



Process for Assigning Government Travel Card Training to New Employees

Completing Government Travel Card Training in SATERN

- The employee contacts the Center Agency Program Coordinator (APC) to inquire about obtaining a travel card.
- The Center APC provides the employee with the name of the Center SATERN Administrator Lead (SAL), advising them to request the curriculum HQ-TRAVEL-CARD be added to the employee's Learning Plan.
- The Center SAL adds the curriculum HQ-TRAVEL-CARD to the employee's Learning Plan with a required date within 7 days.
NOTE: Re-training is automatically flagged in SATERN as due 3 years from the completion date.
- The employee completes HQ-TRAVEL-CARD curriculum in SATERN, and provides a copy of the certificate to the APC as verification that the training has been completed or follows other Center approved process.
- Once the Government Travel Card training is complete, the employee can complete an application for a travel card.

Completing Government Travel Card Training Outside of SATERN

When a new employee needs to apply for a government travel card prior to SATERN account creation, please follow the process below:

- Employee contacts their Center APC to obtain a hard copy of the SATERN online Government Travel Card training
- Employee completes the training and the APC certifies/validates completion of hard copy Government Travel Card training
- APC will e-mail SAL notifying of employee's completion of Government Travel Card training to include date and time
- Once employee's SATERN account has been created, the SAL adds the HQ-TRAVEL-CARD curriculum to learning plan and provides completion credit for the Government Travel Card training

Closed/cancelled Travel Cards



If a travel card is closed/cancelled, and the cardholder remains a NASA employee, the training must be removed from the employee's Learning Plan. The APCs will monitor their Center's accounts and identify cardholders whose accounts have been closed/cancelled. The APC will verify that the account is closed/cancelled in Access Online and then contact the SAL to request that the curriculum be removed from the employee's Learning Plan as those instances occur.

Monitoring Completion of Government Travel Card Training

To monitor learners whose training is either overdue or will be due within 30 days, the SAL will set up a recurring Scheduled Job report in SATERN on the Learner Learning Needs report that will be run, at a minimum, at the end of every quarter or as needed when requested by the APC. The report will list learners who are overdue to complete the training or will be due to complete the training within the next 30 days. This SATERN report will be provided to the designated APC. The APC will e-mail either the standard SATERN notification (sample on next page) or another approved notification to the employees who are overdue to complete the training.

For questions, please contact your Center SATERN Administrator Lead (SAL) at https://saterninfo.nasa.gov/key_contacts.html or your Center Agency Program Coordinator (APC) at <https://www.nssc.nasa.gov/portal/site/customerservice/menuitem.e6399ed48cff414e8ceb9e2b0788576c/>.

Standard SATERN Notification



System for Administration, Training, and Educational Resources for NASA

This is a reminder that the person named below has Learning Requirement(s) that are due within the next 30 days, or have already expired. This notice has been sent as a courtesy to identify the planned or overdue training.

Name	Course ID	Title	Due On
Lee, Roy D.	ITS-011-001	FY 2011 ANNUAL INFORMATION SECURITY TRAINING	3/3/2011

This is a notification-only e-mail. Please do not reply to it.
For SATERN assistance, contact the NSSC Contact Center at 877-NSSC-123 (877-677-2123) or send an e-mail to NASA-satern.support@nasa.gov. Support hours are 8 a.m. - 8 p.m. ET Monday - Friday.

Thank you,

SATERN Support Team

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