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| --- | --- | --- | --- |
| *Please make use of this tool to ensure a smooth transition for your employee into the Code 170 Enterprise.* | | | |
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| GENERAL INFORMATION | | | |
| Building & Room Number: | **Org Code:** | | **Telephone Number: *(if applicable)*** |
|  |  | |  |
| Name of Assigned Informal Mentor: (PM to Assign) | | | |
|  | | | |
| Procurement Manager: | | **\*Signature / Date:** | |
|  | |  | |

**\*Submit completed and signed form to the Associate Chief and Cindy Cherrix within 30 days from employee’s start date\***

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| --- | --- | --- | --- | --- |
| Image result for WELCOME**PART I: PRIOR TO ARRIVAL (AT LEAST 2 WEEKS PRIOR)** | | | | |
|  | | | |
| **PROCUREMENT MANAGER** | | |  |
|  | | **Notify** Point of Contacts for the following activities: | |
|  | * **Computer request**: E-mail Jill Sharp *(jill.e.sharp@nasa.gov)* Note: provide employee name and start date. * **Telephone arrangements**: E-mail Jill Sharp *(jil.e.sharp@nasa.gov)* Note: provide employee building, room number, and telephone number *(if applicable)* * **Personnel Action:** E-mail Janine Dolinka *(*[*janine.t.dolinka@nasa.gov*](mailto:janine.t.dolinka@nasa.gov)*)* to verify Official Supervisor Tool (OST) for updates   *NOPS: Updates on Monday Mornings after OST Update*  *SATERN: Updates 2 Business Days after OST Update*  *SPACE: Updates 1 Business Day after OST Update*  *WebTADS: New Employee Updates occur the 2nd Wednesday of the Pay Period*   * **LISTS Directory Updates**: E-mail Maria Fleming *(*[*maria.w.fleming@nasa.gov*](mailto:maria.w.fleming@nasa.gov)*)*   + *Required if employee’s Responsible Organization is changing since initial On-boarding* * **To add an employee to Procurement Systems Accounts/210 E-mail Distribution Lists:** E-mail[GSFC-DL-Code-210-SOS-Team@mail.nasa.gov](mailto:GSFC-DL-Code-210-SOS-Team@mail.nasa.gov) * **Employee Development/Training**: E-Mail Makara Nevils *(makara.k.nevils@nasa.gov)*/170 | |
|  | | | |
|  | | Submit [MOSI](https://mosi.ndc.nasa.gov/) ticket for keys, etc. Note: for assistance E-mail: Maria Fleming *(maria.w.fleming@nasa.gov)*/170 | |
|  | | Submit NASA Access Management System (NAMS) request for NASA network VPN remote access  Review the [Remote Access Guidance (VPN access) for teleworking](http://itcd.gsfc.nasa.gov/PandS/EITS/NEUS/Remote-Access.html) | |
|  | | Associates contact the new employee to welcome him/her to the Procurement Operations Division (obtain Resume from Associate | |
|  | | Encourages employee to take the mandatory [IT Security Training Prior to Arrival](file:///\\ndgsfs01.ndc.nasa.gov\210Share\210%20-%20Division\Division%20Data\IT%20Security%20Training%20Instruction%20Prior%20to%20Arrival.docx) if not already completed to facilitate computer and procurement systems access. | |
|  | | Program Manager develops workload plan for the new employee. If Pathways Intern, complete Pathways Intern Work Plan – 1st Tour. | |
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| |  | | --- | | **PART II: Within 1st Week of Arrival** | | | | | |
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| **procurement manager:** | | | |
|  | | Provides a workload to new employee, and ensures workload is transferred per the [Workload Transition Checklist](http://cmm.gsfc.nasa.gov/docs/Workload%20Transition%20Checklist%20Plan.doc). | |
|  | * Sends email to [SOS Team](mailto:GSFC-DL-Code-210-SOS-Team@mail.nasa.gov) to ensure any assigned Legacy awards are updated in SAP * Instructs currently assigned Specialist to prepare any PPS system update to reassign buyer/CO/Invoice Approver as applicable. | |
|  | | Approve Performance Plan in SPACE and Reviews with Employee | |
|  | | | |
|  | | Introduces new employee to management team and policy team | |
| **INFORMAL OFFICE MENTOR or procurement manager will coordinate:** | | | |
|  | | Coordinate new employee to pick up keys, keycard, and permanent badge | |
|  | | Shows location of supply cabinet and informs them of the ordering process | |
|  | | Shows new employee printer, fax and copy machines | |
|  | | Shows new employee WebTADS and how to fill out timecard, including appropriate WBS | |