATERN, contact the Nasa Shared Services Center (NSSC) at 1-877-NSSC-123.

For more information, visit <https://satern.nasa.gov/>

APPEL

*From Letter from the Director

<https://appel.nasa.gov/about-us/>

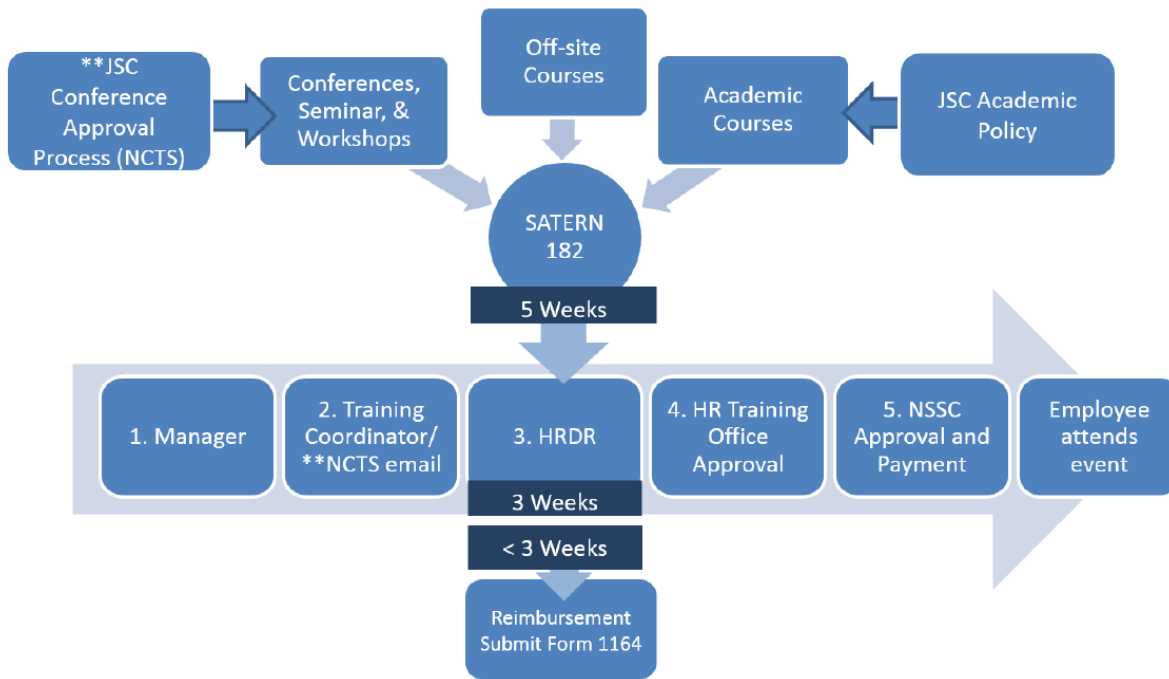
The Academy of Program/Project and Engineering Leadership (APPEL) contributes to NASA's mission by promoting individual, team, and organizational excellence in program/project management and engineering through the application of its world-class training curriculum, hands-on development programs, and strategic communications to share project management and engineering lessons throughout the agency. In 2015, APPEL was ranked as the best academy in the world by the Project Management Institute.

For more information, visit <http://appel.nasa.gov/>

Requesting Off-site Training

1. To get started, login to SATERN and click on External Requests (SF-182).
2. All off-site training requires an approved SATERN SF-182 prior to the training start date (including those seeking reimbursement).
3. Academic courses and conferences/seminars/workshops include additional steps to successfully complete the approval process. (JSC Conference Approval Process, JSC Academic Policy)
4. Employees are only approved to attend training once an SF-182 has been approved by the NSSC.

Training Approval Process



Rule of 5, requirement of 3

- Put request into SATERN 5 weeks before event online registration closes
- MUST BE in the HR office 3 weeks before online registration closes
- (Under 3 weeks employees will need to work through the reimbursement process)
- IMPORTANT: A 182 must be approved by the NSSC before the event begins – even in cases where an employee is seeking reimbursement! If a 182 is not approved before the training, it is considered an unauthorized commitment.

Where can I go for more Training and Development information?

- For additional details on submitting an external training request, go to <https://satern.nasa.gov>, <https://nasa.sharepoint.com/sites/nssc/SitePages/Training-Administration.aspx>, or contact your [HR Development Representative](#).
- [Training and Development Page](#)
- [Training Administration](#)
- [JSC Academic Policy](#)
- [**Conference Request Form](#)
- For SATERN related questions email: JSC-SATERN@mail.nasa.gov

Employee Resource Groups (ERGs)

African American ERG (AAERG)

The mission of the AAERG is to serve JSC as a catalyst to enhance JSC recruitment, orientation, retention, engagement, and development of African American civil servants, thus contributing to the maximum inclusion and innovation of the JSC workforce and enhancing the success of the NASA mission and vision.



For more information, visit

<https://collaboration.sp.jsc.nasa.gov/iierg/AA/SitePages/Home.aspx>

Asians Succeeding in Innovation & Aerospace (ASIA) ERG

The ASIA ERG's mission is to foster an innovative environment at JSC by enhancing the personal and professional development of Asian-Americans and promoting cross-cultural awareness and respect. There are more than 10 countries represented by this group, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Philippines, Taiwan, and Thailand. One of the ERG's goals is to provide a platform for ASIA employees to practice and demonstrate leadership skills, leading to career development and advancement, thereby converting the cross-cultural background into Center talent assets. The ERG also contributes an ASIA perspective to international NASA projects and serves as a resource to the Center to facilitate international partnerships.



For more information, visit

<https://collaboration.sp.jsc.nasa.gov/iierg/ASIA/SitePages/Home.aspx>

Connecting Veterans ERG (ConVERG)

The JSC ConVERG will draw upon the experiences of the Center’s Veteran community to promote recruitment and onboarding activities to support a diverse and inclusive workforce.

For more information, visit

<https://collaboration.sp.jsc.nasa.gov/iierg/converg/SitePages/Home.aspx>



Emerge ERG

The Emerge ERG's mission is to engage, equip, and empower NASA’s next generation. They leverage the unique perspectives of the early career workforce (0-10 years of experience at JSC) to evolve the onboarding experience, foster cross-center collaboration, engage the community in JSC's mission, and develop the leaders of tomorrow.

For more information, visit

<https://nasa.sharepoint.com/teams/JSC-ERG-Emerge/SitePages/Home.aspx>



Hispanic ERG (HERG)

The Hispanic ERG, or the HERG, was formed to draw upon the experiences of the JSC Hispanic Community to promote recruitment and onboarding activities to create a diverse and inclusive workforce. Members of the HERG are individuals interested in increasing the number of Hispanics in the Federal government, specifically in technical and scientific fields; strengthening leadership and communication skills; learning about Hispanic culture; and establishing forums to share experiences and expertise with the JSC community and beyond.

For more information, visit

<https://collaboration.sp.jsc.nasa.gov/iierg/hispanic/default.aspx>



Greening and Restoring Our World (GROW)

GROW is focused on providing employees with hands-on and learning opportunities to further earth stewardship.



For more information, visit

<https://collaboration.sp.jsc.nasa.gov/iierg/GROW/SitePages/Home.aspx>

No Boundaries (NoBo) ERG

The JSC No Boundaries ERG will help employees find solutions to accommodation needs to be fully productive and successful team members at JSC.

For more information, visit

<https://collaboration.sp.jsc.nasa.gov/iierg/nobo/SitePages/Home.aspx>



Out and Allied (Lesbian, Gay, Bisexual, Transgender, and Allies) ERG

The mission of the Johnson Space Center Out and Allied Employee Resource Group is to support JSC's mission in a way that employs the strengths and unique experiences of the employees of the Lesbian, Gay, Bisexual, Transgender, and Allies (LGBTQA) community to recruit, retain, and onboard a broad, diverse, inclusive workforce. Part of the JSC workforce is LGBT or has a familial or personal relationship with an LGBT person. It is important that this community and their supporters feel fully welcomed and included so as to maximize their contributions to JSC's mission -- a benefit to the entire JSC workforce.



For more information, visit

<https://collaboration.sp.jsc.nasa.gov/iierg/LGBTQA/SitePages/Home.aspx>

Women Excelling in Life and Leadership (WELL) ERG

The Mission of WELL is to leverage unique perspectives of all women at JSC, attract diverse talent to JSC, and develop women in all careers across JSC.

For more information, visit

<https://collaboration.sp.jsc.nasa.gov/iierg/WELL/SitePages/Welcome.aspx>



JSC Parenting ERG

JSC Parenting strives to promote the development and inclusion of JSC's workforce with a focus on providing a collaborative space for employees that are parents, guardians and their supporters to share ideas, resources, and opportunities that nurture the parent community as we raise good humans, support our families, and balance work and life.



For more information, join the [JSC Parenting Teams Channel](#)

Other Agency Wide ERGs

The Agency has recently also established agency level ERGs to serve employees across all the NASA Centers. Agency level ERGs include NASA's Remote and Virtual Employees (RAVE) and the NASA United Early Career Group.

For more information, visit

<https://nasa.sharepoint.com/sites/erg>

Outreach and Volunteering

VCORPs

The Volunteers for Community OutReach Programs (VCORPs) enables employees to officially register as volunteers, search and volunteer for outreach opportunities that interest them or that are available on a certain date, and even register events/activities. Outreach events can include on-site as well as off-site activities, ranging from speaking engagements to staffing exhibits to mentoring students and teachers in our many Education programs.

For more information, visit <https://nasajsc.secure.force.com/vcorps>

How to Share NASA

Engaging the public is a critical (and sometimes challenging) duty. The Stuff to Know website was put together to assemble resources that make outreach easier. The site provides information on bringing visitors on-site, resources to share with teachers and students, how to require a speaker or astronaut, how to engage ethically, and many more important aspects of public outreach.

For more information, visit <http://strategicplan.jsc.nasa.gov/stufftoknow/>

Social Media At Johnson Space Center

Did you know NASA and Johnson Space Center (JSC) have an award-winning social media presence? Our social media accounts are a great way to receive news, follow, share and be a part of the conversation and stay up to date with NASA and JSC updates. Have a question for NASA? Use #askNASA! Visit <https://www.nasa.gov/socialmedia> for a full list of NASA flagship and many other accounts to follow.

Familiarize yourself with the [Social Media Policy](#) and remember, no ITAR/EAR content display or sharing without consent from Export Control.

For more information, visit [the Dare Unite Explore Social Media Resource Sheet](#)

Outside Activity Approval

As a civil servant, you must have approval to:

- Teach, speak, write, or edit if the subject relates to your NASA job. For example, you don't need approval if it concerns a hobby or a non-work related professional pursuit.
- Provide professional consulting services or practice a profession outside of your employment at JSC that may or may not be related to your area of employment.
- Manage or conduct a business in which you or your spouse has an ownership interest.
- Hold a State or local public office, whether by election or appointment.
- Work for a NASA contractor, subcontractor, or grantee.
- Work for a party to a Space Act agreement, Commercial Launch Act agreement or any other agreement where NASA is also a party.
- Serve as an officer, trustee, or member of a board or other such body of a for-profit organization or of a nonprofit organization that is doing business with or seeks to do business with NASA.
- Work on anything that involves a NASA-owned invention.

Note: If you have any doubts about whether you need approval for outside employment, send in a request.

Requesting approval:

- If you are not a key official, send a completed [JSC Form 1713](#), "Request for Approval of Outside Employment," to your supervisor for his/her review and approval.
- Your request goes through your supervisory channels and the Legal Office for approval.
- The Legal Office will notify you in writing when your request is approved/disapproved.

For more information, visit <https://jscpeople.jsc.nasa.gov/handbook.cfm?page=part-7§ion=sub8>

Programs

Special Programs

JSC has many programs available to its workforce, including blood donation, the Combined Federal Campaign, the Formal Mentoring Program, and many more. These programs cover everything from work-life balance to shopping.

For more information, visit https://jscpeople.jsc.nasa.gov/special_programs.cfm

Employee Assistance Program

**From <https://sashare.jsc.nasa.gov/EAP/Pages/EAPOverview.aspx>*

The Employee Assistance Program (EAP) provides services for employees, contractors, and dependents experiencing difficulty with emotional health disorders, family/relationship problems, alcohol/drug abuse, grief/loss, stress management, and more. EAP services may be obtained by calling the office directly at 281.483.6130. Supervisors, Human Resources representatives, and Occupational Health Clinic staff also refer clients to the EAP. The first visit consists of an assessment of the problem and recommendations for further assistance. This assistance may be additional visits to the EAP or a referral to the appropriate community professional or organization. The EAP works closely with other service providers to ensure that the employee receives quality services. We also assist clients with utilization of their insurance plans.

For more information, visit <https://sashare.jsc.nasa.gov/EAP/Pages/default.aspx>

Starport

Starport Services is designed to promote the welfare and morale of the JSC workforce. Starport Services is a quality-of-life program that directly supports the mission of the Johnson Space Center by providing a variety of support activities and employee services. Included are wellness programs, fitness and recreational services, food and vending services, retail operations, employee activities and convenience services. These activities and services enhance work life, promote mental and physical fitness, and generally provide a working environment at JSC that helps to attract and retain quality employees.

Starport is a non-appropriated funded program and is financially self-sustaining with minimal outside support. All money earned through Starport operations is used to support JSC employee services and activities.

For more information, visit <https://www.nasa.gov/Starport>

Gilruth Center

Gilruth Center is a multi-use facility that contains a gym, courts, studios, conference rooms, ballroom, sports fields, and more. The Gilruth hosts sports leagues, fitness classes, meetings of professional organizations, and many seasonal activities.

For more information on fitness at Gilruth, visit <https://www.nasa.gov/Starport/WellnessAndFitness/>

For more information on meeting space at Gilruth, visit <https://www.nasa.gov/Starport/FacilityReservations>

Clubs

JSC has a variety of clubs and professional groups available to you, including the JSC Astronomical Society, the Lone Star Hiking Trail Club, the Institute of Electrical and Electronics Engineers (IEEE), and more.

For more information, visit <https://www.nasa.gov/Starport/OtherServices>

Local Attractions

The Houston area (and southeast Texas) has something for everyone. Houston has numerous parks, museums, entertainment venues, and other recreational facilities. There is always some unique event going on within the city. A 45 minute drive to the southeast, Galveston offers many other attractions and several beaches.

For more information, visit

<http://www.houstontx.gov/about/houston/exploringhouston.html>

Starport offers discounts on many local attractions. Other businesses may also offer discounts to NASA employees that are not listed by Starport.

For more information, visit <https://www.nasa.gov/Starport/Discounts>

Appendix

Helpful Websites

Training and Professional Development	
APPEL	Academy of Program/Project & Engineering Leadership, offers training courses.
JSC Academic Fellowship Program	An application for NASA to fully or partially fund your graduate degree.
JSC Formal Mentoring Program	Apply to mentor and/or be mentored by another NASA employee.
SATERN	System for Administration, Training, and Educational Resources for NASA.
Training and Development	JSC training curricula, SATERN resources, development opportunities, and other useful links and resources.
Reference/Look Up	
Acronym Central	Look up acronyms.
Books24x7 (upgraded to Skillsoft 8i)	An online library that contains books, book summaries, research reports, and more covering business, technical, and engineering content. Can be accessed through SATERN.
How Do I...	Obtain NASA or JSC documents, E-books, and more.
HR Portal	The HR portal includes information about your pay and leave, retirement, performance, awards, position, insurance, links to common HR pages (like WebTADS and SATERN), and more.
JSC Library	Search documents, articles, databases, journals, and more.
JSC Safety & Health Handbook	Everything about safety and health practices for developing a system, conducting a test, working with hazards, etc.
Materials Safety Data Sheet (MSDS) Search	Search for safety data sheets on a material or chemical.
PubSpace	PubSpace, part of the larger PubMed central hosted by the

	National Library of Medicine, is NASA’s repository for peer-reviewed papers resulting from NASA-funded research.
<u>Quality Management System</u>	Search for JSC documents specific to a branch or directorate.
<u>NASA Technical Standards System</u>	Look up standards and specifications.
<u>NASA Technical Reports Server (NTRS)</u>	The NASA STI Repository (also known as the NASA Technical Reports Server (NTRS)) provides access to NASA metadata records, full-text online documents, images, and videos. The types of information included are conference papers, journal articles, meeting papers, patents, research reports, images, movies, and technical videos – scientific and technical information (STI) created or funded by NASA. NASA employees can request access to the entire NASA STI collection via NAMS request.
<u>NASA Data Catalog</u>	The NASA Data Catalog serves to create an inventory of data assets at NASA. The NASA Data Catalog acts as a central location and efficient mechanism for data users to discover data assets, for data stewards to document, organize, and share data assets. Data assets include datasets, sub-catalogs, data sources, dictionaries, distributions, and related documentation, which are represented via standardized metadata that contain important information necessary to enhance collaboration, reporting, and data discoverability, accessibility, interoperability, and reusability.
<u>Systems Platform for Aggregating and Relating Capabilities (SPARC)</u>	Systems Platform for Aggregating and Relating Capabilities (SPARC) is a tool to clearly articulate NASA capabilities required for safe and healthy human exploration missions cross-referenced with the specific needs of current and planned human exploration programs.

The Scientific, Technical and Research Information discoVERY System (STRIVES)	<p>Have STI to share? The Scientific, Technical and Research Information discoVERY System (STRIVES) is the Scientific and Technical Information Program system for STI submission and review. This tool allows you to submit papers to the NASA Technical Reports Server (NTRS). This tool is also used to submit peer reviewed publications to NASA’s publication repository, PubSpace.</p>
NASA Life Sciences Portal	<p>This site provides access to data from NASA Human Research Program (HRP) funded experiments from the Life Sciences Data Archive (LSDA). The site is also where requests can be made for data from NASA’s occupational health study, the Lifetime Surveillance of Astronaut Health (LSAH).</p>
<p>NASA Internal Social Websites</p>	
NASA@work	<p>Internal crowdsourcing platform where NASA employees can post challenges and ideas for solutions.</p>
VCORPS	<p>Volunteer for various NASA outreach opportunities.</p>
<p>Employee Programs</p>	
JSC CFC	<p>Combined Federal Campaign (an annual charity effort).</p>
JSC Drug Free Program	<p>Program for a safe workplace free of illegal drugs, per NPR 3792.</p>
JSC Emeritus Program	<p>Emeritus Program (retired employee consultants).</p>
JSC Expatriate Program	<p>Describes the Permanent Change of Station (PCS) process and outlines the various entitlements you receive when going on an assignment overseas.</p>
Special Programs	<p>Links and information including Combined Federal Campaign, blood donation drives, mentoring, Starport, telework, and more.</p>

Other	
Astronaut Selection	You know you want to...
Conference Rooms	Conference room list.
Employee Orientation	NASA Employee Orientation Page.
Facilities and Labs	List of JSC facilities and labs. Some of the links may be out of date.
Facility Managers	Facility manager locator.
IdMAX	Identity Management and Account Exchange.
IRD CSC	IRD Customer Support Center provides IRD's customers with support, end user training, and application support.
JSC Contractor Info	Contractor addresses, phone numbers, and abbreviations.
JSC External	JSC's official public website.
JSC Internal	Internal JSC website that includes links to many JSC items like JSC Today, the phonebook, map, and cafeteria menu.
JSC Security	Additional information about badging, parking, traffic enforcement, and more.
Phone Directory	Phone directory, allowing you to find employee's phone numbers, office location, mail code, and more.
Standard Performance Appraisal Communication Environment (SPACE)	Website where performance plans are completed.
Swap Shop	A JSC-internal listing where employees can post and view items for sale, giveaways, and lost and found.

<p>Test Subject Screening Program</p>	<p>Developing countermeasures for the effects of space flight often requires investigators to rely on human subjects to support data collection. Test Subject Screening (TSS) has the primary responsibility to provide qualified test subjects for ground-based research or microgravity studies. To remain current in the test subject pool, physicals are renewed on a yearly basis. Studies are conducted by many laboratories and flight analogs, such as cardiovascular, neuroscience, bone and mineral, suit and engineering, exercise, nutrition, immunology labs, and the Human Exploration Research Analog (HERA). Test subjects are also provided for astronaut training during phlebotomy training and visual acuity protocols.</p>
<p>WebTADS</p>	<p>NASA Web-based Time and Attendance System (timecard).</p>

JSC Handbook Sections With Links

Everything you need to know about JSC personnel policies and procedures is outlined in the JSC Handbook: <https://jscpeople.jsc.nasa.gov/handbook.cfm>

- Home
 - - Overview
- Part 1 - Human Resources Management
 - Section 1 - Human Resources Management
 - Section 2 - General Personnel Provisions
 - Section 3 - Human Resources Records System
- Part 2 - Hours of Duty
 - Section 1 - Work Schedules
 - Section 2 - Super-flex/Maxi-flex Tour of Duty
 - Section 3 - Special Tour of Duty
 - Section 4 - Part-time Employment
 - Section 5 - Travel
 - Section 6 - Center Closures
- Part 3 - Work from Anywhere and Other Workplace Flexibilities
 - Section 1 - Work From Anywhere
- Part 4 - Opportunities for Employees
 - Section 1 - Employee Details
 - Section 2 - Inter-Personnel Agreements (IPA's)
 - Section 3 - Employment of Experts & Consultants
 - Section 4 - Private Sector Temporary Employees
 - Section 5 - Merit Promotion & Placement
 - Section 6 - NETS
 - Section 7 - Employment Program for People with Disabilities
 - Section 8 - Opportunities for NASA Employees Considering Retirement
- Part 5 - Employee Engagement
 - Section 1 - Awards and Recognition
 - Section 2 - Performance Management
 - Section 3 - Training & Development
- Part 6 - Policies & Employee Guidelines
 - Section 1 - Drug Free WorkPlace
 - Section 2 - Outside Employment
 - Section 3 - Political Activity

- Section 4 - Financial Interests & Investments
 - Section 5 - Employee Clearance Procedure
- Part 7 - Employee Relations
 - Section 1 - Standards of Conduct
 - Section 2 – Disciplinary Actions
 - Section 3 - Grievances
 - Section 4 - Equal Opportunity
 - Section 5 - Labor Relations
 - Section 6 - Reasonable Accommodation
- Part 8 - Leave Options
 - Section 1 - Absence and Leave Administration
 - Section 2 - Annual Leave
 - Section 3 - Sick Leave
 - Section 4 - Family Medical Leave Act
 - Section 5 - Other Leave & Absences
 - Section 6 - Voluntary Leave Bank Program
 - Section 7 - Voluntary Leave Transfer Program
- Part 9 - Position Management
 - Section 1 - Position Management
 - Section 2 - Position Classification & Pay Administration
 - Section 3 - Classification Appeals
 - Section 4 - Reduction in Force
- Part 10 - Overtime & Premium Pay
 - Section 1 - Overtime & Other Premium Pay
 - Section 2 - Pay for Physical Hardship or Hazardous Duty
- Part 11 - Benefits
 - Section 1 - Insurance & Other Benefits
 - Section 2 - Injury/Illness/Fatality Compensation