



## NASA Conference Tracking System (NCTS)

### A Guide for NCTS Key Workers

NCTS has undergone enhancements which will help improve its usability and allow for better tracking of reportable conferences required by Congress.

#### Enhancements to the system include:

- All generic “Conference Search” screens will contain a new status filter capability providing enhanced return results and granularity.
- Four new data fields will be added to multiple pages and reports throughout NCTS. These fields are Lead Center, Lead Center POC, Lead Center POC Email and Employee Type.
- The “Conference Attendee Information” page will be condensed to a single tab and will provide improved status edits.
- All fields on the “Request Details” page will now be editable and navigation buttons will be added.
- A new confirmation box will be displayed whenever a conference status is changed and emails are to be sent.
- Registering multiple conference attendees will be simplified and will now accepted an attendee list to be imported from an Excel file.
- Other minor wording or functionality changes: allow entry of a non @nasa.gov email.

#### Who uses the NCTS?

The following are the three major categories of NCTS users:

i. **General Users: NASA Employees and Travel Preparers** – The largest group of users is composed of NASA employees attending reportable conferences and their travel preparers. NCTS is able to obtain a unique identifier/conference number to track attendance and expenditures for conferences.

ii. **Travel Approver/Central Travel Office (CTO)** – Travel approvers/CTO have the unique responsibility for registering prospective attendees of all conferences to a list maintained in NCTS.

NCTS also tracks the number of prospective attendees for all foreign conferences to ensure it never exceeds the Congressionally-imposed limit of 50 NASA employees at any one foreign conference.

iii. **NCTS Moderator** – Manages the day-to-day operation of NCTS, which include adding conferences to the database, monitoring the registration lists for all conferences and resolving any system or process-related problems for users.

#### Adding a Conference

Adding a new conference to the NCTS database is now done by the NSSC Moderator. If a conference is not listed in NCTS, users no longer have the ability to add a conference.

#### Submitting a New Conference

New conferences are added to the NCTS database by the NCTS Moderator. To have a conference added, either form, NF 1784, Domestic Event Entry Form, or Foreign Event Entry Form, needs to be submitted to the NSSC, via email to: [NSSC@nasa.gov](mailto:NSSC@nasa.gov) The submitted form is subject to the NSSC Moderator review.

**NF 1784** – This web-based form is for a NASA-Sponsored Conference and is submitted by the NASA-Sponsored Conference POC.

**Foreign Event Entry Form** – An electronic form for foreign conferences; automatically submitted by either NASA employees or the Center Conference POCs when the “Submit to the NSSC” icon is clicked on the form.

**Domestic Event Entry Form** – An electronic form for domestic conferences; automatically submitted by either NASA employees or the Center Conference POCs when the “Submit to the NSSC” icon is clicked on the form.

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**Note:** To find forms on the NSSC website, go to: <http://www.nssc.nasa.gov/conferences>. The forms will be listed under the Quick Links column. Once the form is submitted to the NSSC, the Moderator reviews the form for completeness. If the form is complete, the conference is added to NCTS. An automatic email will be sent - indicating the conference has been added.

The email will include the conference-unique identifier/ conference number (conference code and name combination), which needs to be included on the travel document in FedTraveler; the new conference will be visible to all users. If the form is incomplete, an email will be sent to the POC for additional information.

### **Searching for a Conference**

To search for a conference, enter the search criteria on the Conference Record Search screen, click the "Search" icon and the conference will appear on the Conference Search Results screen. For multiple conferences, the number of "Records" will be displayed on the bottom left-hand corner of the screen.

Conferences not shown can be viewed by using the scroll bar to the right-hand side. Columns can also be sorted by clicking on any field on the header bar. The field on the header bar will highlight in yellow and will sort the column - descending or ascending.

To select the desired conference, place the cursor on the conference. The conference will then highlight. Once selected, the Conference Details will appear on a single screen.

### **How do I submit a Conference Registration?**

Travel approvers/CTOs add the prospective attendee's name to any conference by clicking the "Register for Event" icon. The travel approver inputs the attendee's information on the Conference Registration Form and clicks "Submit Request."

The attendee's information is entered into NCTS. The attendee is then placed in a "Pending" status which will automatically notify the attendee and the requestor. The POC/Moderator for the conference will monitor and make a decision regarding which NASA employees will attend the conference.

### **About the NSSC**

The NSSC opened March 1, 2006, on the grounds of Stennis Space Center in Mississippi. 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.

The savings NASA realizes from creating the NSSC frees resources that can be redirected to NASA's Vision for Space Exploration.

The NSSC will provide general administrative, informational and transactional support for NCTS and Reporting. This includes responsibility for analyzing and entering data into the NCTS and producing required reports. Specific tasks include:

- Analyzing conference data submitted by Centers and/or attendees to identify and correct errors (i.e., conflicting data, duplicate entries, etc.);
- Entering domestic, NASA-sponsored and foreign conference information into NCTS accurately;
- Responding to routine customer questions regarding operation of NCTS;
- Attending occasional meetings or teleconferences called by OCFO Program Manager, Headquarters (HQ); and
- Providing functional input and recommendations to enhance future functionality of conference-tracking systems, processes and databases.

General information concerning NCTS can be found on the NSSC Customer Service website, including: information and announcements on the NSSC, Frequently Asked Questions, reference material on conference reporting and necessary web forms.

Access the NSSC Conference Tracking and Reporting site at: <https://www.nssc.nasa.gov/conferences>

### **NSSC Financial Management**

NASA Conference Tracking System (NCTS)  
Building 1111  
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](mailto:nssc-contactcenter@nasa.gov)

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