NASA Welcomes
NASA’s Vision and Mission

Vision

• We reach for new heights and reveal the unknown for the benefit of humankind.

Mission

• Drive advances in science, aeronautics, and technology space exploration to enhance knowledge, education, innovation, economic vitality, and stewardship of Earth.
• NASA Headquarters 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
Officials in Charge

Robert M. Lightfoot, Jr.
Acting Administrator

Lesa Roe
Acting Associate Deputy Administrator
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)
I,..........., will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof.

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing this appointment.
General Information

• Payroll and WebTADS
• Parking and Fare Subsidy
• Work Schedules
• Alternate Work Schedule Options
• Leave and Holidays
• Work From Anywhere
Payroll and WebTADS

• First Paycheck – will be deposited into your account the Friday after your first pay period

• WebTADS is the automated system to record time and attendance.
Parking and Fare Subsidy

• We offer two types of subsidies . . .
  – Fare subsidy (metro, van pools, bus, VRE, etc.)
  – Parking

• Online application
  https://heckler.hq.nasa.gov/pfss/online_application/online_welcome.cfm?
  Contact: Rose Butler at 358-0184
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
Alternative Work Schedule Options

- **Compressed (5/4/9)**
  - 80 hours bi-weekly
  - Eight 9-hour workdays, one 8-hour workday, with a regular day off each pay period; Monday through Friday

- **Flexitour**
  - 40 hours per week
  - 8-hour workdays, 5 days a week, Monday through Friday

- **Variable**
  - 80 hours bi-weekly
  - Work scheduled on 10 workdays, Monday through Friday

- **Maxiflex**
  - 80 hours bi-weekly
  - Work scheduled on fewer than 10 workdays, Monday through Friday
### Example Maxiflex Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Arrival</th>
<th>Departure</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Off</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Tuesday</td>
<td>6:00 am</td>
<td>4:30 pm</td>
<td>10</td>
</tr>
<tr>
<td>Wednesday</td>
<td>6:00 am</td>
<td>4:30 pm</td>
<td>10</td>
</tr>
<tr>
<td>Thursday</td>
<td>6:00 am</td>
<td>4:30 pm</td>
<td>10</td>
</tr>
<tr>
<td>Friday</td>
<td>6:00 am</td>
<td>4:30 pm</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Bi-weekly Hours</strong></td>
<td></td>
<td></td>
<td><strong>80</strong></td>
</tr>
</tbody>
</table>

### Week 2

<table>
<thead>
<tr>
<th>Day</th>
<th>Arrival</th>
<th>Departure</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Off</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Tuesday</td>
<td>6:00 am</td>
<td>4:30 pm</td>
<td>10</td>
</tr>
<tr>
<td>Wednesday</td>
<td>6:00 am</td>
<td>4:30 pm</td>
<td>10</td>
</tr>
<tr>
<td>Thursday</td>
<td>6:00 am</td>
<td>4:30 pm</td>
<td>10</td>
</tr>
<tr>
<td>Friday</td>
<td>6:00 am</td>
<td>4:30 pm</td>
<td>10</td>
</tr>
</tbody>
</table>

*Total Bi-weekly Hours: 80*
### Example Variable Week Schedule

<table>
<thead>
<tr>
<th></th>
<th>Arrival</th>
<th>Departure</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>7:30 am</td>
<td>4:00 pm</td>
<td>8</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:30 am</td>
<td>3:00 pm</td>
<td>6</td>
</tr>
<tr>
<td>Wednesday</td>
<td>7:00 am</td>
<td>5:30 pm</td>
<td>10</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:00 am</td>
<td>3:30 pm</td>
<td>7</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 am</td>
<td>4:00 pm</td>
<td>7</td>
</tr>
<tr>
<td><strong>Week 2</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>9:00 am</td>
<td>4:30 p.m.</td>
<td>7</td>
</tr>
<tr>
<td>Tuesday</td>
<td>9:00 am</td>
<td>5:30 p.m.</td>
<td>8</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:30 am</td>
<td>6:00 p.m.</td>
<td>9</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:30 am</td>
<td>5:00 p.m.</td>
<td>8</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 am</td>
<td>6:00 p.m.</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Bi-weekly Hours</strong></td>
<td></td>
<td></td>
<td><strong>80</strong></td>
</tr>
</tbody>
</table>
Leave and Holidays

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

<table>
<thead>
<tr>
<th>Less than 3 years of service</th>
<th>3 years but less than 15 years of service</th>
<th>15 or more years of service</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 hours per pay period</td>
<td>6 hours per pay period</td>
<td>8 hours per pay period</td>
</tr>
<tr>
<td>approx. 13 days per year</td>
<td>approx. 19.5 days per year</td>
<td>approx. 26 days per year</td>
</tr>
</tbody>
</table>

• 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 Personnel Management’s (OPM) Leave Administration Website: [http://www.opm.gov/oca/leave/INDEX.asp](http://www.opm.gov/oca/leave/INDEX.asp)
Work From Anywhere is an arrangement that allows employees to work from a location other than their office or cubicle. Our goal at NASA is to ensure our employees are trained, equipped, and enabled to Work From Anywhere - the office, a lab, an airstrip, the space station, or the dining room table.

NASA believes work is what We Do; not where We Go!
Federal Employee Benefits

Health Insurance

FERS Pension Calculation

\[
\text{Annual FERS Pension} = \text{High-3 Salary} \times \text{Creditable Years of Service} \times \text{Pension Multiplier}
\]
<table>
<thead>
<tr>
<th>Benefit</th>
<th>Number of Days from Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Benefits</td>
<td>60 days</td>
</tr>
<tr>
<td>Life Insurance (enrollment in basic coverage is automatic, unless waived)</td>
<td>60 days</td>
</tr>
<tr>
<td>Dental/Vision Insurance – <a href="http://www.benefeds.com">www.benefeds.com</a> or 1-877-FEDS</td>
<td>60 days</td>
</tr>
<tr>
<td>Long-Term Care Insurance – <a href="http://www.ltcfeds.com">www.ltcfeds.com</a> or 1-800-LTC-FEDS (no annual open season)</td>
<td>60 days</td>
</tr>
<tr>
<td>Flexible Spending Account</td>
<td>60 days</td>
</tr>
<tr>
<td>Thrift Savings Plan (TSP)</td>
<td>Anytime</td>
</tr>
<tr>
<td>NASA Employee Benefits Association</td>
<td>30 days</td>
</tr>
</tbody>
</table>
Thrift Saving Plan (TSP)

What is the TSP?

- A retirement savings plan similar to 401(k) plans offered to private sector employees.
- The purpose of the TSP is to give you the ability to participate in a long-term retirement savings and investment plan.
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)
Welcome to the NASA Human Resources Portal
Your centralized platform to provide easy, on-demand access to HR systems, information, policies and programs for all NASA employees.

New and Noteworthy

HR Portal Orientation
Learn about the new navigation, features and functionality of the HR Portal.

Ask Me Anything
Ask all your questions about the amazing things happening all across the agency.

Phased Retirement
 Allows full-time employees to work part-time schedules while beginning to draw retirement benefits.

OPM Cybersecurity Incidents
See the Frequently Asked Questions from OPM.

NASA’s Human Capital Plan 2015
A guide to building a highly engaged workforce.

Business Services Assessment (BSA)
The BSA deep dive of Human Capital is underway.

Quicklinks

- Holidays and Pay Dates
- Work from Anywhere
- Job Opportunities
SAVE TIME & MONEY
with WorkLife4You

Call 24/7 for expert guidance and referrals to assist with: child and adult care, schools and financial aid, health & wellness, and everyday needs

Log on to the website to search for providers; access content, webinars and self-service tools

Inquire about free kits for parents and caregivers

24/7 EXPERT GUIDANCE!

- 800-222-0364
- 888-262-7848 for TTY/TDD
- www.worklife4you.com
- Registration Code: NASAHQ
NASA is a GREAT Place to Work!

NASA's Ranked 1st among Large Federal Agencies as the Best Place to Work in the Federal Government (5 YEARS IN A ROW)!

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Questions