

Training Purchase Status Web

The Training Purchase Status Web page is a searchable database that can be used to confirm the processing of a training request or modification. Searches can be performed using the SATERN training request ID which is located in the upper left-hand of the SF-182 request form.

The Web site is updated nightly. "Active" status indicates that a purchase has been made. "Modified" status indicates that a modification has been processed for the event. An event will not appear on the Web site until a contracting officer at the NSSC has procured the registration. If a request cannot be found in the database, view your SF-182 in SATERN to determine what stage of the approval process the request is in.

Visit:

www.nssc.nasa.gov/customerservice

Select Training, Registration, and Training Purchase Status Web page.

Correspondence with the NSSC

Toll Free: 1-877-NSSC123 (1-877-677-2123)

E-mail: nssc-contactcenter@nasa.gov

Fax:

Supporting documents for SF-182 training registration (when required) should be Coordinated with your Center Training Office and faxed to the NSSC at 1-866-779-NSSC (6772).

Supporting documentation should, whenever possible, be provided via a URL in the SF-182 request form within SATERN.

SATERN:

Approved requests for training will be automatically sent to the NSSC via the SATERN system.

Required documentation for Claims for Reimbursements should be submitted to your Center Training Office for signature and then faxed to the NSSC at 1-866-779-NSSC (6772).

Mail:

NASA Shared Services Center
Attn: Training Purchases
Building 1111, C Road
Stennis Space Center, MS 39529

NSSC homepage:

www.nssc.nasa.gov

NSSC Customer Service page:

www.nssc.nasa.gov/offsitetraining

www.nasa.gov

National Aeronautics and
Space Administration



Professional Development, College, External Training



NSSC
NASA Shared Services Center

Quick
Reference Guide

August 2010

NSSC-SD-0007 Rev. 8

Customer Focused



off-site training purchases



NSSC Responsibilities

- Ensure that sufficient funds to cover anticipated training purchases are received from the Centers on a quarterly basis
- Monitor the expenditure of funds vs. funding received from the Centers
- Conduct appropriate charge back billing to the Centers
- Receive SF-182 with possible supporting documentation from Center Training Office (CTO) and review for accuracy
- Send SATERN generated registration e-mail confirmation to the learner
- Provide various incompleteness reports to each CTO
- Complete the close out process of the SF-182 in SATERN
- Ensure adequate funding is available for registration fees
- Determine appropriate contractual instrument
- Approve and reconcile monthly transaction in P-Card Solutions
- Provide purchasing information for registration and issue convenience checks
- Prepare supporting file documentation as required
- Prepare and award purchase orders
- Ensure procurement data is available on the Training Purchases Status Web page for off-site transactions



NSSC FM Responsibilities

- Process invoices for payments resulting from any purchase orders awarded by NSSC Procurement Office for off-site training
- NSSC Accounts Payable will process Claims for Reimbursements (SF-1164) submitted by Center Training Offices for approved off-site training that was prepaid by the learner and will send e-mail notification to learner when reimbursement is paid
- Issue Bill of Collection as requested by CTO

Center / Employee Responsibilities

Learner

- Complete SF-182 using SATERN
- Pre-pay for training as directed by CTO
- Complete SF-1164 and submit to training office with receipts for reimbursement

College Coursework

The NSSC cannot register a student for a college class. Instead, a contracting officer will add language to your training form and endorse it. Your college will then accept the training form as payment and will invoice the NSSC.

For all academic training, print the approved SF-182 and provide it to your bursar / registrar during course registration.

You will still have to participate in the college's application and course enrollment procedures.

Center / Employee Responsibilities

Supervisors

- Approve learner requests for training when appropriate

Center

- Process any training purchases using program/project funds
- Provide accurate estimates (dollars and transactions) of current and future training requirements
- Ensure sufficient Center Management and Operation funds are transferred to the NSSC's Working Capital Fund on a quarterly basis
- Ensure all training requests and supporting documentation (SF-182) are complete and appropriate. Approve training before submitting to the NSSC
- Ensure Sole Source Justification document is accurate and fax to the NSSC
- Flag urgent requests in SATERN so NSSC can expedite processing and send a help desk ticket to the NSSC if processing time is less than 3 days
- Direct learners to prepay and await reimbursement when it is determined that there is insufficient time for NASA to make the purchase
- Submit multiple requests for common conferences / training together when practical
- The Center Training Office will fax required reimbursement documentation to NSSC (approved SF-1164, SF-182, and receipts of expenses incurred)
- Process a request through NSSC FM Accounts Receivable (using [NSSC Form 63](#)) to issue a Bill of Collection for learners who have dropped or failed courses (if appropriate)