

Attachment J-17 NSSC Integrated Transition Schedule			NSSC Operational Workload Data															
Note: Currently, there is no workload data for the NSSC operating as a single organizational unit. For planning purposes the SP shall support the activities listed here for the NSSC beginning October 1, 2005. NSSC Operational Workload Data is estimated to be no more than 5% of the total workload for each activity identified in PWS Technical Exhibit 4: "Estimated Workload Information". For activities in support of the NSSC, that begin at the same time that support to other NASA Centers begin, refer to Technical Exhibit 4.			1st QTR FY05	2nd QTR FY05	3rd QTR FY05	4th QTR FY05	1st QTR FY06	2nd QTR FY06	3rd QTR FY06	4th QTR FY06	1st QTR FY07	2nd QTR FY07	3rd QTR FY07	4th QTR FY07	1st QTR FY08	2nd QTR FY08	3rd QTR FY08	4th QTR FY08
PWS Reference	Activity (Title)	IG/CA	2004 (Oct - Dec)	2005 (Jan- March)	2005 (Apr- June)	2005 (July- Sept)	2005 (Oct - Dec)	2006 (Jan- March)	2006 (Apr- June)	2006 (July- Sept)	2006 (Oct - Dec)	2007 (Jan- March)	2007 (Apr- June)	2007 (July- Sept)	2007 (Oct - Dec)	2008 (Jan- March)	2008 (Apr- June)	2008 (July- Sept)
3.1.1	Transactional support for small Purchases	CA					NSSC											
3.1.1.1	Transactional Support of Bank Cards	CA					NSSC											
3.1.1.1	Transactional support for Contracts, and answering of inquiries.	CA					NSSC											
3.1.1.2	Transactional support of General Ledger: Collect and assimilate inputs to build Agency G/L. Produce Preliminary 224, 1099 and provide G/L to NASA HQ. Perform table updates as required.	CA					NSSC											
3.1.1.2	Transactional support of SF 224s: Collect and reconcile statement at transaction between Agency and Treasury. Forward adjustments to appropriate person.	CA					NSSC											
3.1.2	Transactional support of Accounts Receivable/Payable. Billing of A/R requests including reimbursable transactions.	CA					NSSC											
3.1.3	Transactional support of Payroll and Time & Attendance Processing. Provide applicable data to government and benefit authorities. Provide customer service as necessary.	CA					NSSC											
3.1.4	Transactional support of NF 1018 Processing (Contractor-held Property); Reconcile 1018 input. Improve valuation of assets. Encourage electronic input of 1018. Educate contractors on how to use 1018. Create JV to post to G/L.	CA					NSSC											
3.1.5	Local Travel & Travel Within the Continental United States: Process all employee and invitational local and domestic travel vouchers resulting in payment of approved vouchers. Maintenance of Travel Manager tables. Provide audit support, statistical sampling and quality assurance as required. Validate unobligated reports. Process travel card terminations.	CA					NSSC											
3.1.5	Process Foreign & Change of Station: Process all employee and invitational international travel vouchers resulting in payment of approved vouchers. Maintenance of Travel Manager tables. Provide audit support, statistical sampling and quality assurance as required. Validate unobligated reports. Process travel card terminations. Process Change of Station vouchers to ensure appropriate entitlements are paid to employees.	CA					NSSC											
3.1.6	Financial Management IT Support	CA					NSSC											
3.2.1.2	Responding to General Employment Inquiries	CA					NSSC											
3.2.1.4	Recruiting Events Logistics	CA					NSSC											
3.2.1.5	Awards Processing	CA					NSSC											
3.2.1.6	Preparation and Distribution of Employee Notices	CA					NSSC											
3.2.1.8	Providing Support to HR Specialists	CA					NSSC											
3.2.2.1	Training Services Support	CA					NSSC											
3.2.2.2	Registration/Reimbursement for Individually Funded Training	CA					NSSC											
3.2.2.3	Processing of Training Notifications	CA					NSSC											
3.2.2.4	Training Data Entry	CA					NSSC											
3.2.2.5	Administration and Oversight of Training Data Systems and Requirements	CA					NSSC											
3.2.3.2	Permanent Change of Station and Extended TDY Relocation Assistance	CA					NSSC											
3.2.3.3	New Hire, Transfer and Reassignment In-Processing	CA					NSSC											
3.2.3.6	Financial Disclosure Forms	CA					NSSC											
3.2.4.1	HR/Training Information Systems	CA					NSSC											
3.2.4.2	HR and Training Web-Site Development & Maintenance	CA					NSSC											
3.2.4.3	User Support/Expertise for Center HR Data Users	CA					NSSC											
3.2.4.4	IT support for NSSC Computer Training and Classrooms	CA					NSSC											
3.3.1.1	Provide general procurement assistance to NSSC	CA					NSSC											
3.3.1.2	Electronic Distribution & Handling of Procurement Customer Surveys	CA					NSSC											
3.4.0	NSSC IT Support	CA					NSSC											

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PWS Reference	Activity (Title)	IG/CA	2004 (Oct - Dec)	2005 (Jan-March)	2005 (Apr-June)	2005 (July-Sept)	2005 (Oct - Dec)	2006 (Jan-March)	2006 (Apr-June)	2006 (July-Sept)	2006 (Oct - Dec)	2007 (Jan-March)	2007 (Apr-June)	2007 (July-Sept)	2007 (Oct - Dec)	2008 (Jan-March)	2008 (Apr-June)	2008 (July-Sept)

Activity transition timing - Color Key	
Work specifically associated with the operations of the NSSC. May or may not be transitioning from other centers. See PWS Transition Schedule TAB in this file.	NSSC