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| *Please make use of this tool to ensure a smooth transition for your employee into the Code 170 Enterprise.* |
|  |
| 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**)* 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**)*
	+ *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-mailGSFC-DL-Code-210-SOS-Team@mail.nasa.gov
* **Employee Development/Training**: E-Mail Makara Nevils *(makara.k.nevils@nasa.gov)*/170
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|  |
|[ ]  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 accessReview 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:///%5C%5Cndgsfs01.ndc.nasa.gov%5C210Share%5C210%20-%20Division%5CDivision%20Data%5CIT%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 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 |