

**Welcome Aboard**

- Pinar Moore IT
- Leonard Scardino, Jr. IT
- Timothy Lewis IT
- Edward Richardson IT
- James Sanchez SMO
- Marion Mitchell CCC

**Reminder: E-mail Tips**

**Signature File Should:**

- Be aligned to the left of the signature box
- Be simple and easy to read
- Be four to six lines of text
- Include your name and title, organization name, telephone number(s), and e-mail address

**Signature File Should Not:**

- Include pictures or animated graphics; this takes up space on the recipient's computer as well as on the servers
- Include e-mail themes or stationary; these images take up your storage space and impact your recipient's storage limits as well
- Include a mixture of different fonts, sizes, or colors; this makes text hard to read (Arial size 11 or 12 is recommended)
- Use a "tag line" or a "quote" that may be perceived as unprofessional

[Read More E-mail Tips](#)

**Events**

- **October 12:** B&A Center Update WebEx for MSFC, GFSC, HQ, and SSC
- **October 14:** I3P Town Hall Event, StenniSphere
- **October 18–19:** ESD Center Visit to KSC
- **October 20:** NSSC All Hands Employee of the Quarter/End of Shuttle Program Event, NSSC Lobby
- **October 27:** NSSC Board of Directors Meeting, NSSC

**Feds Feed Families: Final Results**

CENTER/FACILITY	WEIGHT	POUNDS PER EMPLOYEE
Ames Research Center	1,508	0.6
Dryden Flight Research Center	2,341	2.1
Glenn Research Center	2,420	0.8
Goddard Space Flight Center	8,599	1.1
Headquarters	6,512	3.4
IV&V	7,460	37.0
Johnson Space Center	28,264	3.1
Kennedy Space Center	18,659	2.8
Langley Research Center	7,784	2.1
Marshall Space Flight Center	15,547	3.0
NASA Shared Services Center	1,305	2.4
Stennis Space Center	6,956	6.9
Wallops Flight Facility	516	0.5
White Sands Test Facility	16,087	25.6
NASA AGENCY TOTAL	123,968	2.9

# October Birthdays

Brenda Banister  
DeLunzo Bartee  
Deborah Bartsosh  
Kimberly Bastidas  
Deborah Blount  
Jennifer Bolar  
Terri Brousse  
Mark Chadwick  
Cassandra Clark  
Cheryl Clark  
Madelyn Daniel

Mabel Delgado  
Karla Denham  
Laura Diggs  
Matt Drudy  
Delwyn Fewell  
Penni Franks  
Katherine Frierson  
Kimberly Gardache  
Cynthia Giblin  
Teri Green  
Daniel Harvill

Rosa Marie Hebert  
Joseph Herrin  
Lisa Herring  
Gregory Holmes  
La'Teki Jefferson  
Brandt Kent  
Marie Lizana  
Jason Malasovich  
Vessie Means  
Jamie Mettler  
Rochelle Miles

Michele Miller  
Peggy Mosteller  
Leslie Norman  
Stephanie Ratcliff  
Nathan Rodriguez  
Robin Schenck  
Mark Solomon  
Benjamin Stevens  
Clay Walker  
Michael Williams  
Robert Young



## I3P Business Office Underway

Beginning in FY12, NASA will implement a new sourcing model for enterprise-level IT services. The strategy is identified as the NASA IT Integrated Infrastructure Program (I3P). The goal is to identify common IT infrastructure services utilized by all NASA Centers, consolidate those IT infrastructure services into a fewer number of Agency contracts, and manage the activities from service offices located at various NASA host Centers. The I3P Service Areas are Communications (MSFC), End-User (NSSC), Web (GSFC), and Enterprise Applications (MSFC). A cross-functional Enterprise Service Desk and Enterprise Service Request System (NSSC) will support all I3P service areas. Each enterprise service area is managed by a Center-hosted service office and utilizes an IT contract to provide actual services.

The I3P Business Office seizes the opportunity to improve efficiency and reduce costs by consolidating most common administrative functions for the I3P Service Offices into an I3P Business Office, while leaving the more "technical" functions related to service delivery at the local service office. I3P Service Offices will focus on managing Center-support issues, oversight of daily operations, COTR responsibilities, technical support services, and continuous service improvement.

The composition of the I3P Business Office is built around three main functions:

- Resource Management
  - Budget Formulation
  - Resources Management/IPAC Processing
  - Billing
  - Invoice/Voucher Reconciliation
- Administration and Reporting
  - Services/Catalog Management (under review)
  - SLA Administration
  - Utilization Coordination and Analysis
  - Performance and Utilization Reporting
  - Survey Administration, Analysis, and Reporting
- Contract Administration
  - Contract Management
  - Contract Funding

## Combined Federal Campaign (CFC) Update

Be a hero. Through CFC you can help to save a life, find a cure, provide comfort, a warm meal, safe shelter, or an education. What you contribute may seem insignificant, but it could have significant impact for those who receive these vital services. Please consider donating during this CFC period, which runs through December 15, 2011.

To search for charitable organizations, or make a contribution, log into Employee Express at: <https://www.employeeexpress.gov> and click the CFC tab on the Main Menu page.

You can also search for local charities using this link: [http://www.southernmscfc.org/files/2011\\_Gulfport\\_MS\\_Charity\\_Brochure.pdf](http://www.southernmscfc.org/files/2011_Gulfport_MS_Charity_Brochure.pdf).

If you have questions about the CFC, or how to donate, do not hesitate to contact one of the employees listed below:

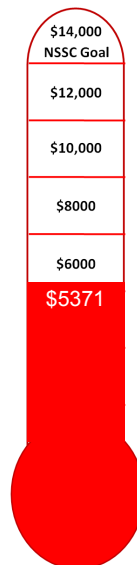
**NSSC, ODEO, SD, & HR**  
Cassandra Clark, x3-6056

**B&A**  
Mae Mangieri, x3-6154

**IT**  
Ron Washburn, x3-6563

**FM**  
Brian Landry, x3-6015

**PR**  
Libby Romaguera, x3-6160





## NSSC Safety Committee's Halloween Safety Tips

The NSSC Safety Committee wants you to be safe this Halloween. Before you begin your festivities, be sure to review these safety tips.

**Treats:** Warn children not to eat any treats before an adult has carefully examined them for evidence of tampering.

**Flame Resistant Costumes:** When purchasing a costume, masks, beards, and wigs, look for the words "Flame Resistant" on the label. Although this label does not mean these items won't catch fire, it does indicate the items will resist burning and should extinguish quickly once removed from the ignition source. To minimize the risk of contact with candles or other sources of ignition, avoid costumes made with flimsy materials and outfits with big, baggy sleeves or billowing skirts.

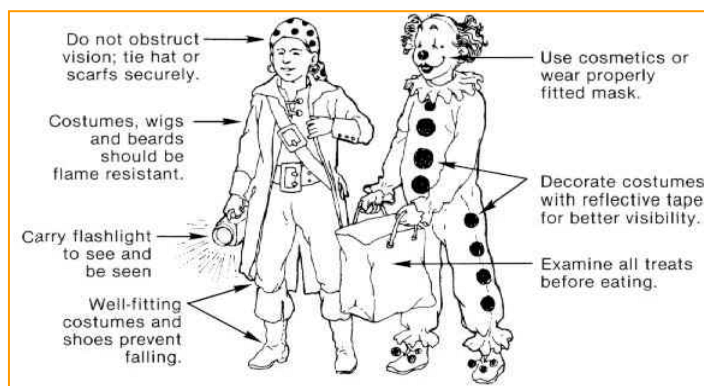
**Costume Designs:** Purchase or make costumes that are light and bright enough to be clearly visible to motorists.

- For greater visibility during dusk and darkness, decorate or trim costumes with reflective tape that will glow in the beam of a car's headlights. Bags or sacks should also be light colored or decorated with reflective tape. Reflective tape is usually available in hardware, bicycle, and sporting goods stores.
- To easily see and be seen, children should also carry flashlights.
- Costumes should be short enough to prevent children from tripping and falling.
- Children should wear well-fitting, sturdy shoes. Mother's high-heels are not a good idea for safe walking.
- Hats and scarves should be tied securely to prevent them from slipping over children's eyes.
- Apply a natural mask of cosmetics rather than have a child wear a loose-fitting mask that might restrict breathing or obscure vision. If a mask is used, however, make sure it fits securely and has eyeholes large enough to allow full vision.
- Swords, knives, and similar costume accessories should be of soft and flexible material.

**Pedestrian Safety:** Young children should always be accompanied by an adult or an older, responsible child. All children should WALK, not run from house to house and use the sidewalk if available, rather than walk in the street. Children should be cautioned against running out from between parked cars, or across lawns and yards where ornaments, furniture, or clotheslines present danger.

**Choosing Safe Houses:** Children should go only to homes where the residents are known and have outside lights on as a sign of welcome.

- Children should not enter homes or apartments unless they are accompanied by an adult.
- People expecting trick-or-treaters should remove anything that could be an obstacle from lawns, steps, and porches. Candlelit jack-o'-lanterns should be kept away from landings and doorsteps where costumes could brush against the flame. Indoor jack-o'-lanterns should be kept away from curtains, decorations, and other furnishings that could be ignited.



### USAJOBS Upgrade: Availability of the Search and Apply Functions

**USAJOBS** "WORKING FOR AMERICA" The Office of Personnel Management is currently upgrading to USAJOBS. Upgrading efforts continue through October 12. During the upgrade, the USAJOBS search and apply functions are not available. [Read more](#) to learn more information about the new USAJOBS.



## On Inclusion, Innovation, and Equal Opportunity (EO) at the NSSC

By Ruth McNeil, Diversity and Equal Opportunity Manager

### Against All Odds: Significant Accomplishments by Individuals With Disabilities

You have probably noticed that each floor of our building has posters displaying pictures of well-known individuals, who have achieved great things and made outstanding contributions in spite of living with disabilities. During October, we observe National Disability Employment Awareness Month. The NSSC will be celebrating and recognizing the numerous contributions made by our fellow Americans who live with disabilities on a daily basis.

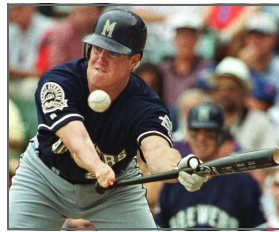
On October 3, 2011, President Obama issued a National Disability Employment Awareness Month Proclamation which begins with the words:

“Utilizing the talents of all Americans is essential for our Nation to out-innovate, out-educate, and out-build the rest of the world. During National Disability Employment Awareness Month, we recognize the skills that people with disabilities bring to our workforce, and we rededicate ourselves to improving employment opportunities in both the public and private sectors for those living with disabilities.”

In addition to the individuals portrayed on our posters, the following individuals with disabilities contributed greatly to our nation and the world:



**Stephen Hawking** is an English theoretical physicist and cosmologist, whose scientific books and public appearances have made him an academic celebrity. He is an Honorary Fellow of the Royal Society of Arts, a lifetime member of the Pontifical Academy of Sciences, and was awarded the Presidential Medal of Freedom in 2009 (the highest civilian award in the United States); all accomplished in spite of being afflicted with Amyotrophic Lateral Sclerosis.



**Jim Abbott**, an All-America hurler at Michigan; won the Sullivan Award in 1987; was pitcher for the Gold Medal Olympic Team in 1988; and threw a 4-0 no-hitter for the New York Yankees versus Cleveland (September 4, 1993) game. During his big-league playing career, he played for 10 seasons on four different teams; all accomplished in spite of being born without a right hand.



**Wilma Rudolph** rose from disability to Olympic glory when she made history in the 1960 Summer Olympic Games in Rome, Italy. She became the first woman and the first African American woman to win three gold medals in the track and field competition; all accomplished in spite of losing the use of her left leg when she contracted polio.



**Franklin D. Roosevelt**, our 32<sup>nd</sup> President, showed his courage and strength during the four terms he served, which included the Great Depression and World War II. Known for saying, “The only thing we have to fear is fear itself,” he was the only President to serve more than two terms; all accomplished in spite of being in a wheelchair.

Your comments and feedback regarding the NSSC Diversity and EO program and Web site are always welcome. Please contact Ruth McNeil at (228) 813-6055, by e-mail: [ruth.mcneil-1@nasa.gov](mailto:ruth.mcneil-1@nasa.gov) or visit the Diversity and EO Office in Room 288C.

### Tell Us What You Think

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[NSSCommunicator@mail.nasa.gov](mailto:NSSCommunicator@mail.nasa.gov).