



Off-Site Training Purchases

The NASA Shared Services Center (NSSC) completes student registration and procurement for Center-approved off-site training requests. The NSSC provides authorized training forms for academic billing; contacts vendors, procures seats and registers employees for courses; utilizes bulk purchasing when possible; and leverages vendor discounts.

NASA employees initiate a request to attend an off-site training event (including academic courses, conferences and professional development training) in the NASA System for Administration, Training and Educational Resources for NASA (SATERN).

Employee Responsibilities

Learner

- Complete Standard Form (SF)-182 using SATERN.
- Pre-pay for training (only when directed by a Center Training Office (CTO)), complete and submit SF-1164 to training office with receipts for reimbursement.
- For academic tuition payment, present authorized SF-182 to the college or university's bursar's office.

Supervisor Responsibilities

- Approve learner requests for training when appropriate.

Center

- Process any training purchases using program/project funds.
- Provide accurate estimates (dollars and transactions) of current and future training requirements.
- Ensure sufficient funds are transferred to the NSSC's Working Capital Fund on a quarterly basis to pay for training.

- Ensure all training requests and supporting documentation (SF-182) are complete and appropriate. Approve training before submitting to the NSSC.
- Ensure Sole-Source Justification document is accurate and fax to the NSSC when required (training over \$3,000).
- Flag urgent requests in SATERN so NSSC can expedite processing and send an incident ticket to the NSSC, if processing time is less than three days.
- Direct learners to prepay and await reimbursement when it is determined that there is insufficient time for NASA to make the purchase.
- For Bulk Purchases, it is recommended that the CTO send an email to the NSSC Customer Contact Center listing the participants, SF-182 numbers and the event title to help ensure all the individual SF-182s are included in the Bulk Purchase.
- CTO will fax required reimbursement documentation to NSSC (approved SF-1164, SF-182 and receipts of expenses incurred).
- Process a request through NSSC Financial Management Accounts Receivable (using [NSSC Form 63](#)) to issue a Bill of Collection for learners who have dropped or failed courses (if appropriate).

NSSC Responsibilities

- Ensure that sufficient funds to cover anticipated training purchases are received from the Centers on a quarterly basis.

NASAfacts

- Monitor the expenditure of funds vs. funding received from the Centers.
- Conduct appropriate chargeback billing to the Centers.
- Receive SF-182 with possible supporting documentation from CTO and review for accuracy.
- Send SATERN-generated registration email confirmation to the learner.
- Provide various incompleteness reports to each CTO.
- Complete the close-out process of the SF-182 in SATERN.
- Ensure adequate funding is available for registration fees.
- Determine appropriate contractual instrument.
- Approve and reconcile monthly transaction in P-Card Solutions.
- Provide purchasing information and complete registration.
- Prepare supporting file documentation as required.
- Prepare and award purchase orders including authorized SF-182s used for academic tuition payment.
- Ensure procurement data is available on the Training Purchases Status Web page for off-site transactions.
- Process invoices for payments resulting from any purchase orders awarded by NSSC Procurement Office for off-site training.
- NSSC Accounts Payable will process Claims for Reimbursements (SF-1164) submitted by CTO for approved off-site training that was prepaid by the learner and will send email notification to learner when reimbursement is paid.
- Issue Bills of Collection as requested by CTO.

College Coursework

The NSSC cannot register a student for a college class. Instead, a contracting officer will add language to the training form SF-182 and endorse it. Your college will then accept the training form as payment and will invoice the NSSC.

For all academic training, print the approved SF-182 and provide it to your bursar/registrar during course registration. You will need to participate in the college's application and course enrollment procedures.

Training Purchases Status Web Page

The Training Purchase Status Web page is a searchable database that can be used to confirm the processing of a training request or modification. Searches can be performed using the SATERN training request ID located on the SF-182 request form.

The Web page is updated nightly. "Active" status indicates that a purchase has been made. "Modified" status indicates that a modification has been processed for the event. An event will not appear on the Web page until a contracting officer at the NSSC has procured the registration. If a request cannot be found in the database, view your SF-182 in SATERN to determine what stage of the approval process the request is in.

Visit: www.nssc.nasa.gov/offsitetraining to access the Training Purchases Status Web page.

About the NSSC

The NSSC provides services across the Agency in five functional areas, including Agency information technology services and selected activities in financial management, human resources, procurement and business support services.

The NSSC strives to provide customer-focused, consistent, high-quality, easily-accessible and timely support services.

Access the NSSC website at:

<https://www.nssc.nasa.gov>

NASA Shared Services Center

Attn: Training Purchases

Building 1111, C Road
Stennis Space Center, MS 39529

NSSC Customer Contact Center

Phone: 1-877-677-2123 (1-877-NSSC123)

Fax: 1-866-779-6772 (1-866-779-NSSC)

Email: nssc-contactcenter@nasa.gov

Web: <https://www.nssc.nasa.gov>

NASA Website: www.nasa.gov