National Aeronautics and Space Administration



NASA Welcomes

National Aeronautics and
Space Administration



New Employee Orientation

NASA Headquarters

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.

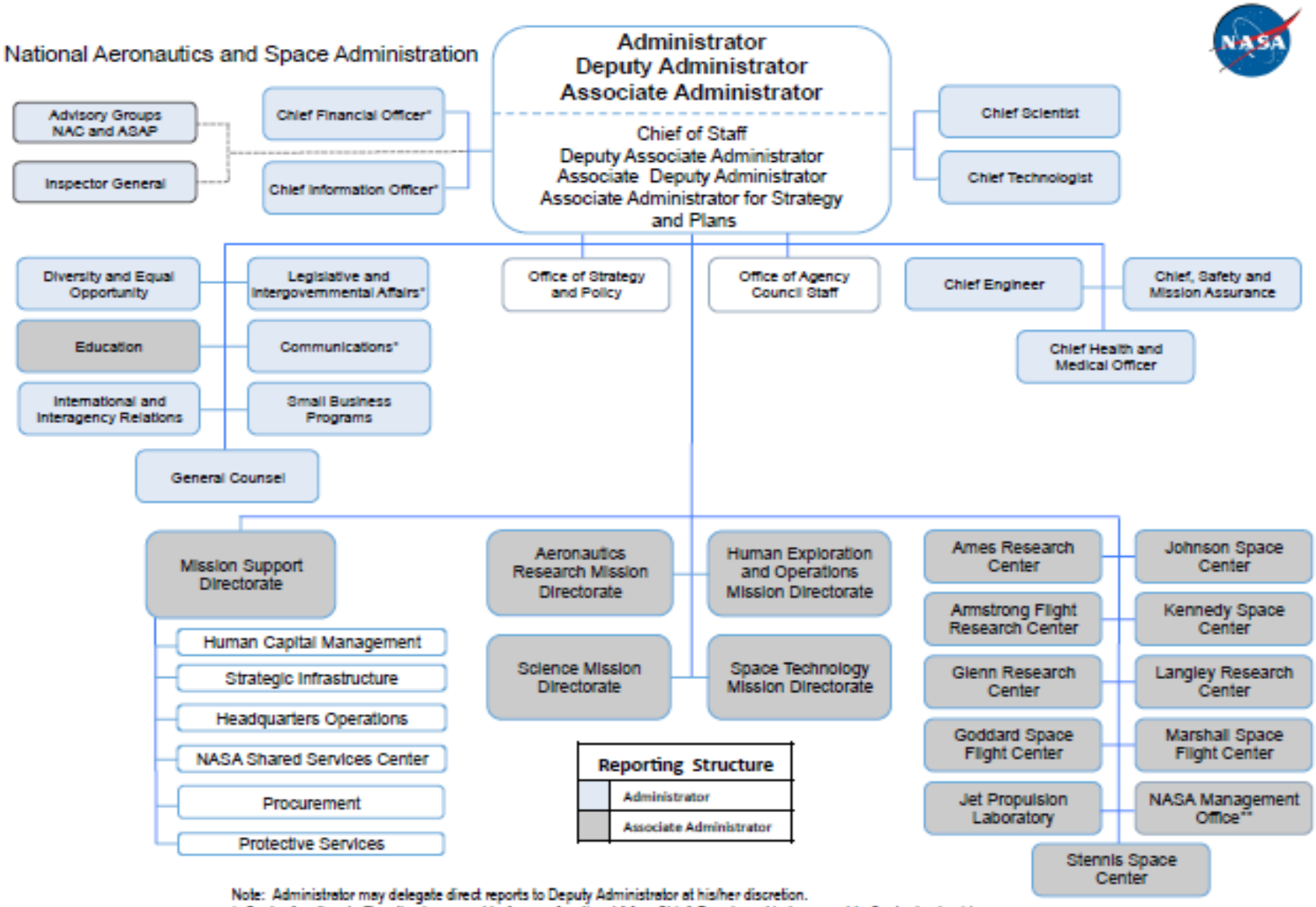
NASA – What is it about?

- 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

NASA


National Aeronautics and Space Administration
Administrator
Deputy Administrator
Associate Administrator
Chief of Staff
Deputy Associate Administrator
Associate Deputy Administrator
Associate Administrator for Strategy and Plans
Advisory Groups NAC and ASAP
Inspector General
Chief Financial Officer*
Chief Information Officer*
Chief Scientist
Chief Technologist
Diversity and Equal Opportunity
Legislative and Intergovernmental Affairs*
Education
Communications*
International and Interagency Relations
Small Business Programs
General Counsel
Office of Strategy and Policy
Office of Agency Council Staff
Chief Engineer
Chief, Safety and Mission Assurance
Chief Health and Medical Officer
Mission Support Directorate
Human Capital Management
Strategic Infrastructure
Headquarters Operations
NASA Shared Services Center
Procurement
Protective Services
Aeronautics Research Mission Directorate
Human Exploration and Operations Mission Directorate
Science Mission Directorate
Space Technology Mission Directorate
Ames Research Center
Armstrong Flight Research Center
Glenn Research Center
Goddard Space Flight Center
Jet Propulsion Laboratory
Johnson Space Center
Kennedy Space Center
Langley Research Center
Marshall Space Flight Center
NASA Management Office**
Stennis Space Center
Reporting Structure
Administrator
Associate Administrator
Note: Administrator may delegate direct reports to Deputy Administrator at his/her discretion.
* Center functional office directors report to Agency functional AA or Chief. Deputy and below report to Center leadership.
** NMO oversees the Jet Propulsion Laboratory and other Federally Funded Research and Development Center work
November 2015

NASA


NASA Centers
Software Independent Verification and Validation (IV&V) Facility (GSFC)
Glenn Research Center (GRC)
Plum Brook Station (GRC)
Headquarters
Goddard Institute for Space Studies (GSFC)
Goddard Space Flight Center (GSFC)
Wallops Flight Facility (GSFC)
Ames Research Center
Vandenberg Air Force Base (KSC)
Jet Propulsion Laboratory
Armstrong Flight Research Center
White Sands Test Facility (JSC)
Langley Research Center
Marshall Space Flight Center (MSFC)
Stennis Space Center
Kennedy Space Center (KSC)
Johnson Space Center (JSC)
Michoud Assembly Facility (MSFC)
NASA Shared Services Center
NASA International Centers
Paris, France
Madrid, Spain
Korolyov, Russia
International Space Station

Officials in Charge



Robert M. Lightfoot, Jr.
Acting Administrator



Lesa Roe
Acting Associate
Deputy Administrator

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)

OATH OF OFFICE

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

	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 Bi-weekly 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 Bi-weekly Hours			**80**

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 approx. **13 days** per year	**6 hours** per pay period OR approx. **19.5 days** per year	**8 hours** per pay period 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 Personnel Management's (OPM) Leave Administration Website: *http://www.opm.gov/oca/leave/INDEX.asp*

Work From Anywhere

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





FERS Pension Calculation

$ High-3 Salary X Years of Creditable Service X % Pension Multiplier = $ Annual FERS Pension





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 Association	30 days

Thrift Saving Plan (TSP)

What is the TSP?

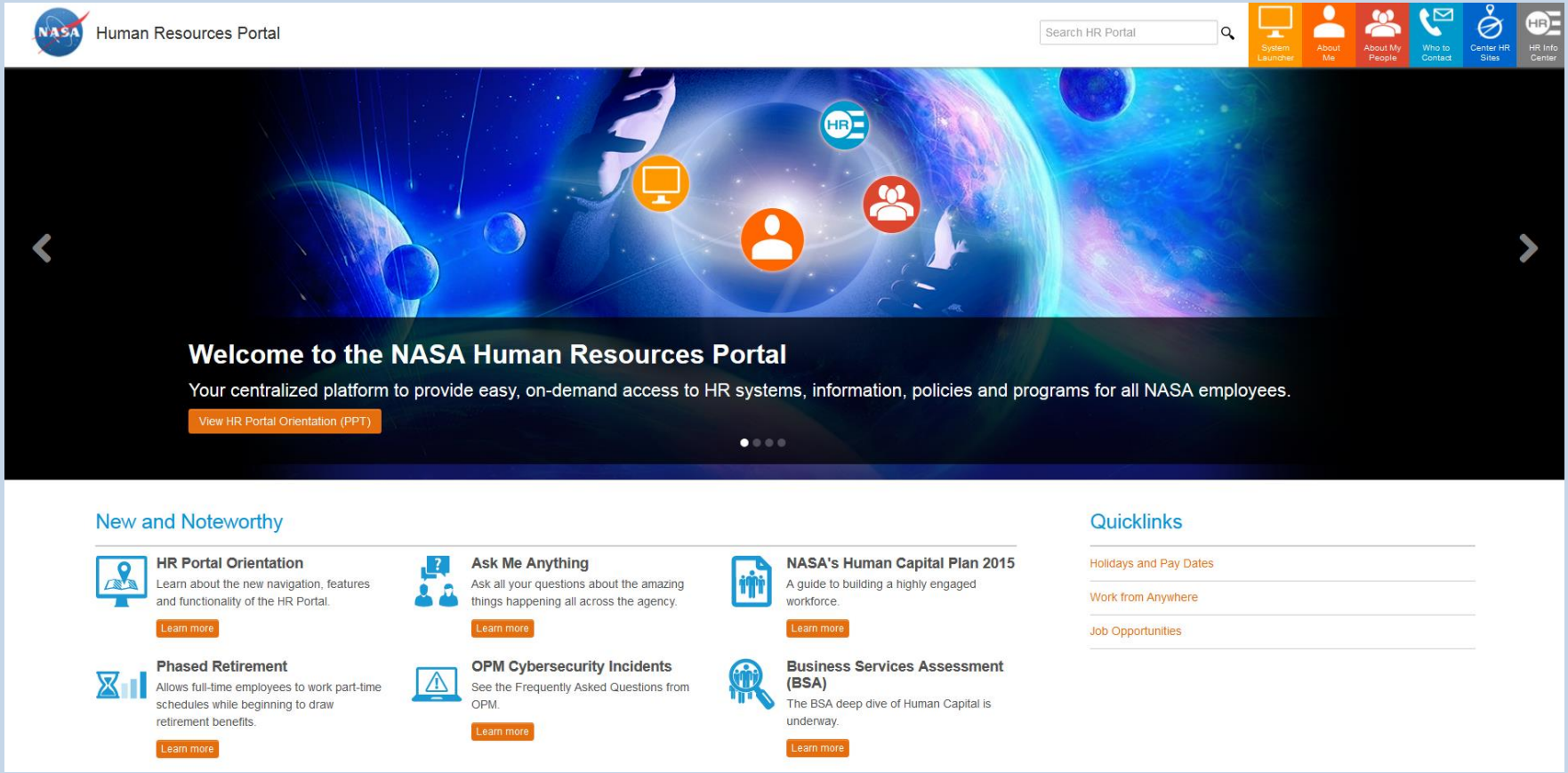
- A retirement savings plan similar to 401(k) plans offered to private sector employees.
- The purpose of the TSP is to give you the ability to participate in a long-term retirement savings and investment plan.

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)

HR Portal – Home Page



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

