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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  | 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  | 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 | 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) |  |  |  |