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| **NASA Goddard Space Flight Center**  **Procurement Operations Division**  **Code 170**  **Checklist for** **Inter-Office Moves** | | | |
| *Please make use of this tool to ensure a smooth transition for your employee into another Code 170 Enterprise.* | | | |
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| **GENERAL INFORMATION** | | | |
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| **Employee’s First Name** | **Employee’s Last Name** | |
|  |  | |
| **Current Purchasing Group (PGrp)\*** | G\*\* or H\*\* | |
| *\*PGrp moves with Specialist unless they are moving between GSFC & HQ Offices* | | | |
| **FROM/LOSING/CURRENT ORGANIZATION** | | | |
|  | | |
| **Office Code** | **Telephone #** | |
|  |  | |
| **Bldg. #** | **Room #** | |
|  |  | |
| **Procurement Manager** | | |
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| **TO/GAINING/NEW ORGANIZATION** | | | |
|  | | |
| **New Office Code** | **New Office Start Date** | |
|  |  | |
| **New Bldg. #** | **New Room #** | |
|  |  | |
| **New Telephone #\*\*** |  | |
| ***\*\*Standard Policy is that phone numbers do not move with the Specialist*** | | |
| **Name of New Office’s Informal Mentor** | | |
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| **Gaining Procurement Manager** | | |
|  | | |
| **Procurement Manager Signature Date** | | |
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| **Submit completed, signed form to the Associate Chief and Cindy Cherrix within 10 business days of employee’s start date.** | | |

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| **INTER-OFFICE MOVE CHECKLIST** | | | | | |
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| **PRIOR TO MOVE** **(at least 2 weeks prior)** | | | | | |
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| **GAINING PROCUREMENT MANAGER:** | | | | |
|  | | Notify Point of Contacts for the following activities: | | |
|  | * + **Personnel Action** (NASA Enterprise Service Desk request system)**:** E-mail [Rhonda McGrath](mailto:rhonda.f.mcgrath@nasa.gov) & [Jill Sharp](mailto:jill.e.sharp@nasa.gov)   + *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: Updates occur 2 Business Days after OST Update* * **LISTS Directory Update & Telephone Reassignments**: E-mail [Jill Sharp](mailto:jill.e.sharp@nasa.gov)   + Provide building number, room number, and telephone number. ***Note: Existing Policy is that phone numbers do not move with the Specialist. They will be assigned a new number.*** * **Procurement System Account Updates/170 Distribution Lists Updates/New PGrp update if needed:** E-mail [Systems SOS Team](mailto:GSFC-DL-Code-170-SOS-Team@mail.nasa.gov). | | |
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|  | | Identifies an informal mentor for the new employee. | | |
|  | | Reviews warrant limit, if applicable. | | |
|  | | Coordinates to receive gaining employee’s blue Official Personnel file from employee’s previous procurement manager, *if applicable*. ***Note:******Existing policy is we do not******dispose of existing blue folders, but we do not add******to them****.* | | |
|  | | Makes a workload plan for new employee. *If Pathways Intern, completes Pathways Intern Work Plan (2nd - 3rd Tour, and End of Work Tour Transition Checklist for Pathways) and meets with Intern.* | | |
| **current procurement manager:** | | | | |
|  | | Works with Employee to ensure existing workload is transferred per the [Workload Checklist](https://code200-external.gsfc.nasa.gov/210/sites/code210/files/inline-files/170%20Contract%20Transfer%20Template.docx) prior to transfer to new office\*   * Updates SAP CS PGrp, as well CS and CO GS IDs located on the NASA Data Tab, for SAP Legacy and ECC awards accordingly. * Completes PPS Change Version (not an official mod) reassigning CS, CO and Invoice Approver as applicable on current assigned awards.   \*Workload that is not reassigned to another Specialist prior to employee’s departure should be reassigned to the current Manager to ensure accountability is not lost.  Failure to reassign awards will result in erroneous invoice routing. | | |
| **Employee:** | | | | |
|  | | Prepares personal items for move. Up to 10 boxes can be moved via transportation services, which can be ordered through [MOSI](https://mosi.ndc.nasa.gov/). ***Note:******Directorate policy is that physical telephone and telephone numbers do not move.*** | | |
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| |  | | --- | | **INTER-OFFICE MOVE CHECKLIST** | | **1st WEEK** | | | | | | |
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| **Gaining PROCUREMENT manager:** | | | | |
|  | | Verifies workload is transferred to new employee per the [Workload Checklist](https://code200-external.gsfc.nasa.gov/210/sites/code210/files/inline-files/170%20Contract%20Transfer%20Template.docx). | | |
|  | | * Verifies SAP Legacy and ECC awards are updated accordingly: CS Purchasing Group (PGrp), as well CS and CO GS IDs located on the NASA Data Tab. * Verify PPS Change Version reassigning CS, CO and Invoice Approver as applicable has been updated on newly assigned awards.   + Failure to reassign awards will result in erroneous invoice routing. | | |
|  | | Verifies the aforementioned system updates have occurred for both Legacy and PPS via [EPDW](https://prod.nais.nasa.gov/epdw/index.php). | | |
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| **Informal Mentor:** | | | | |
|  | | Shows location of supply cabinet and inform employee of the office supply ordering process. | | |
|  | | Shows employee the printer, fax and copy machines. | | |
| **Employee:** | | | | |
| Reviews the employee Location Validation System (LVS) and makes changes as applicable: [https://lvs.gsfc.nasa.gov](https://lvs.gsfc.nasa.gov/). | | | |