

National Aeronautics and Space Administration



New Employee Orientation

NASA Headquarters

www.nasa.gov

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NASA's Vision and Mission



- Vision
 - To reach for new heights and reveal the unknown so that what we do and learn will benefit all humankind.
- Mission
 - Drive advances in science, technology, and exploration to enhance knowledge, education, innovation, economic vitality, and stewardship of the Earth.

Officials in Charge



Agency Senior Leadership

Charles
Bolden

**

Administrator



Lori
Garver

**

Deputy
Administrator



Robert
Lightfoot

**

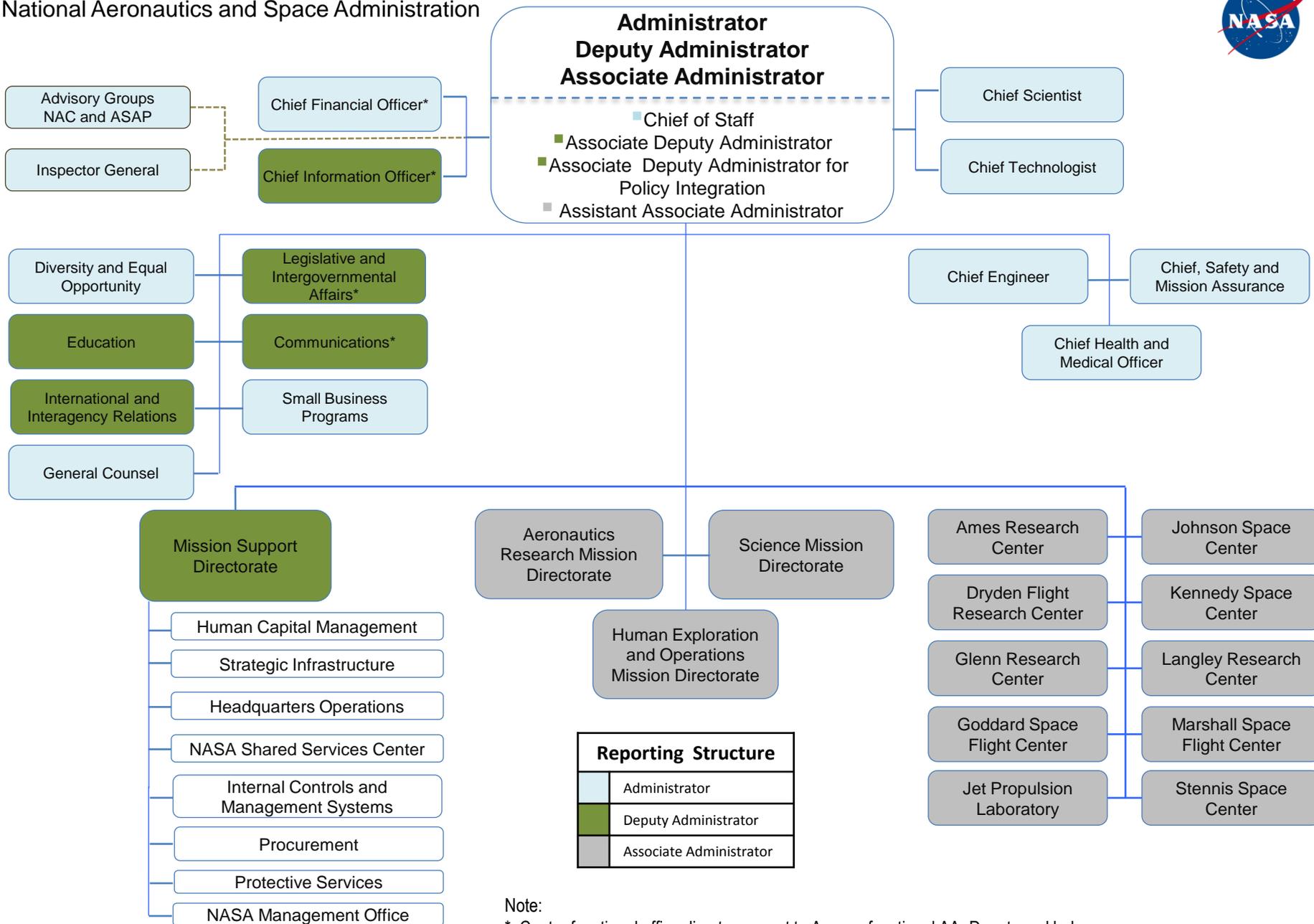
Acting
Associate
Administrator



Rick
Keegan

**

Associate
Deputy
Administrator



Note:

* Center functional office directors report to Agency functional AA. Deputy and below report to Center leadership.

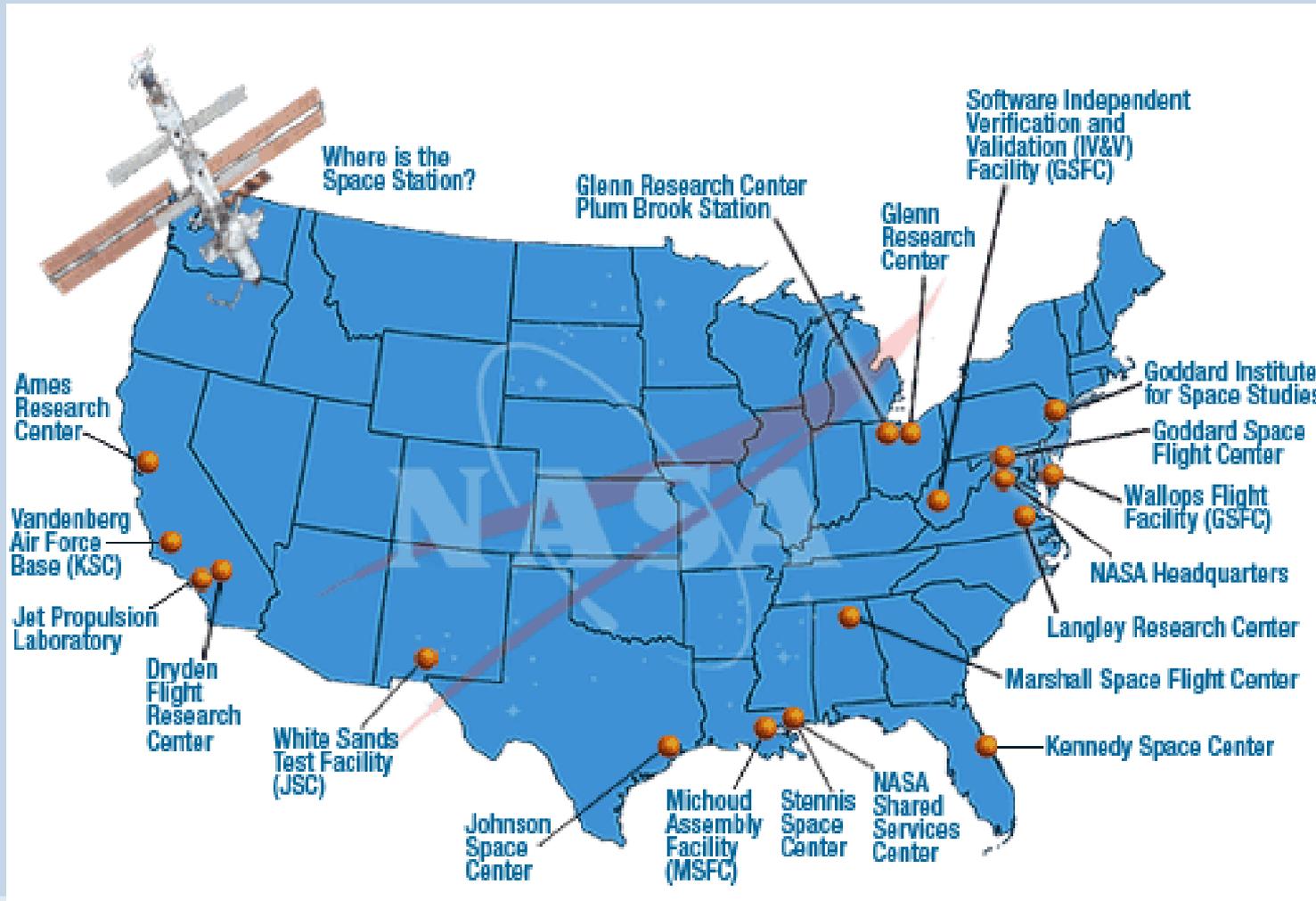
NASA – What is it about?



- NASA Headquarters, in Washington, DC, provides overall guidance and direction to the Agency.
- Ten field centers and a variety of installations around the country conduct the day-to-day work in laboratories, on air fields, in wind tunnels, and in control rooms.

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

NASA Centers and Installations



Mission Support Directorate



Woodrow Whitlow, Jr.

**

Associate Administrator
Mission Support Directorate

Oversees management of the functional areas of the:

- NASA Shared Services Center
- Headquarters Operations
- Human Capital Management
- Strategic Infrastructure
- Internal Controls and Management Systems
- Procurement
- Protective Services
- NASA Management Office

Headquarters Operations



Jay Henn

**

Executive Director
Headquarters Operations

Serves the Headquarters workforce:

- Equal Opportunity and Diversity Management Division
- Information Technology and Communications Division
- Facilities and Administrative Services Division
- Office of Budget Management and Systems Support
- Human Resources Management Division
- HQ Procurement Operations (GSFC)
- Information and Logistics Management Division (GSFC)

Welcome from the Administrator



General Information



- Payroll and WebTADS
- Parking and Fare Subsidy
- Work Schedules
- Alternate Work Schedule Options
- Leave and Holidays

Payroll and WebTADS



- First Paycheck – will be deposit into your account the Friday after your first pay period
- You will gain access to WebTADS on the second Tuesday of the pay period by using your Agency User ID and your “launch pad password”
- You will be provided your Agency User ID and your “launch pad password” after you take and pass the IT Security Orientation



Parking and Fare Subsidy



- Do you know how you will get to work?
- We offer two types of subsidies . . .
 - Fare subsidy (metro, van pools, bus, VRE, etc.)
 - Parking
- How they work . . .
 - Subsidy calculations
 - Your subsidy amount
- Online application—
https://heckler.hq.nasa.gov/pfss/online_application/online_welcome.cfm?
Contact Rose Butler at 358-0184 for details.

Work Schedules



- The official work schedule for NASA Headquarters is 8:00 a.m. to 4:30 p.m.
- Basic work week
 - A basic work week for full-time employees is fixed at 40 hours, Monday through Friday, 8 hours each day.
- Alternate work schedule options available
 - Compressed
 - Flexitour
 - Maxiflex
 - Variable Week

Alternate Work Schedule Options



- Compressed work schedule
 - An employee meets the 80-hour biweekly work requirement by working four 9-hour days and one 8-hour day during one work week, plus four 9-hour days and a day off during the alternate work week.
- Flexitour work schedule
 - A basic 40-hour work week, consisting of five 8-hour days to be worked between the hours of 6:00 a.m. and 6:00 p.m., Monday through Friday.
- Maxiflex and Variable Week Work Schedules
 - 80-hour biweekly work requirement utilizing core hours (9 a.m. to 3 p.m.)

	Frequency of Days Worked	Range of Hours Worked Weekly	Range of Hours Worked Daily
Maxiflex	At least 4 days per week	30 – 50 hours (FT employees) 16 - 32 hours (PT employees)	6 – 10 hours (FT employees) No minimum daily hour requirement (PT employees)
Variable Week	Every day	30 – 50 hours (FT employees) 16 - 32 hours (PT employees)	6 – 10 hours (FT employees) No minimum daily hour requirement (PT employees)

Example Maxiflex Schedule

	Arrival	Departure	Hours
Monday	Off		0
Tuesday	6:00 am	4:30 pm	10
Wednesday	6:00 am	4:30 pm	10
Thursday	6:00 am	4:30 pm	10
Friday	6:00 am	4:30 pm	10
Week 2			
Monday	Off		0
Tuesday	6:00 am	4:30 pm	10
Wednesday	6:00 am	4:30 pm	10
Thursday	6:00 am	4:30 pm	10
Friday	6:00 am	4:30 pm	10
Total Biweekly Hours			80

Example Variable Week Schedule

	Arrival	Departure	Hours
Monday	7:30 am	4:00 pm	8
Tuesday	8:30 am	3:00 pm	6
Wednesday	7:00 am	5:30 pm	10
Thursday	8:00 am	3:30 pm	7
Friday	8:30 am	4:00 pm	7
Week 2			
Monday	9:00 am	4:30 p.m.	7
Tuesday	9:00 am	5:30 p.m.	8
Wednesday	8:30 am	6:00 p.m.	9
Thursday	8:30 am	5:00 p.m.	8
Friday	7:30 am	6:00 p.m.	10
Total Biweekly Hours			80

Telework



Telework is an arrangement in which an employee performs officially assigned duties at home or other approved work sites that are typically geographically convenient to the residence of the employee.

- Provides flexibility to both the supervisor and employee.
- Is voluntary on the part of the employee, with management approval.

Telework Options



- Core
 - An approved work schedule where an eligible employee works on a routine or regular basis away from the official duty station at least 1 day per week at an alternative work site.
- Episodic
 - Approved work that occurs on an occasional, situational, or non-routine basis at an alternative work site. Work may occur less than 1 day per week, a few hours per week, or 1 or more days per week on an irregular basis.

Additional Information



- Contact your manager or administrative officer, or go to NASA Headquarters Directive:
 - HQPR 3611.1–Telework Program
http://nodis3.gsfc.nasa.gov/hq_Lib/hqd_display.cfm?Internal_ID=HQ_PR_3611.1_Chapter1&idx=10

Leave and Holidays



- Annual (vacation) leave accrual (for full-time employees)

Less than 3 years of service	3 years but less than 15 years of service	15 or more years of service
4 hours per pay period	6 hours per pay period OR	8 hours per pay period
approx. 13 days per year	approx. 19.5 days per year	approx. 26 days per year

- Sick leave accrual: 4 hours per pay period (in addition to annual leave)
- Holidays: 10 paid holidays per year (in addition to annual and sick leave)
- Resources include the Office of Personal Management's (OPM) Leave Administration Web site:
<http://www.opm.gov/oca/leave/INDEX.asp>

Federal Employee Benefits



NASA Benefits and Retirement Program



- Managed by the NASA Shared Services Center (NSSC)
 - Phone: 1-877-NSSC123 (1-877-677-2123)
 - E-mail: nssc-contactcenter@nasa.gov
 - Fax: 1-877-779-NSSC (6772)
 - Mail: NASA Shared Services Center
 - » Benefits–Retirement
 - » Building 1111, C Road
 - » Stennis Space Center, MS 39529

Key Dates



Benefit	Number of Days from Start Date
Health Benefits	60 days
Life Insurance (enrollment in basic coverage is automatic, unless waived)	60 days
Dental/Vision Insurance – www.benefeds.com or 1-877-FEDS	60 days
Long Term Care Insurance – www.ltcfeds.com or 1-800-LTC-FEDS (no annual open season)	60 days
Flexible Spending Account	60 days
Thrift Savings Plan (TSP)	Anytime
NASA Employee Benefits Assoc.	30 days

Thrift Saving Plan (TSP)



- Automatic enrollment applies to all FERS or CSRS employees (including reemployed annuitants with applicable coverage under FERS or CSRS) who are newly hired or rehired
- You will automatically be enrolled in the TSP at a contribution rate of 3% of your basic pay each pay period
- The contributions will be invested in the Government Securities Investment [(G) Fund] until the employee makes a contribution allocation with the TSP
- Once enrolled, the normal TSP contribution rules apply to these employees. That is, they can make elections to change or stop their contributions at any time

Headquarters Training Programs and Services



Headquarters Training Programs and Services

- Academy of Program/Project & Engineering Leadership Courses (APPEL)
- Administrative Support Training
- Career Counseling and Individual Development Plan (IDP)
- Work/Life Balance Counseling
- Communication Skills Training
- Computer Training
- e-Learning (SATERN)
- Financial Resources Training
- Information Technology (IT) Security Training
- Academic Programs
 - Continuing Education Program (CEP)
 - Graduate Study Program (GSP)
- Headquarters Mentoring Program
- Project Announcement Visibility Effort (PAVE)
- Health & Safety Training
- Supervisory/Management/Leadership / Executive Development Training
- Organizational Development and Consulting Services
- Coaching Program

Employee and Organizational Excellence Branch
(Headquarters Training Office)

What is the Electronic Official Personnel Folder (eOPF)?



What is the Electronic Official Personnel Folder (eOPF)?



- An online version of the Official Personnel Folder (OPF), documenting your Federal Government employment history.
- Provides secure online access to your OPF.
- Notifies you automatically by e-mail when a document is added to your folder.
- Exchanges retirement and Human Resources (HR) data across agencies and systems.
- Transferred employee records will be converted to the eOPF.

What's in the eOPF?



- Only documents that are in compliance with OPM and Agency guidance.
- The NSSC will oversee placement of new information into the eOPF.
- The Federal Personnel and Payroll System (FPPS) will feed directly into the eOPF.

eOPF Assistance



- The eOPF online help function via the “HELP” button is at the top of most pages within the tool.
- NSSC via phone: 1-877-NSSC123 (1-877-677-2123)
- NSSC via e-mail: nssccontactcenter@nasa.gov

How to get Access to eOPF



- NSSC will send you two separate e-mails for security purposes:
 - one with your permanent User ID
 - and one with your temporary password within 5–7 business days from your EOD (good for 90 days).
- You may access the eOPF via the Human Capital Information Environment Web site: <https://hcie.nasa.gov>.
- Click the eOPF icon to gain access.

Getting Around the Headquarters Building



Virtual Tour: <http://employeeorientation.nasa.gov/hqs/virtualtour.htm>

- Fitness Center
- Health Unit
- Credit Union
- Exchange Council Store
- Outdoor Patio Areas
- Meeting Rooms
 - MICs
 - PODs



Helpful Web sites



- NASA HQ:
<http://www.nasa.gov/centers/hq/home/index.html>
- Inside HQ: <http://www.hq.nasa.gov/hq/inside.html>
- NASA HQ Operations:
<http://oim.hq.nasa.gov/hqsops/>
- Human Capital Information Environment:
<https://hcie.nasa.gov>
- NASA Shared Services Center:
<http://www.nssc.nasa.gov/>
- EmployeeExpress:
<https://www.employeeexpress.gov>

NASA is a GREAT Place to Work!



NASA's Ranked 5th among 33 Federal Agencies in Best Places to Work in the Federal Government !

The Partnership for Public Service, a nonprofit, non-partisan organization has released their 2011 rankings for the Best Places to Work in the Federal Government.

The data used to develop these rankings were based on the Office of Personnel Management's Federal Employee Viewpoint Survey which measures employee satisfaction and commitment.

About 266,000 employees at 308 departments, agencies and sub-

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components were surveyed.

Questions

