



National Aeronautics and
Space Administration
NASA Shared Services Center

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NASA Shared Services Center Process Work Instruction

NSPWI-3000-0028 Revision 0002

Effective Date: October 12, 2021
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HR Offsite Training Administration
- FOR NSSC INTERNAL USE ONLY -

Responsible Office: Human Resources Services Division

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Approved by
Kellie Noel
(affiliate)

Digitally signed by Kellie Noel
 (affiliate)
 Date: 2021.10.07 10:34:51
 -05'00'

Kellie M. Noel
 HR Service Office Manager

Date

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Document History Log

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Basic	1.0	April 22, 2020	Basic Release
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1.0 Purpose

Offsite Training is used to provide National Aeronautics and Space Administration (NASA) Civil Servant (CS) personnel the ability to take external training courses and training-related conferences to enhance their learning needs directly related to NASA's mission and promise, "To support NASA's mission first and NASA's people always." The goal of the Offsite Training Process is to provide Learner registration and procurement for Center-approved external training and conference requests for events held offsite. Events are defined as external when they occur outside of a NASA facility.

This document also serves as a resource to ensure that all Offsite Training is coordinated and executed using specific processes, which will create consistency, transparency, and accountability across the Agency.

The NASA Shared Services Center (NSSC) provides training registration and payment services to all NASA CS personnel. Not all requests require registration and procurement of training, but for each request submitted to the NSSC, a System for Administration, Training, and Educational resources for NASA (SATERN) historical training record is entered. This work instruction is designed to explain how that process works.

2.0 Authority

None

3.0 Applicable Documents and References

The following references were used in the preparation of this Process Work Instruction (PWI):

- a. NASA Training Policy Desk Guide, NSREF-3000-0603
- b. Office of Management and Budget (OMB) *Revisions to the Federal Acquisition Certification for Contracting Officer's Representatives (FAC-COR)* memo dated September 6, 2011
- c. Training Administration Core Team Charter
- d. 5 United States Code (U.S.C.) § 4101(4)

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4.0 Process

Offsite Training Administration

Offsite (External) training is defined as learning opportunities outside of NASA. Offsite training includes conferences, academic courses, and other external events. NASA encourages employees to take advantage of offsite training as long as the requests meet mission goals, budgetary availability, and approval requirements. Standard Form (SF) 182, Authorization, Agreement and Certification of Training, is the official Office of Personnel Management (OPM) form for all offsite training requests. Eligible NASA CS personnel may submit an electronic request for external training via the SF 182, which is approved, tracked, and recorded in SATERN. (Source – “NASA Training Policy Desk Guide, NSREF-3000-0603.)

Step 1 – Training Need Identified

When an Offsite training need is identified at the Center, the Learner/CS Employee should consult with the Supervisor for initial authorization to proceed with submitting an SF 182 in SATERN to initiate procurement related activities.

When submitting the SF 182, the Learner must provide the most accurate information possible. The following information is required for a Learner to submit an SF 182: Course Title, Vendor Information; Training Start and End Dates, Last Day to Register; Training Duty Hours; Training Designation Type, Course Objectives/Justification, Training Cost, and Travel Cost.

Step 2 – Determine Request Topic Detail and Routing

Once the SF 182 is submitted and received at the NSSC, process steps are determined by the Type of SF 182 Request. The types are:

- Non-Academic NSSC Purchase
- Academic NSSC Purchase
- Academic NSSC Purchase w/book reimbursement
- No Cost

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- Project-Funded at Center
- Academic Reimbursement
- Non-Academic Purchase at NSSC

Upon submission, ServiceNow (ServiceNow) uses the SF 182 data table to determine Topic Detail for the case.

ServiceNow routing decision point - Training Designation Type Code drives Training Type calculation.

Training Designation Type Code:

- 01 – Undergraduate - Training Type = Academic
- 02 – Graduate - Training Type = Academic
- 03 – Continuing Education Credit - Training Type = Academic
- 04 – Post Graduate Credit - Training Type = Academic
- 05 – N/A - Non-Academic Training - Training Type = Non-Academic

Topic Detail Assignment:

- If so, then if “Training Type” is “Academic” and the “Tuition” is greater than zero “0” then Topic Detail will equal = Academic NSSC Purchase.
- If so, then if “Training Type” is “Non-Academic” and the “Tuition” is greater than zero “0” and the “Purchase Type” contains “Purchase” the Topic Detail will equal = Non-Academic NSSC Purchase.
- If so, then if “Training Type” is “Non-Academic” and the “Tuition” is zero “0” then the Topic Detail will equal = Training – No Cost.
- If so, then if “Training Type” is “Non-Academic” and the “Purchase Type” contains “Project Fund” and the “Tuition” is greater than zero “0” then the Topic Detail will equal = Project Funded at Center.
- If so, then if “Training Type” is “Academic” and the “Purchase Type” contains “Reimbursement” and the “Tuition” is greater than zero “0” then the HR Service will equal = Academic Reimbursement.

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Once the ServiceNow Case is created, the Training Administration Details (TAD) is updated, which triggers the progress bar to update on the customer HR Case View.

The Learner receives an e-mail notification from ServiceNow that NSSC (SP) Offsite Training Team has received their training request. A link is provided for the Learner to monitor and interact with the case and the NSSC (SP) Training Administration Offsite Team through the HR Employee Services portal to ensure visibility through the entire process.

For more detailed information on the SF 182 Form Completion Process, reference [https://saturn.nasa.gov/documents/SF 182 Form Overview.pdf](https://saturn.nasa.gov/documents/SF%20182%20Form%20Overview.pdf).

Step 3 – Supervisor Approval

Approximately 90 minutes after the Learner submits the SF 182, the Approving Supervisor receives an automated e-mail notification from nssc-hr-support@mail.nasa.gov via ServiceNow to notify the Supervisor of the pending approval. A direct link is provided within the body of the e-mail to the Supervisor's approval queue. Supervisor approval is needed for all training request types.

Supervisor Approver verifies/approves:

- The training is intended to improve individual and organizational performance related to NASA's mission.
- A relationship exists between the knowledge, skills, and abilities the training is intended to provide and the employee's lawfully assigned duties.
- The following SF 182 form fields in SATERN:
 - B.2.A – Course Title;
 - B.3 and B.4 - Training Start and End Date;
 - B.5 - Training Duty Hours; and
 - B.18. Course Objectives and Justification.

The Supervisor will receive an automated reminder notification 3 days after the initial e-mail if approval is not recorded in the system.

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After the initial e-mails are sent, the NSSC will not reach out again until the training is within 5 days of the event. This determination was made to avoid over burdening the Supervisors.

Within an hour of approval, SATERN sends a notification to ServiceNow to update the case to capture the Supervisor Approver action. Once the case is updated, ServiceNow will send an e-mail to the employee notifying the employee of the approval decision and that it is now being routed to the Funding Approver for review.

Step 4 – Funding Approval

Funding Approver (Budget Analyst, Training Coordinator, Human Resources Business Partner (HRBP)) reviews and approves request in SATERN to determine funding availability, source, and method. Funding Approver will receive e-mail notification from nssc-hr-support@mail.nasa.gov via ServiceNow shortly after the Supervisor Approver authorization is captured within the Case. The e-mail requests that the Funding Approver review and approve the request in SATERN. A direct link is provided within the body of the e-mail to the approval queue. Funding approval is needed for all training request types.

Funding Approver verifies/approves:

- Completes all green highlighted fields on the SF 182 to determine funding source and method and verifies funding is available.
- Funding source is indicated in SF 182 fields:
 - A.14 – Funding Center: Enter Center that is funding the training (regardless of Learner Duty Center) or if it is funded at the Agency level (i.e., – AFRC, ARC, ARMD, GRC, GSFC, HQ-IN, HQ-OIG, JSC, KSC, LARC, MSFC, NSSC, OCFO, OCHCO, OP, OCIO, OPS, OLIA, OCOMM, ODEO, OSBP, OSTEM, OGC, OIIR, SSC, SMD, STMD or Agency).
 - A.15 – Funding Organization: Enter the Organization that will be paying for training if budget is tracked at this level.
- Determines the appropriate purchase request type in field B.7, [FUNDING APPROVER] Purchase Request Type. Four options exist:

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- Non-Academic NSSC Purchase
- Academic NSSC Purchase
- Academic NSSC Purchase w/book reimbursement
- No Cost
- Project-Funded at Center
- Academic Reimbursement
- Non-Academic Reimbursement
- For Project-Funded at Center Purchase Request Type, the Funding Approver is responsible for coordinating with the local card holder to complete payment and registration at the appropriate program/project level.
- For “NSSC to Purchase” Purchase Request Type, SF 182 requests require one of the following:
 - Use Working Capital Funds previously Intra-governmental Payment and Collection (IPAC) from the Center to NSSC.
 - Transfer of funds between Center project and institutional funding sources to the NSSC. (This is an action completed prior to approval and worked by the appropriate Center Budget Analysts in coordination with the NSSC Budget and Accounting Division.)
- For “Reimbursement” Purchase Request Type, the Learner pays out by personal expense, then requests to be reimbursed,
- For “No Cost” Purchase Request Type, there is no associated training cost, and data entry record is requested to show attendance in SATERN.
- If applicable, complete Field C.5. Indicate Funding Work Breakdown Structure (WBS) Code on the SF 182.

The Funding Approver will receive an automated reminder notification 3 days after the initial e-mail if approval is not recorded in the system.

After the initial e-mails are sent, the NSSC will not reach out again until the training is within 5 days of the event. This determination was made to avoid over burdening the Funding Approvers.

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Within an hour of approval, SATERN sends a notification to ServiceNow to update the case to capture the Funding Approver action. Once the case is updated, ServiceNow sends an e-mail to the employee notifying of the approval decision.

Step 5 – Academic Coordinator Approval *(Skip to Step 6, Triage, for all Non-Academic Training.)*

Center Academic Coordinator Approver only reviews academic training requests as indicated by the Learner's selection on the SF 182 in field B.11, Training Designation Type Code. Academic Coordinator Approver will receive an e-mail notification from nssc-hr-support@mail.nasa.gov via ServiceNow shortly after the Funding Approver authorization is captured within the Case. The e-mail requests that the Academic Coordinator Approver review and approve the request in SATERN. A direct link is provided within the body of the e-mail to the approval queue.

Academic Coordinator Approver:

- Verifies employee is authorized to participate in the academic program.
- Provides the Academic Program Name in field A.17, [ACADEMIC COORDINATOR] Academic Program Name, if applicable. If there is no academic program name, then N/A should be included. If N/A, indicate in the Academic Coordinator Approver comments if grade transcript is required.

Within an hour of approval, SATERN sends a notification to ServiceNow to update the case to capture the Academic Coordinator Approver action. Once the case is updated, ServiceNow sends an e-mail to the employee notifying of the approval decision.

NOTE: Due to SATERN system limitations, NSSC cannot skip the Academic Approval in SATERN. This creates confusion for the Centers and Learners if they check the status in SATERN. Centers and Learners are encouraged to always check statuses in ServiceNow using the HR Employee Services portal (also known as ServiceNow Case View). The NSSC (SP) Training Administration Offsite Team will complete that approval in SATERN as part of their standard process, but the delay in Funding Approval to that action for Non-Academic

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requests can be alarming to those who do not understand the limitations and workarounds.

Step 6 – Triage

The NSSC HR Triage and Monitoring group will then review the case to determine if the data provided by the Learner is correct. If not, it will be updated on the SATERN SF 182 to ensure updates are seen by next level approvers. Any updates made to the SF 182 are updated on the case TAD when the next report runs to update ServiceNow (approximately every 30 minutes). This update captures updates and approvals by all approval levels as well. The Triage Processor is responsible for validating and updating the SF 182 data that was provided appears to be correct, gathering any additional information, and updating the SF 182 in SATERN to ensure that approvers have the best information possible. This needs to be monitored closely.

Once the necessary approvals are complete in SATERN, the NSSC (SP) Training Administration Offsite Team will begin prepping the case for purchase. The NSSC (SP) Training Administration Offsite Team will confirm and validate all of the information on the SF 182, reaching out to the learner directly for clarification as needed.

Once the SF 182 has been validated and the TAD is updated, a task will generate alerting the Contracting Officer that the request is ready for action.

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Step 7 – Processing based on Topic Detail

7. 1 – No Cost

For No-Cost SF 182 requests, the NSSC (SP) Training Administration Offsite Team will provide the Academic and NSSC approval action on the SF 182 in SATERN and capture the time stamp of the Approvals on the ServiceNow case. Once the final approvals are captured in ServiceNow, an automated system-generated e-mail will be sent to the Learner and case Contact to notify them that their SF 182 has been approved and they can proceed with training.

The NSSC (SP) Training Administration Offsite Team will complete the Enterprise Human Resources Integration (EHRI) Coding of the SF 182 in SATERN and capture updates on the ServiceNow Case TAD, as follows:

- Complete data fields in SATERN and ServiceNow case TAD.
- Complete SATERN Approval.
- Save a copy of the approved SF 182 and attach PDF copy to the case.

7.2 - Project Funded Payment Completed at Center

For Project Funded Payment Completed at Center SF 182 requests, the NSSC (SP) Training Administration Offsite Team will provide the Academic and NSSC approval action on the SF 182 in SATERN and capture the time stamp of the Approvals on the ServiceNow case. Once the final approvals are captured in ServiceNow, an automated system-generated e-mail will be sent to the Learner and the Case Contact to notify them that their SF 182 has been approved and they can proceed with training.

NOTE: In most cases, the **case** Contact is the Funding Approver/Center Card Holder.

The NSSC (SP) Training Administration Offsite Team will complete the EHRI Coding of the SF 182 in SATERN and capture updates on the ServiceNow case TAD, as follows:

- Complete data fields in SATERN and ServiceNow TAD.
- Complete SATERN Approval.

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- Save a copy of the approved SF 182 and attach PDF copy to the case.

7.3 – Non-Academic Purchase at NSSC

Once funding approval is completed, it is time to prepare the request for NSSC (CS) HR Procurement Team to purchase the training, confirm Registration/Alternative Registration and payment instructions.

- Save a pdf document of the cost of the training and add the cost document and any other documents needed to the TAD.

NOTE: All documents should be uploaded/transferred to the TAD. Documents uploaded by the Learner can stay on the front of the case unless they contain Personally Identifiable Information (PII).

- Registration Instructions.
- Cost verification method (i.e., web, email, invoice, etc.).
- NCTS #, which is only required for NASA Sponsored and Foreign Conferences.
- NCTS Approval Date.
- Invoice Workflow Required (i.e., yes or no).
- Purchase mechanism.
- 889 compliance.
- Vendor exclusions- Check the vendor on the System for Award Management (SAM) Web site. Add Exclusion note to TAD with the exclusion information, date, and your initials. (Example: Vendor NOT found on Exclusions 0291 10/18/2019 KN). To access SAM site, visit: <https://www.sam.gov/SAM/> > Under DATA Access, scroll to bottom block, choose the latest exclusion link. Use Ctrl +F to Search vendor in Spreadsheet.
- Verified/Approved Cost.

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- Payment Instructions.
- Vendor Registration Web Link.
- Bulk Purchase (i.e., yes or no).
- Purchase Prep Complete (i.e., yes or no) AND Purchase Mechanism (drop down) - this will close the "Prepare Training Request for Purchase" task and assign a task to L3 to submit registration and payment.

The NSSC (CS) HR Procurement Team will pull case s from the queue and complete the purchase and registration. If there are any issues or missing information, they will reach back to NSSC (SP) Training Administration Offsite Team for support.

Once the Purchase and Registration are successfully completed, the NSSC (CS) HR Procurement Team will enter the following on the TAD:

- Cost Reasonableness Verified (i.e., yes or no).
- L3 Purchasing Agent.
- Purchase Card #.
- Amount Purchased.
- Payment/Registration Submitted on AND Purchase Mechanism Creation Complete Date: When completed, these fields will close the NSSC (CS) HR Procurement task creating a new task for the NSSC (SP) Training Administration Offsite Team to complete the final SF 182 approval in SATERN.

7.4 - Academic Purchase at NSSC

Once Triage is completed, it is time to prepare the request for NSSC (CS) HR Procurement Team to purchase the training.

- Confirm school/university and acceptable payment method.
- Screenshot the cost of the training and add the cost document and any other documents needed to the TAD.

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NOTE: All documents should be uploaded/transferred to the TAD. Documents uploaded by the Learner can stay on the front of the case unless they contain PII.

- Registration Instructions.
- Cost verification method (i.e., web, email, invoice, etc.).
- Invoice Workflow Required – select yes for academic requests.
- Purchase mechanism.
- 889 compliance.
- Vendor exclusions- Check the vendor on the System for Award Management (SAM) Web site. Add Exclusion note to TAD with the exclusion information, date, and your initials. (Example: Vendor NOT found on Exclusions 0291 10/18/2019 KN). To access SAM site, visit: <https://www.sam.gov/SAM/> > Under DATA Access, scroll to bottom block, choose the latest exclusion link. Use Ctrl +F to Search vendor in Spreadsheet.
- Purchase card #.
- Amount Purchased.
- Verified/Approved Cost.
- Vendor Registration Web Link.
- Bulk Purchase (i.e., yes or no) – select no for Academic requests.
- Purchase Prep Complete (i.e., yes or no), Purchase Mechanism (drop down), and Purchase Mechanism Creation Complete Date - this will close the “Prepare Training Request for Purchase” task and assign a task to the NSSC (CS) HR Procurement Team to submit registration and payment.

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NSSC (CS) HR Procurement Team will pull cases from the queue and complete the Academic Approval process. If there are any issues or missing information, they will reach back to NSSC (SP) Training Administration Offsite Team for support.

Once Academic Approval is Met, the NSSC (CS) HR Procurement Team will enter the following on the TAD:

- Cost Reasonableness Verified (i.e., yes or no).
- L3 Purchasing Agent.
- Payment/Registration Submitted On – this will close the “Prepare Training Request for Purchase” task and assign a task to the NSSC (CS) HR Procurement Team to submit registration and payment.

The NSSC (SP) Training Administration Offsite Team will then complete the final NSSC Approval step in SATERN, save a copy of the SF 182 to the case.

7.5 – Reimbursement

For Reimbursement SF 182 requests where the Learner pays for training and then will seek reimbursement after, NSSC (SP) Training Administration Offsite Team will be sure to review the information entered by the Funding Approver and determine that no other actions are required.

Once the review is complete, NSSC (SP) Training Administration Offsite Team will complete the EHRI Coding of the SF 182 in SATERN and complete the Academic and NSSC approver action capturing the updates on the ServiceNow TAD and completing the following fields:

- Reimbursement Type.
- Reimbursement Approver.
- Reimbursement Approval.
- Approved Reimbursement Amount.

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Once approval is complete save and attach a copy of the approved SF 182 to the ServiceNow case.

With all reimbursement requests, the Learners can seek reimbursement of the approved out-of-pockets expenses using the Financial Management (FM) Optional Form (OF) 1164, Claim for Reimbursement for Expenditures on Official Business, not to exceed the amount approved on the SF 182.

To start the process, the Learner must have submitted an SF 182 and been granted all approvals. Once that is complete, the Learner can access the actual OF 1164 and submission instructions by visiting the HR Services Catalog and access the [OF 1164 Submission](#) form. Once NSSC approvals are complete, learner will receive a To Do in the HR Services Catalog with instructions on submitting the OF 1164. For more information on How to submit an OF 1164, visit https://answers.nssc.nasa.gov/app/answers/detail/a_id/7212.

Once the request for the reimbursement is submitted using the OF1164 form, NSSC (SP) Training Administration Offsite Team will review to ensure proper completion of the form, matching receipts have been provided, and that an approved SF 182 is in the system and the amount being requested doesn't exceed the approved amount on the SF 182. If there are any issues, NSSC (SP) Training Administration Offsite Team will reach back to the Learner. If everything is in line, NSSC (SP) Training Administration Offsite Team will select "1164 ready for Approval" on the TAD creating a task for the NSSC (CS) HR Procurement Team to sign the OF 1164.

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Once the NSSC (CS) HR Procurement Team has completed the action, Once the package is sent to FM, the NSSC (SP) Training Administration Offsite Team will complete the “1164 Action Sen to FM” field on the TAD. Review the [OF 1164 Processing](#) desk guide for more detailed information on processing an OF 1164 for reimbursement of training funds.

Step 8 – Modifications

Between the time of the approval confirmation and the training start date, the Learner will have the ability to submit a modification for training via the ServiceNow HR Services Catalog using the https://esd.nasa.gov/hrservicesV2?id=hr_sc_cat_item_v2&sys_id=67e0f6e3db1abf40ed6934cc7c96196a form.

The modification form can be accessed through the HR Services Catalog by selecting the appropriate HRSD case and clicking on “Request Modification.”

The learner will submit a modification service request to request a modification for training or to cancel the training request. Receipt of Project Fund cancellations or modification requests will be sent to Funding Approver for coordination. Multiple modifications can be requested and captured within the case. Once submitted, an automated system-generated e-mail will be sent to the Learner and SF 182 approvers, as applicable, notifying them that the modification was received and is being reviewed for processing.

More information on How to Submit an Offsite Modification can be found in the [Training Administration SharePoint page](#). Select Training Administration Service Request Forms.

NSSC (SP) Training Administration Offsite Team will coordinate with Funding Approver to ensure modification is complete and update all associated documentation. Once the modification is complete, the Modification tab will be updated with a completion date and an automated system-generated e-mail will be sent to the Learner.

Step 9 – Training Reminders

ServiceNow will monitor approaching training dates, and 3 business days before the training event, an automated system-generated e-mail is sent to the Learner with a reminder of the upcoming training and how to cancel/modify, if needed.

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Step 10 – Training Verification

Non-Academic:

For all Non-Academic training that doesn't require a grade to be recorded, ServiceNow will monitor the training end date and will create a To-do on the learner's dashboard one business day after the end date occurs. A To-do will create on the learners dashboard requesting the learner complete verification. An automated notification will also be sent to the learner letting them know they have a To-do to complete.

The Learner has two options:

- Yes, I attended.
- No, I did not attend. An explanation for why the Learner didn't attend is required.

NOTE: Some Learners are still verifying in ServiceNow and a work-around is to pull the verification report in SATERN to cross-reference in ServiceNow as a data clean up action.

For more information on How to Submit Training Verification visit:

https://answers.nssc.nasa.gov/app/answers/detail/a_id/7215.

For all Yes responses, the NSSC (SP) Training Administration Offsite Team will capture the verification from the case, record that verification in SATERN, and complete the NSSC final verification step.

For all No responses, the NSSC (SP) Training Administration Offsite Team will capture the verification from the case, record that verification in SATERN, and complete the NSSC final verification step. Then, NSSC (SP) Training Administration Offsite Team will review the case to determine if a modification was submitted prior to the training event or if there was some other legitimate cause for not attending (i.e., Pandemic, Hurricane, Furlough, etc.). If a modification was submitted or there is a valid reason for not attending, then no further steps are required. If no modification was submitted and the Learner was a no show, then the Funding Approver and Supervisor should be notified to determine next steps.

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Academic:

For all Academic training, ServiceNow will monitor the end date and will create a To-do on the learners dashboard 1 business day after the end date occurs requesting the learner to submit an Academic Grade Transcript. An automated notification will also be sent to the learner letting them know they have a To-do to complete.

For more information on How to Submit Training Academic Grade Transcript visit: https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/How_Do_I_Submit_My_Academic_Grade_Transcript.pdf?rhid=1000&did=6401435&type=released.

Once the Grade and Transcript are received, it is reviewed by the NSSC (SP) Training Administration Offsite Team to determine if the grade is passing and that the transcript provided is official. These updates and findings are noted in the ServiceNow case and on the TAD. If a grade is found to not be passing, that information should be provided to the CLO to determine if recoupment of funds will be required.

For more detailed information on the process, refer to [How to Complete Verification in SATERN](#) desk guide.

Step 11 – Invoice Payments

For Training that required purchase at the NSSC, an invoice(s) can be received at any point in the process.

P-Card Invoices:

Vendors do not have access to submit invoices to ServiceNow due to firewall restrictions. Therefore, Vendors are instructed to submit Training Invoices to NSSC-HRTrainingPCardInvoice@mail.nasa.gov.

This e-mail box is monitored by NSSC (SP) Training Administration Offsite Team and invoices are reviewed and routed and attached to the correct case.

Once the invoice is attached to the case, the NSSC (SP) Training Administration Offsite Team will:

- Review and validate the invoice against the ServiceNow case and TAD information.

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- Obtain payment instructions.
- Create credit card authorization form, if applicable.

Once the NSSC (SP) Training Administration Offsite Team has completed all steps and case updates, a task will be created and assigned to the NSSC (CS) HR Procurement Team to validate and submit payment information to the vendor.

Review the [Onsite P-Card Invoice Processing Guide](#) for more detailed process information.

PO Invoices:

Create an Invoice Routing and Information System (IRIS) Escalation Excel report to work, process, and update invoices.

Once Course POC concurs, NSSC (SP) Training Administration Offsite Team alerts the NSSC (CS) HR Procurement Team to approve the invoice in IRIS for payment.

More detailed desk guide instructions can be found in [PO Invoice/Closeout Processing Guide](#).

Step 12 – Close Out/Data Integrity

P-Card Purchases:

For Training that was purchased using a P-Card, once the invoice payment and Reconciliation is complete and captured on the TAD, the case is ready for closeout. The case and the TAD are reviewed to ensure all steps are completed and verification has been received. Then the case is set to “Closed Complete” status and the process ends.

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PO Purchases:

For Training that was purchased using a PO, once the invoice payment is complete and the SATERN Course/Class has been successfully completed, the case is ready for closeout. The PO needs to be reviewed for Close Out actions. This requires the following:

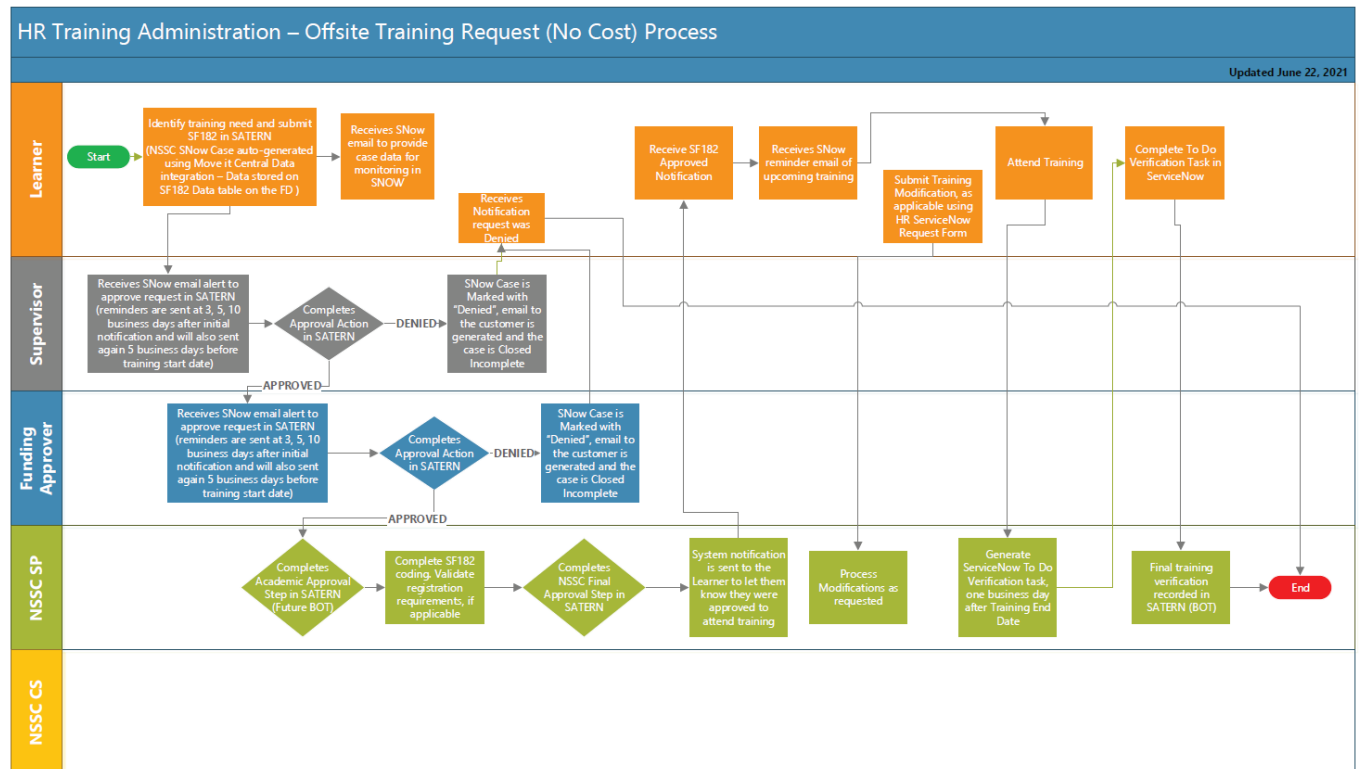
- Validate that the Period of Performance has expired.
- Ensure all funding was released.
- De-obligate unused funds.
- Send to NSSC Closeout Team for final close out actions.

Once confirmation of successful close out is received, the case can be set to “Closed Complete” status and the process ends.

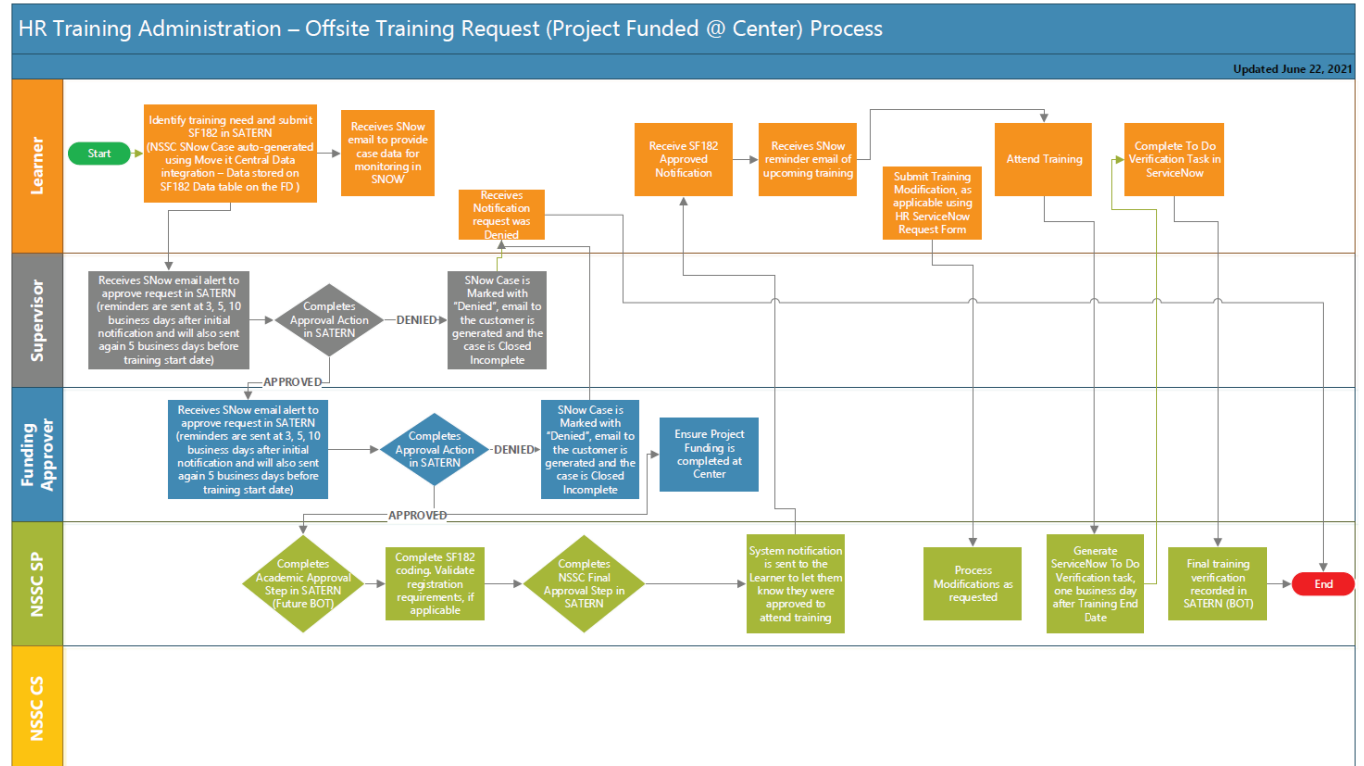
More detailed desk guide instructions can be found in [PO Invoice/Closeout Processing Guide](#).

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Process Flowcharts:



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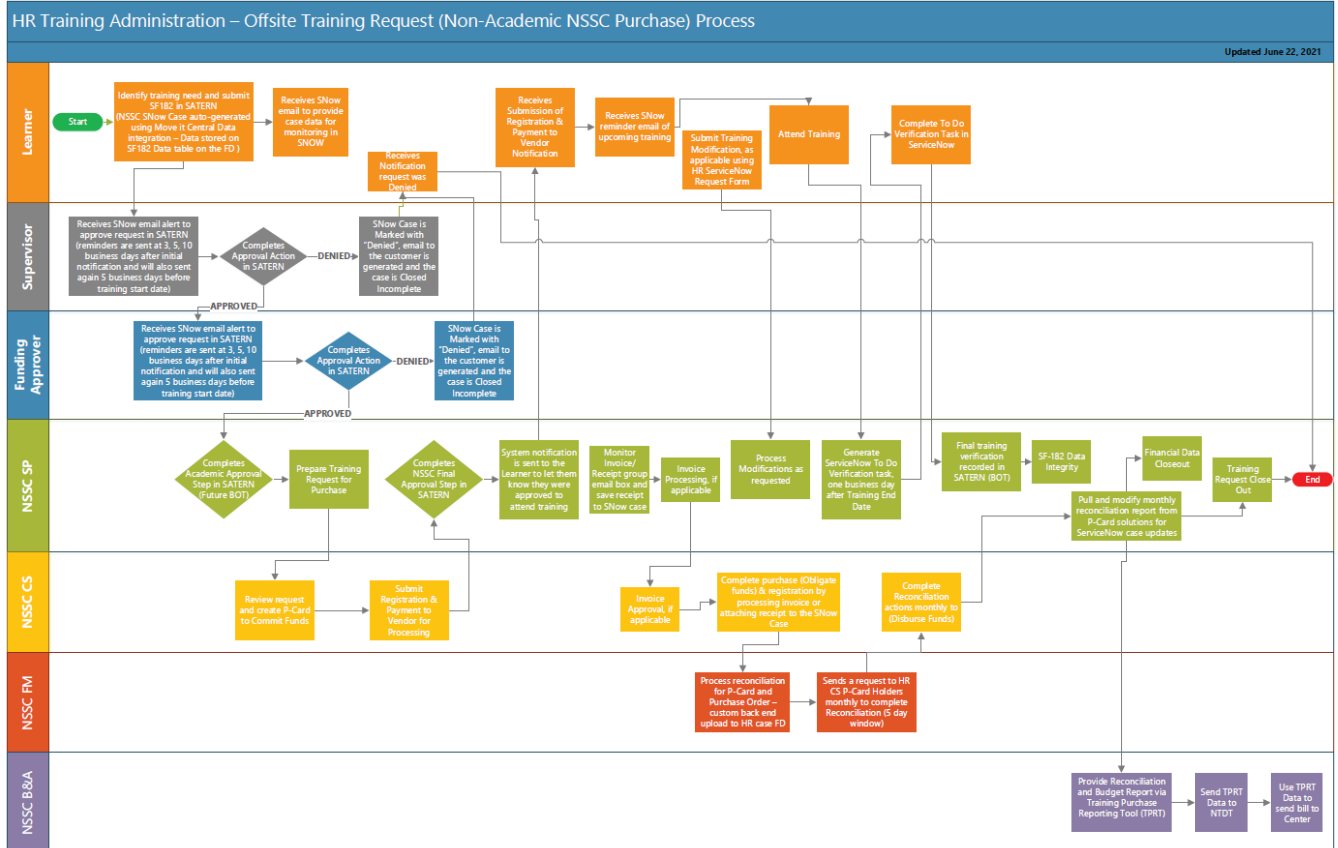
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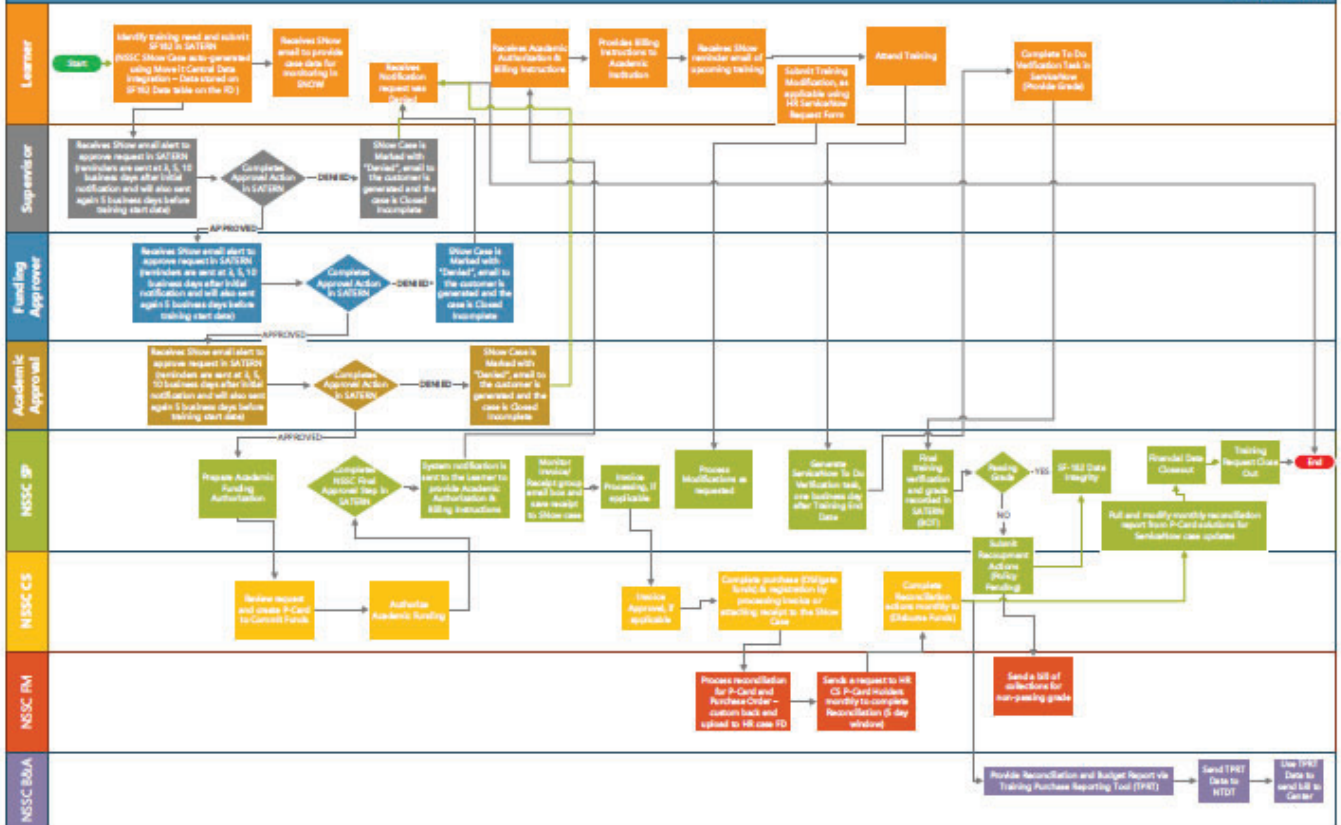


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HR Training Administration – Offsite Training Request (Academic NSSC Purchase) Process

Updated June 18, 2021



NSSC Process Work Instruction

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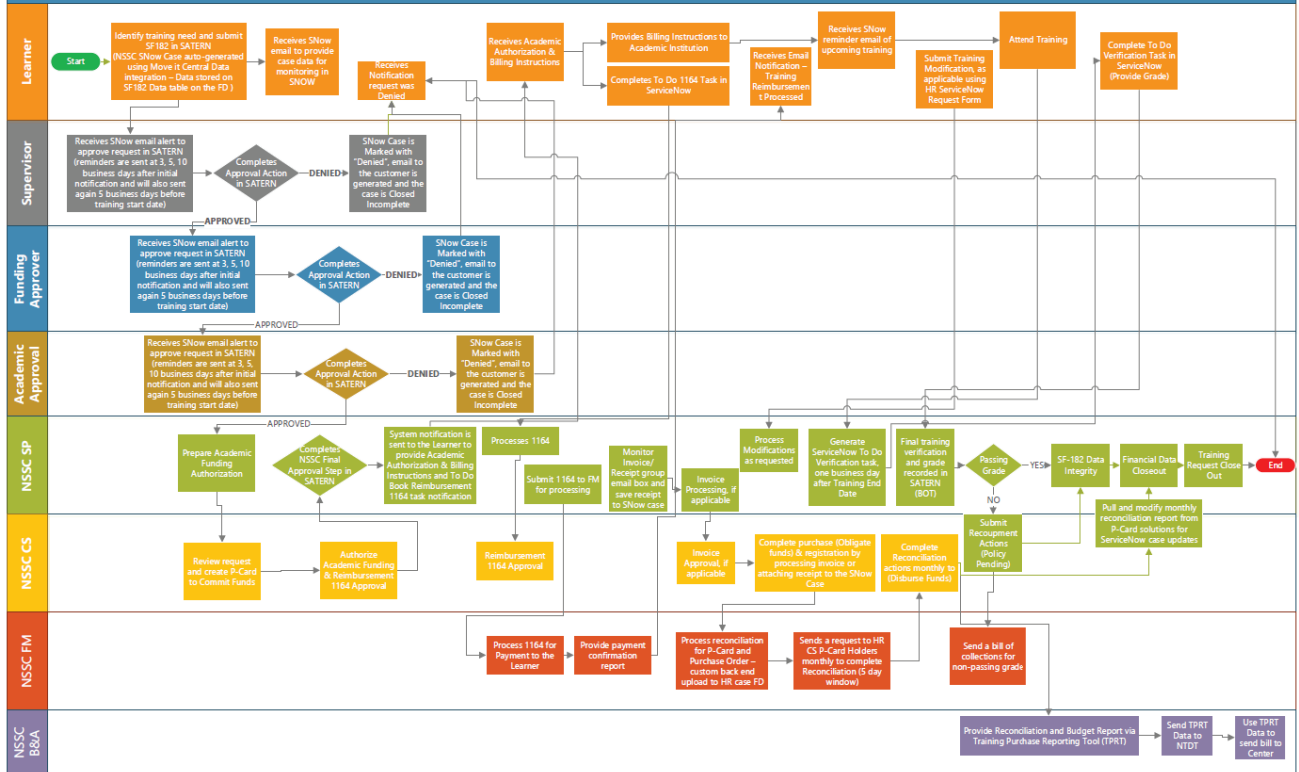
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HR Training Administration – Offsite Training Request (Academic NSSC Purchase w/Book Reimbursement) Process

Updated June 22, 2021



NSSC Process Work Instruction

NSPWI-3000-0028

Revision 0002

Number

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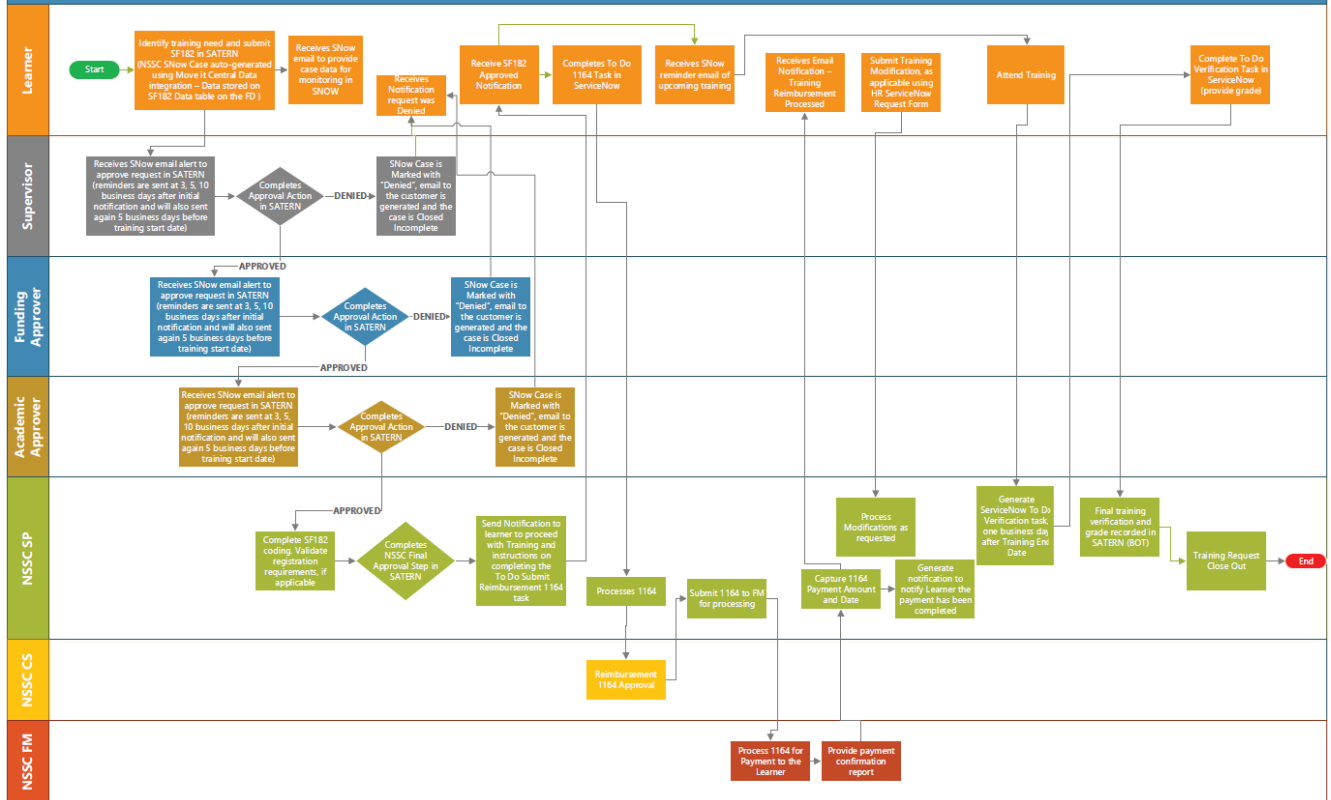
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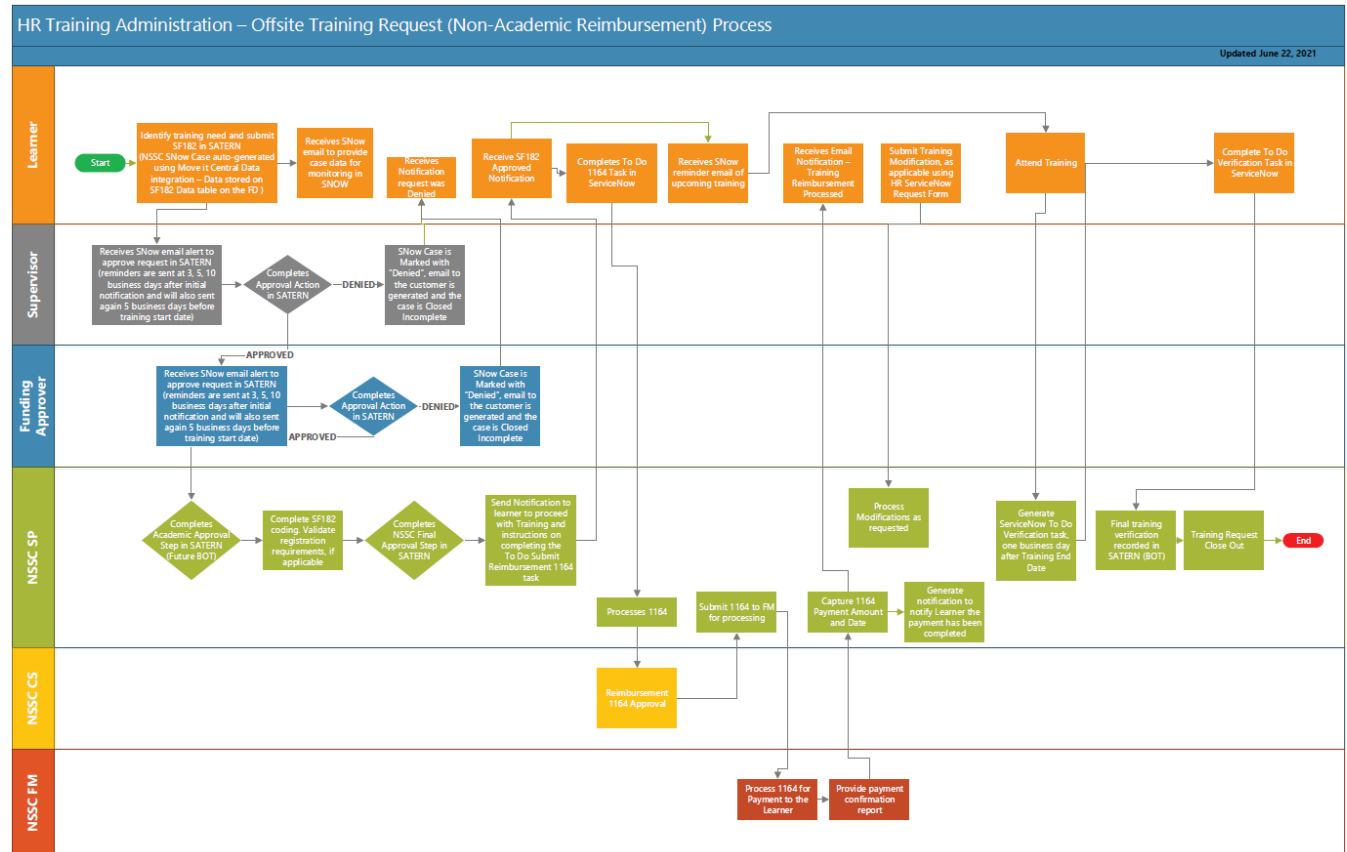
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HR Training Administration – Offsite Training Request (Academic Reimbursement) Process

Updated June 22, 2021



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5.0 Objective

Provide resources to facilitate the purchase and administration of training, instruction, or other applicable learning event occurring offsite at a facility outside of NASA.

6.0 Roles and Responsibilities

Learner – Any CS employee at NASA who submits an SF 182 Offsite request.

Supervisor Approver – Supervisor reviews and approves request in SATERN.

Funding Approver – Provides funding approval (budget analyst, training coordinator, HRBP).

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Academic Approver - Center Academic Review (only reviews academic training requests).

NSSC (SP) Training Administration Offsite Team – NSSC Service Provider (i.e., L2) Support to code, review, and process SF 182 offsite training requests. This includes monitoring and ensuring timely approvals (Center-level), approving SF 182s in SATERN, preparing requests for purchase and registration by HR Procurement, providing upcoming training reminders and process modifications.

NSSC (CS) HR Procurement Team – NSSC HR Civil Servant contracting officer, is warranted up to \$25,000 to process P-Card and POs to purchase training for NASA employees.

7.0 Records

Onsite Training Procurement and Enrollment Records are created during this process and the systems of record are ServiceNow, SATERN, and Procurement for the Public Sector (PPS).

8.0 Cancellation/Supersession of Previous Documents

This document supersedes NSPWI-3000-0003 Registration-Reimbursement Offsite Training (SP), Revision 6.0.

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Appendix A – Acronym List

Acronym	Meaning
CLO	Center Learning Officer
CS	Civil Servant
TAD	Functional Detail
FM	Financial Management
HR	Human Resources
HRBP	Human Resources Business Partner
HRSD	Human Resources Service Delivery
IPAC	Intra-governmental Payment and Collection
IRIS	Invoice Routing and Information System
L2	Level 2 (refers to Service Providers)
L3	Level 3 (refers to Civil Service oversights)
NASA	National Aeronautics and Space Administration
NCTS	NASA Conference Tracking System
NSSC	NASA Shared Services Center
OF	Optional Form
OMB	Office of Management and Budget
OPM	Office of Personnel Management
P-Card	Purchase Card

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Acronym	Meaning
PII	Personally Identifiable Information
PO	Purchase Order
PPS	Procurement for the Public Sector
PWI	Process Work Instruction
SAM	System for Award Management
SATERN	System for Administration, Training, and Educational Resources for NASA
ServiceNow	ServiceNow
SP	Service Provider
TAD	Training Administration Details (A tab in the HRSD case)
WBS	Work Breakdown Structure