

Procurement and Related System Access at GSFC

<u>System</u>	<u>Used For</u>	<u>Application</u>	<u>Point of Contact</u>	<u>E-Mail</u>	<u>Phone</u>	<u>Help</u>
PC Set-up	PC and Systems access	New Procurement Employee Account SetUp Guidance Package sent to Procurement Manager prior to new employees arrival which contains detailed instructions	Keva Crossen	Keva.R.Crossen@nasa.gov	6-5385	Also Procurement Help Line at 6-9744
AAO ApplicationsbReady, PPS, and SAP	Procurement award/modification systems and other AAO system access	Request access: https://idmax.nasa.gov Access via: https://bready.nasa.gov My Systems/Procurement (PPS) My Systems/Financial (SAP)	Keva Crossen	Keva.R.Crossen@nasa.gov	6-5385	Also Procurement Help Line at 6-9744. Further Procurement guidance located at http://cmm.gsfc.nasa.gov/ under Systems Guidance/How To
NASA Acquisition Internet Service (NAIS)	Award Fee Evaluation System (AFES) and Enhanced Procurement Data Warehouse (EPDW)	Access via: https://bready.nasa.gov My Systems/Procurement	Keva Crossen	Keva.R.Crossen@nasa.gov	6-5385	Also Procurement Help Line at 6-9744
GSFC/NASA Procurement Library	Regulations, Policies, Useful Tools, Links, etc.	http://procpolicy.gsfc.nasa.gov/	Jim Becker	James.L.Becker@nasa.gov	6-1296	
Federal Business Opportunities (FBO)	The system is a web-based portal which allows vendors to review Federal Procurement Opportunities over \$25,000.	https://www.fbo.gov/ Account access instructions located at https://cmm.gsfc.nasa.gov/ under the NAIS Links, Buyer Training Presentation	Wanda Behnke	Wanda.L.Behnke@nasa.gov	6-2361	Also Procurement Help Line at 6-9744
Remote Access (Virtual Private Network - VPN)	For teleworking, travel, and training	Instructions: https://itcd.gsfc.nasa.gov/PandS/EITS/NEUS/Remote-Access.html	Code 700 Help Desk	GSFC-Code700Support@nasa.gov	6-7342	
Goddard Directives Management System (GDMS)	Goddard Policy Directives, Work Instructions, Forms, and Announcements	http://gdms.gsfc.nasa.gov	Code 270 IT Support Desk Phone	Code 270 IT Support Desk	6-2525	

Procurement and Related System Access at GSFC (continued)

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TOMS (Task Order Management Systems)	Issuing Task Orders (system not supported by Procurement)	Instructions: http://itcd.gsfc.nasa.gov/ITCD-LNFiles/tier0faqsupportedsoftw are.html Request access: https://idmax.nasa.gov	Code 700 Support	GSFC-Code700Support@nasa.gov	6-7342
GSFC OHR Training Courses	Course catalog, schedules, and development programs	https://ohcm.gsfc.nasa.gov/node/566/ Register: https://satern.nasa.gov	Dawn Fountain	Dawn.M.Fountain@nasa.gov	6-6336
Procurement Training and Career Development	Agency-wide courses, programs, etc.	https://hr.nasa.gov/trainingdevelopment	Dawn Fountain	Dawn.M.Fountain@nasa.gov	6-6336
NASA Jobs Notice/Resume Builder	Receiving Job Vacancy Notices, Building Resume	http://nasajobs.nasa.gov/			
SATERN (System for Administration, Training, and Educational Resources for NASA)	NASA On-Line Training Courses	https://satern.nasa.gov or via: https://bready.nasa.gov , My System, Support	NSSC Contact Center	NASA-satern.support@nasa.gov	877-677-2123
WebTADS	Time and Attendance System	https://webtads.nasa.gov or via: https://bready.nasa.gov , My Systems, Employee	Division Office		6-8400
OHR Personnel Profiles	Record of Employee training, awards, personnel data	https://eopf.opm.gov/nasa/		eopfhelpdesk@opm.gov	1-866-275-8518
NASA Travel Manager System	For requesting travel authorization/orders, submitting travel vouchers, local travel, etc.	https://cge.concursolutions.com/UI/SSO/NASA Request access: https://idmax.nasa.gov	FASO Helpdesk	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/ or via: https://bready.nasa.gov		EEXHelp@opm.gov	888-353-9450