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| --- | --- | --- | --- | --- | --- |
| System | Used For | Application/Site | Point of Contact | E-Mail | Phone |
| PC Set Up | Obtaining PC and PC Set Up | [Workplace and Collaboration Services (WCS)](https://nasa.sharepoint.com/sites/EUSO/) & [Enterprise Services Desk](https://esd.nasa.gov/esdportal) | [Enterprise Services Desk](https://esd.nasa.gov/esdportal) |  | 1-877-677-2123 Option 2, or 6-3100 |
| Procurement Related Systems & Websites; Agency and Federal-Wide | Procurement related activities | Various (NAIS/ SAM.GOV/ SAP/PPS/ClauseFinder+…); See [Procurement Systems Overview](https://nasa.sharepoint.com/sites/GSFC-ProcSystems/_layouts/15/Doc.aspx?sourcedoc=%7b7DF2B1DD-C235-4314-A9BB-DC77D655F693%7d&file=Procurement%20Systems%20Overview.pptx&action=edit&mobileredirect=true&cid=8746e29c-ab50-4da7-beda-bfb63f24b6d2) | GSFC Systems Support Team; <https://nasa.sharepoint.com/sites/GSFC-ProcSystems> | GSFC-DL-Code-170-SOS-Team@mail.nasa.gov | 301-286-9744 |
| GSFC Procurement Policy Site | Guidance, Policies, Links to additional policy information | <https://nasa.sharepoint.com/sites/GSFC-ProcPolicy> | GSFC Policy | [gsfc-dl-code-170-procurement-policy@mail.nasa.gov](mailto:gsfc-dl-code-170-procurement-policy@mail.nasa.gov) | 301-286-4757 |
| Procurement Schedule Dashboard (PSD) | Creation of Pre-and Post-Award Schedules | <http://app2.clarizen.com> | FAS Team | [gsfc-dl-code-170-fas-team@mail.nasa.gov](mailto:gsfc-dl-code-170-fas-team@mail.nasa.gov) | 301-286-3933 |
| SAM.Gov | Official site used for Contract Opportunities, Contract Reports, Wage Determinations & Entity Information | [SAM.gov | Home](https://sam.gov/content/home)  See [Procurement Systems Overview](https://nasa.sharepoint.com/sites/GSFC-ProcSystems/_layouts/15/Doc.aspx?sourcedoc=%7b7DF2B1DD-C235-4314-A9BB-DC77D655F693%7d&file=Procurement%20Systems%20Overview.pptx&action=edit&mobileredirect=true&cid=8746e29c-ab50-4da7-beda-bfb63f24b6d2) | GSFC Systems Support Team or the [Federal Services Desk](https://www.fsd.gov/gsafsd_sp) for Technical Issues | GSFC-DL-Code-170-SOS-Team@mail.nasa.gov |  |
| GSFC OHR  Training  Courses | Course catalog, schedules, and development programs | <https://ohcm.gsfc.nasa.gov/node/566/>  Register: [https://satern.nasa.gov](https://satern.nasa.gov/) | Makara Nevils |  | 6-6336 |
| Procurement  Training and Career  Development | Agency-wide courses, programs, etc. | [https://hr.nasa.gov/trainingdevelopment](https://hr.nasa.gov/training-development) | Makara Nevils |  | 6-6336 |
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| NASA Jobs Notice/ Resume Builder | Receiving Job Vacancy  Notices, Building Resume | <https://nasai.usajobs.gov/>  Help Center: <https://nasai.usajobs.gov/Help/> |  |  |  |
| SATERN (System  for  Administration,  Training, and  Educational  Resources for  NASA) | NASA On-Line Training  Courses | [https://satern.nasa.gov](https://satern.nasa.gov/) | NSSC Contact  Center | NASA-  satern.support@nasa.gov | 877-677-2123 |
| WebTADS | Time and Attendance System | [https://webtads.nasa.gov](https://webtads.nasa.gov/) | Your Manager or the Division Office |  | 301-286-8400 |
| OHR Personnel  Profiles | Record of Employee training, awards, personnel data | <https://eopf.opm.gov/nasa/> |  | eopfhelpdesk@opm.gov | 1-866-275-  8518 |
| NASA Travel | For requesting travel authorization/orders, submitting travel vouchers, local travel, etc. | <https://inside.nasa.gov/faso-at-gsfc/travel>    Request access: [https://idmax.nasa.gov](https://idmax.nasa.gov/) | FASO Helpdesk | [gsfc-fso-supportcenter@lists.nasa.gov](mailto:gsfc-fsosupportcenter@lists.nasa.gov) | 6-4436  Option 2 |
| Employee Express | Used for changing payroll withholding info, tracking leave & earnings, etc. | <https://www.employeeexpress.gov/> |  | EEXHelp@opm.gov | 888-353-9450 |
| NASA Conference Tracking System (NCTS) | The primary tool for the Office of the Chief Financial Officer (OCFO) used for identifying, planning, and participating in conferences and providing planning information for tracking and public reporting. | [NCTS: NASA Conference Tracking System](https://ncts.nasa.gov/?ACSREQUESTID=Kf15871ea8431bde169d800f14c30a976d3dba0b1) |  |  |  |