



*National Aeronautics and
Space Administration (NASA)*

*NASA Shared Services Center
Stennis Space Center, MS
39529-6000*

NASA Shared Services Center Reference Guide

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NSSC Visitor's Guide

Responsible Office: Business & Administration Office

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Revision	A	11/17/2009	Updated hotels and restaurants
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Revision	C	08/06/2010	Updated hotels, restaurants, and updated building access requests to NAMS process; extended the effective date for 12 months
Revision	D	02/10/2012	Updated SSC facts, and added NSSC guest wireless network information; extended the effective date for 12 months

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1. WELCOME

Welcome to the NASA Shared Services Center (NSSC) located at the John C. Stennis Space Center (SSC) facility in South Mississippi. This guide was prepared to familiarize you with the area and provide information about our facility.

To ensure we are providing helpful information, please let the NSSC Customer Satisfaction and Communications Team (CS &CT) know if you have any comments or suggestions. Contact information can be found in section 1.3.

We hope you enjoy your visit to the NSSC.

1.1 Who We Are, What We Do

The NSSC is an innovative public-private partnership between the National Aeronautics and Space Administration (NASA), the States of Mississippi and Louisiana, and a service provider, Computer Sciences Corporation (CSC).

Launched in March 2006, the NSSC offers high-quality support services to NASA in the areas of financial management, human resources, information technology, procurement, and agency business support services. Shared services can be viewed as a form of outsourcing that occurs within an organization and leverages and improves internal Information Technology (IT) assets and other technological developments. The result enables the organization to achieve further improvements to business process quality, usually in the areas of finance, accounting, procurement, IT and human resources. This approach also reduces costs by increasing quantities within the organization that primarily performs specific services in high-volume, transactional, and administrative support activities.

1.2 SSC, Home to the NSSC

On May 17, 2005, NASA awarded the NSSC Service Provider Contract to CSC of Falls Church, Virginia. CSC selected SSC in Mississippi as the site to establish the NSSC.

SSC boasts a rich and colorful history dating as far back as 1699. Indians, settlers, pirates and soldiers shaped this part of Mississippi which now hosts modern-day explorers. In the decades before the space age arrived here, the old towns of Gainesville, Napoleon, Santa Rosa, Logtown and Westonia formed a logging and

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shipping center along the scenic East Pearl River. In time, these settlements gave way to a more high-tech network involving space, oceans and Earth.

Today, SSC provides propulsion test services for NASA and the Department of Defense, as well as the private sector. It also hosts NASA's Rocket Propulsion Test Program, which is responsible for managing all of the agency's propulsion test facilities.

1.3 Contact the NSSC



Call

(877) NSSC123
(877) 677-2123

E-mail

NSSC-ContactCenter@nasa.gov

Fax

(866) 829-NSSC
(866) 829-6772

Shipping/Mailing Address

NASA Shared Services Center (NSSC)
Building 1111, Road "C" (Your name)
c/o (Host's name), Dept. name / Center code
Stennis Space Center, MS 39529-6000

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2. MAPS, DIRECTIONS, SITE AND BUILDING ACCESS



2.1 Directions from New Orleans International Airport
(Estimated distance to NSSC is 50-miles; more flight connections; potential for city/heavy traffic during rush hours)

- Take Airport Access Road 2.75 miles to I-10.
- Take the I-10 E ramp toward New Orleans, drive 7.3 miles.
- Take left fork onto I-610 E toward Slidell, drive 4.4 Miles.
- Take left Exit 239A-B / Louisa St. / Almonaster Blvd. onto I-10 E, drive 38.5 miles.
- Take Exit 2 MS-607 / NASA / John C. Stennis Space Center and follow the signs to Stennis.
- Drive five miles to the guard gate. Stop at the guard gate and show your NASA badge. If you do not have a NASA badge, you must park and enter the Security building to receive a temporary badge.
- Go to the 2nd red light. Turn right onto "J" Road.
- Take first left onto "C" Road.
- Building 1111 (NSSC) is the first building on the right. Parking is across the street.

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2.2 Directions from Gulfport/Biloxi Regional Airport

(Estimated distance to NSSC is 45-miles; smaller airport; limited flight connections; easy in/out to I-10)

- Start out going West on Airport Road by turning left, drive 1.9 miles.
- Turn right onto US-49 N, drive one mile.
- Take I-10 W ramp toward New Orleans, merge onto I-10 W and drive 31 miles.
- Take Exit 2, MS-607 / NASA / John C. Stennis Space Center and follow the signs to Stennis.
- Drive five miles to the guard gate. Stop at the guard gate and show your NASA badge. If you do not have a NASA badge, you must park and enter the Security building to receive a temporary badge.
- Go to the 2nd red light. Turn right onto "J" Road.
- Take first left onto "C" Road.
- Building 1111 (NSSC) is the 1st building on the right. Parking is across the street.

2.3 Directions from Interstate 59/Hattiesburg

(Estimate distance from I-59/Hattiesburg to NSSC is 70-miles)

- Exit I-59 at Exit 1, MS-607 / NASA / John C. Stennis Space Center.
- Drive approximately eight miles to the guard gate. Stop at guard gate and show your NASA badge. If you do not have a NASA badge, you must park and enter the Security building to receive a temporary badge.
- Go to the 2nd red light. Turn left onto "J" Road.
- Take first left onto "C" Road.
- Building 1111 (NSSC) is the 1st building on the right. Parking is across the street.

2.4 NASA Badging/Visitor Access

Official visitors to the SSC who do not have a valid NASA employee badge are required to register at one of two entry gates and obtain an official center entrance (Visitor) badge. Typically, 15-30 minutes is required for badging procedures; however, please allow 45-60 minutes for badging on a Monday morning. Specific directions to your destination(s) will be provided at that time. The receptionist will issue the visitor badge

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and call the point of contact (POC). All NASA/SSC-issued badges must be worn at all times while on-site.

2.5 NSSC Building Access

For access to Building 1111, a valid NSSC PIV-II badge is required to activate the badge readers located at all building entrances.

Visitors and personnel who do not have an NSSC badge may use the Kiosk Directory System located in both the West and East 1st floor vestibules of Building 1111. These personnel locator phone systems enable NSSC visitors to search the directory database and auto-dial their designated POC for escort into Building 1111.

For visitors from other NASA Centers, pre-authorized Building 1111 access can be arranged prior to the visit. All visitors that will require access into Building 1111 via access control badge readers must be requested via electronic NASA Account Management System (NAMS) Application Request.

Example: Mr. Joe Smith from NASA HQ will be visiting NSSC during the week of March 15th for meetings and will need access to the building via the access control badge readers.

A request must be entered within the NAMS Application Request system with the end date of the visit. Upon completion of the visit, the system will automatically remove Mr. Smith's access privileges to Building 1111.

NAMS is the Agency's centralized system for requesting and maintaining accounts for NASA IT systems and applications.

NAMS is accessed through the Identity and Access Management System (IdMAX) at <https://idmax.nasa.gov/>.

2.6 Foreign National Visitors

To request a permanent resident alien and/or foreign national visit/assignment badge, visitors must complete form [SSC-766](#) and submit it to their sponsor. The sponsor must submit the completed form to mary.treat@ssc.nasa.gov in the SSC Security Department (228-688-3916). A satisfactory National Agency Check with Indices (NACI) must be

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completed for each foreign national or U.S. citizen representative of a foreign entity whose approval for access to a NASA installation will exceed thirty (30) days, including those that will only require intermittent access for a period in excess of 30 days. All foreign national media requests are entered into the NASA Foreign National Management System; the visit must also have the approval of the SSC Public Affairs Officer--(228) 688-3333.

Processing time for Foreign National Visits:

- Visits require 20 working days;
- Visits or assignments from designated areas require two months;
- Assignments sponsored by NASA on a J-1 visa require three months; and
- Visits by media require five working days.

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3. NSSC BUILDING 1111 AMENITIES



3.1 Coffee/Vending Machines

Vending Machines are located on each floor of the building in the break rooms across from the elevators. Coffee is available on the first floor, and a wider range of beverages is available on the second floor.

3.2 Internet Access

The NSSC facilities are operational with wireless networking that allows access to the Internet. Users must inform their POC or sponsor of any IT access requirements. The NSSC POC or sponsor will coordinate the access and set-up activities.

NSSC Guest Wireless Network: Please contact the Enterprise Service Desk (<https://esd.nasa.gov>) at 1-877-677-2123 to access instructions for connecting to the NSSC guest network.



3.3 Copiers, Fax Machines, and Printers

There are several copiers, fax machines, and printers located in the building. Please see your event organizer for details on availability and usage.

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4. STENNIS SPACE CENTER AMENITIES

4.1 On-site Dining

- The SSC Cafeteria is located in Building 1100 (building next to the NSSC). Breakfast hours are 6:30 A.M. - 9:30 A.M. Lunch hours are 11:00 A.M. - 1:00 P.M.
- The Rocketeria is located in the Visitor's Center in Building 1200. The hours of operation are Monday and Tuesday 10 A.M. - 2:00 P.M., and Wednesday, Thursday, and Friday 10:00 A.M. - 3:00 P.M.
- Da Kitchen Too is located in building 9110 on Leonard Kimble Rd. The hours of operation are 6:30 A.M. - 8:30 A.M. for breakfast and 11:00 A.M. - 1:00 P.M. for lunch.
- The Naval Oceanographic Office's Snack Bar is located in Building 1002. The hours of operation are 7:00 A.M. - 9:45 A.M. for breakfast and 10:30 A.M. - 1:30 P.M. for lunch.

4.2 Post Office

For personal mail only, an official branch of the Bay St. Louis, Miss., Post Office is located in Building 1100, room N180A. The full-service facility is equipped to provide money orders, stamps, and other services such as: parcel post, certified mail, and registered mail. Postmaster is on duty daily from 7:00 A.M. - 3:30 P.M.

4.3 Banks/ATMs

- Hancock Bank is a full-service bank located in Building 1100. The hours of operation are Monday - Thursday, 9:00 A.M. - 4:00 P.M. and Friday, 8:00 A.M. - 4:00 P.M. A satellite branch (drive-thru) is located on "H" Road with a 24-hour ATM. Drive-thru hours of operation are Monday - Friday, 9:00 A.M. - 4:00 P.M.
- Keesler Federal Credit Union is a full-service banking establishment located in Building 1100. Business hours are Monday - Friday, 9:00 A.M. - 4:30 P.M. A 24-hour ATM is located in Building 1100 across from the SSC Cafeteria.

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4.4 Dry Cleaners

Dry cleaning services are available for your dry cleaning, laundry, and alteration needs. Business hours are Monday, Wednesday and Friday, 12:00 P.M. - 2:00 P.M.

4.5 Service Station

Automobile services are available at the Navy Exchange (NEX) Service Station located on "J" Road. The hours of operation are Monday – Friday, 7:00 A.M. - 4:00 P.M. Available services include:

- Oil Change
- Brake Service
- Radiator Service
- Air Conditioner Service

4.6 NEX Store (MiniMart)

Located on "H" Road, the NEX Store offers fuel, grocery items, snacks, and gift items. The hours of operation are Monday - Friday, 6:00 A.M. - 6:00 P.M.

4.7 Stennis Exchange Store

Located in Building 1100, the Stennis Exchange Store offers snacks, drinks, and a variety of gift items. The hours of operation are Monday - Friday, 8:30 A.M. - 4:00 P.M.

4.8 Stennis Wellness Center

Located on "H" Road, the Wellness Center is open from 6:00 A.M. - 7:00 P.M. Visitors are allowed use of the facility.

4.9 Stennis Barber Shop

Located in Building 1100, the Stennis Barber Shop offers appointments. Hours of operation are 8:00 A.M. - 1:00 P.M. (Monday – Friday). For appointments call (228) 688-3348.

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4.10 The Cypress House

SSC's on-site lounge offers billiards, horseshoes, outdoor pavilions, and screened-in porches. "Steak Night" is hosted on Thursday nights in the spring and summer months. Call ahead to order: (228) 688-2311.

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5. ACCOMMODATIONS AND AREA DINING

5.1 Local Accommodations

The following is a list of hotels that are in close proximity to the SSC and offer the Government lodging rate. This does not imply or constitute an endorsement of any hotel.

Bay St. Louis/Waveland, Miss.

- Hollywood Casino & Hotel, 711 Hollywood Dr., Bay St. Louis, (228) 469-2100
- Key West Inn, 1000 Highway 90, Bay St. Louis, (228) 466-0444
- Trust Bed & Breakfast, 204 Bookter St., Bay St. Louis, (228) 467-5715

Diamondhead, Miss.

- Comfort Inn, 441 Yacht Club Dr., Diamondhead, (228) 586-0210
- Diamondhead Resort, 103 Live Oak Dr., Diamondhead, (228) 255-1300

Gulfport/Biloxi, Miss.

- Beau Rivage, 875 Beach Blvd., Biloxi, (228) 386-7111
- Crystal Inn, 9379 Canal Road at I-10, Gulfport, (228) 822-9600
- Isle of Capri Casino, 151 Beach Blvd., Biloxi, (228) 435-5400
- Hard Rock Hotel & Casino, 777 Beach Blvd., Biloxi, (228) 374-7625
- Hilton Garden Inn, Gulfport-Biloxi Airport, 14108 Airport Rd., Gulfport, (228) 863-4996
- Holiday Inn Airport, 9415 Hwy 49, Gulfport, (228) 868-8200
- Island View Casino Resort, 3300 West Beach Blvd., Gulfport, (228) 314-2100
- Palace Casino Resort, 154 Howard Ave., Biloxi, (228) 432-8888
- Residence Inn, Gulfport-Biloxi Airport, 14100 Airport Rd., Gulfport, (228) 867-1722
- Quality Inn, 9435 Hwy 49, Gulfport, (228) 864-7222

Slidell, La.

- Best Western, 120 Taos St., Slidell, (985) 781-5655
- Hampton Inn, 56460 Frank Pichon Rd., Slidell, (985) 726-9777
- Comfort Inn & Suites, 34579 Grantham College Rd., Slidell, (985) 326-0890

Picayune, Miss. (Picayune is located in Pearl River County – which is a “dry” county)

- Comfort Inn, I-59 Service Rd., Picayune, (601) 799-2833
- Day's Inn, 450 S. Lofton, Picayune, (601) 799-1339

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Picayune, Miss. (continued)

- Heritage Inn, 1120 Memorial Blvd., Picayune, (601) 798-8874
- Majestic Inn, 999 Cooper Rd., Picayune, (601) 798-3859
- La Belle Bed & Breakfast, 302 N. Curran Ave., Picayune, (601) 799-3532
- Holiday Inn Express, 1001 Dauphin St., Picayune, (601) 749-2626

For more information visit the following websites:

- www.slidellchamber.com
- www.gulf-coast.com
- www.hancockchamber.org
- www.picayunechamber.org

5.2 Mississippi and Louisiana Area Dining (call for hours)

Bay St. Louis/Diamondhead/Kiln/Waveland, Miss.

- B B's Barbeque, 319 Hwy 90, Waveland, (228) 467-2226
- Jourdan River Steamer, 15152 Hwy 603, Kiln, (228) 255-7333
- Los Tres Amigo's Mexican Restaurant, Bay St. Louis, (228) 896-6905
- Pier House, 3410 Yacht Club Circle, Diamondhead, (866) 775-4773
- Rickey's Bar & Grill, 603 Hwy 90, Bay St. Louis, (228) 463-0540
- Trapani's Eatery, 833 Hwy 90, Bay St. Louis, (228) 467-8570
- West End, 635 Hwy 90, Waveland, (228) 466-5225

Biloxi / Gulfport / Long Beach / Pass Christian, Miss.

- Back Bay Seafood, 1458 Magnolia St., Gulfport, (228) 248-0505
- Chimney's, (fine dining), 1640 E. Beach Blvd., Gulfport, (228) 863-7604
- French Charley's Café & Wine Bar, Scenic Dr., Pass Christian, (228) 452-9953
- Mary Mahoney's Old French House, 308 Rue Magnolia, Biloxi, (228) 374-0163
- Shaggy's Harbor Bar & Grill, Pass Christian Harbor, (228) 452-9939
- TGI Fridays, 15190 Crossroads Pkwy, Gulfport, (228) 539-4488
- The Shed BBQ & Blues Joint, 15094 Mills Rd., Gulfport, (228) 832-1147
- Vrazels, (fine dining), 3206 W. Beach Blvd., Gulfport, (228) 863-2229
- White Cap Seafood, 560 E. Beach Blvd, Gulfport, (228) 863-4652

Slidell, La.

- Applebee's, 850 I-10 Service Rd., Slidell, (985) 641-4800
- Big Easy Dinner, 1777 Gause Blvd., Slidell, (985) 639-8006
- Bistro de la Reine, 2306 Front Street, Ste. 21, Slidell, (985) 288-4166
- Chili's, 116 North Shore Blvd., Slidell, (985) 661-8550

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Slidell, La. (continued)

- Copeland's of New Orleans, 1337 Gause Blvd., Slidell, (985) 643-0001
- Joyce & Darnell's, 153 Robert St., Slidell (985) 643-0421
- Michael's Restaurant, 4820 Pontchartrain Dr., Slidell, (985) 649-8055
- Nathan's Restaurant, 36440 Old Bayou Liberty Rd., Slidell, (985) 643-0443
- Olive Garden, 168 North Shore Blvd., Slidell, (985) 781-5920
- Outback Steakhouse, 830 E. I-10 Service Rd., Slidell, (985) 649-4329
- Palmetto's Bayou Bar and Grill, 1901 Bayou Lane, Slidell, (985) 643-0050
- Phil's Marina Café, 1194 Harbor Dr., Slidell, (985) 641-0464
- Texas Road House (Steaks), 854 I-10 Service Rd., Slidell, (985) 649-7462
- Young's Steak House, 850 Robert Blvd., Slidell, (985) 643-9331

Picayune, Miss. (Picayune is located in Pearl River County – which is a “dry” county)

- Crescent Café, 728 W. Canal St., Picayune, (601) 749-4181
- Cuevas Fish House, 2508 Highway 43, S. Picayune, (601) 798-9927
- Dockside Seafood & Specialties, 1528 Hwy 11 North, Picayune, (601) 749-0400
- Don's Seafood, 800 Highway 11 South, Picayune, (601) 799-2184
- Golden China, 406 Telly Rd., Picayune, (601) 799-5863
- Ryan's Family Steak House, 232 Frontage Rd., Picayune, (601) 799-5995
- Stonewall's BBQ, 101 Canal St., Picayune, (601) 569-0691
- The Italian Grill & Pizzeria, 1702 Highway 11 North, Picayune, (601) 798-6055

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6. EMERGENCY SERVICES AND SAFETY

6.1 Contact Numbers

- FIRE, SECURITY, AMBULANCE
911 or (228) 688-3636
- SSC MEDICAL CLINIC - Bldg. 8000
(228) 813-1612
- HANCOCK COUNTY SHERIFF'S OFFICE
(228) 467-5101

6.2 Local Area Hospitals

- NORTSHORE REGIONAL MEDICAL CENTER
Slidell, La. (985) 649-7070
- SLIDELL MEMORIAL HOSPITAL
Slidell, La. (985) 643-2200
- HANCOCK MEDICAL CENTER
Bay St. Louis, Miss. (228) 467-8600

6.3 Emergency Procedures

- Emergency evacuation diagrams are posted in the main lobby areas on each floor of Building 1111. Visitors should become familiar with these plans while visiting the NSSC. In case of a fire, personnel should evacuate to the assembly areas outside of the building.
- In case of severe weather watches/warnings, a siren and audible warning will be announced. When a Tornado Warning is announced, all personnel located on the second and third floors of Building 1111 will be directed to move to the first floor and to the center of the building and away from windows and glass.

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6.4 Report Close Calls

To report a close call that may result in an accident, injury, or illness, call (228) 688-1249.

6.5 Safety Notes

Seatbelts must be worn while driving on SSC property. Use of cell phones and handheld devices is prohibited while driving on SSC. Even though peak deer activity is during the cooler months of the year, deer continue to move around during the warmer months to feed, usually during the dusk, dawn and nighttime hours. Please be alert and exercise care while driving.

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Acronym	Description
CSC	Computer Science Corporation
IDMAX	Identity and Access Management System
IT	Information Technology
LA	Louisiana
MS	Mississippi
NACI	National Agency Check with Indices
NAMS	NASA Accounts Management System
NASA	National Aeronautics and Space Administration
NSSC	NASA Shared Services Center
NEX	Navy Exchange
NSSC	NASA Shared Services Center
POC	Point of Contact
SSC	Stennis Space Center