

NASA Shared Services Center

ENABLING MISSION SUCCESS

NASA Shared Services Center (NSSC) enables the NASA mission by saving taxpayer dollars to maximize efficiency and minimize cost, while increasing automation to move forward with NASA's important work. With a dedicated, knowledgeable workforce and cutting-edge facilities/capabilities, the NSSC provides more than 60 business activities to 10 NASA Centers. To increase operational efficiency and improve overall customer service, the NSSC performs a variety of activities in the areas of Financial Management, Procurement, Human Resources, Enterprise Services, and Agency Business Support.

- NSSC is an innovative public-private partnership between NASA, private sector, and the states of Mississippi and Louisiana.
- In FY18, the NSSC began offering Intelligent Automation Services (IAS). A software application that mimics human interaction with computers, IAS enables organizations to automate existing user actions and have those performed by a digital employee. This service capability allows NASA customers to identify routine and repetitive tasks within an overall business process that can be automated and performed by a digital employee.



NSSC

PORTFOLIO OF SERVICES

Procurement Services		<ul style="list-style-type: none"> Grant Activities Branch (GAB) SBIR/STTR Contract Awards and Administration 	<ul style="list-style-type: none"> Enterprise License Management Agency Contracts Simplified Acquisitions P-Card Agency Program Management 	<ul style="list-style-type: none"> FAC-C and FAC-COR Certification Management Small Business Program
Financial Management Services		<ul style="list-style-type: none"> Accounts Payable (includes invoice escalation) Accounts Receivable / Debt Waiver Fund Balance w/ Treasury (includes escalation) 	<ul style="list-style-type: none"> Domestic, Foreign, ETDY, and COS Travel Voucher Payments ETDY Travel Authorization and Voucher Preparation 	<ul style="list-style-type: none"> Employee Relocation Support Relocation Services Contract Management Travel/Fleet Card Support Vendor Payment
Human Resources Services		<ul style="list-style-type: none"> Payroll, Time and Attendance Support HR IT Systems Development and Maintenance On-boarding, In-Processing HR surveys Senior Executive Service (SES) Appointment Support. Presidential Rank Awards Development of Information Materials Financial Disclosures Processing Classification Services and Appeals Personnel Action Requests 	<ul style="list-style-type: none"> Staffing Services e-OPF Maintenance and Recordkeeping Training Administration Drug Testing Administration Employment Inquiries Adjudication of Position Classification Appeals Employee Recognition and Awards Processing Employee Notices Suitability Adjudications 	<ul style="list-style-type: none"> Retirement Estimates and Package Processing Benefits & Survivor Counseling Civilian and Military Deposit Processing Admin of Leave Donor, Leave Bank, and Sick Leave Programs Federal Workers' Comp Program Admin Unemployment Compensation Management
Enterprise Services		<ul style="list-style-type: none"> Customer Contact Center Document Imaging and Electronic Document Management Enterprise Service Desk 	<ul style="list-style-type: none"> NCCIPS Intelligent Automation Services 	
Agency Business Support Services		<ul style="list-style-type: none"> Budgeting and Resource Management for NSSC, NASA IT Contracts, and NCCIPS 		

NSSC Performs 60+ Business Activities for NASA