



The Standardized Document Numbering System (SDNS)

About TechDoc

The NSSC uses TechDoc as the software platform for the NSSC Electronic Library (NEL), which is the repository for NSSC's internally generated business documents. TechDoc is a Web-based, distributed, portable document management system used to facilitate the management of non-transactional documents throughout their lifecycle.

As the NEL repository for most of the NSSC's official electronic records, it also incorporates features and capabilities for Records Management (retention, disposition, security/privacy protection, and reporting).

TechDoc also serves as the NSSC's incoming document distribution system. In conjunction with Remedy and Accounts Payable Work Management System (AWMS), it routes transactional documents to appropriate functional areas for subsequent processing.

Purpose of SDNS

SDNS must be used to generate a document number when loading a non-transactional document into the TechDoc System.

All creators of non-transactional documents in TechDoc will use SDNS to generate document numbers except for controlled documents, i.e., service delivery guides, communication plans, work instructions, forms, etc., which are issued by the Business and Administration Office. The Business and Administration Office will use SDNS to obtain document numbers for controlled documents.

Steps to use SDNS

The steps to use SDNS are as follows:

1. Go to: <https://scccampus.ssc.nasa.gov/sdns/>

This link can also be found on the NSSC Internal Site, <https://internal.nssc.nasa.gov/nsscresources> under Electronic Library.

2. Click on "Request Document Number" link.
3. Click the link for either "Request Document Number" or "Request Publication Number."

Use "Request Document Number" to obtain numbers for the various types of NSSC instructional and reference documentation (e.g., presentations, plans, reports, etc.)

Use "Request Publication Number" to obtain numbers for informational publications intended for release to NASA and/or the public at large (e.g., educational briefs, NASA facts, etc.)

4. Follow the instructions given in this guide for either obtaining a document number or a publication number.

Obtain a Document Number

To obtain a new document number, complete the initial steps to use SDNS, then follow these instructions:

1. Select your Center. You should always choose "NSSC" as the Center.
2. All fields are required, except the field for "Unique." Do not use; it does not pertain to the NSSC.
3. On the pull down menu list for the document type, please select the document type that best describes the document. The "document type" in SDNS must agree with the "document type" that is used when uploading the document into TechDoc.
4. AFS Number is the Agency Filing Scheme. You will need to assign the correct number. Click on the "AFS Number" link for a list of numbers. For questions about AFS determination, contact the functional Records Liaison Officer and/or the Records Management (RM) Office.

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5. Enter the document title.
6. Enter the document requestor's name. This is the person who is actually requesting the document number. The owner of the document can also be listed along with the requestor's name.
7. Click "Request Document Number." It should say "Success! The following document has been added to the database."

Example of what should appear on the screen:

Document Type: Plan
Document Number: NSPLN-1410-0002
Title: SDNS TEST PLAN
Requestor: NAME
Request Date: 2/10/2010
Center: NSSC

How to obtain a new publication number

To obtain a new publication number, complete the initial steps to use SDNS, then follow these instructions:

1. All fields are required for receiving the publication number.
2. You should always choose "NSSC" as the Center.
3. On the pull down menu list for the category, please select the category that best describes the type of publication.
4. Enter the document title for which you are requesting the number.
5. Enter the document author(s) name. You can also include the requestor's name along with the author(s) name.
6. Enter the description of the publication.
7. Enter the publication date by the month and year.
8. Click "Request Publication Number." It should say "Publication number = EB-2010-XX-000XX-NSSC has been added to the database."

Example of what should appear on the screen:

Title: SDNS Brief
Author: NAME
Description: Test
Publication Date: 2/2010

For assistance with loading documents and assigning proper attributes in TechDoc, consult with your functional area NEL Librarian. Please notify RM Administrators for any SDNS number corrections, changes or deletions.

For general questions regarding TechDoc and SDNS, please send an e-mail to the Records Management Team at the following address:

NSSC-Records-MGT@nasa.gov

If further assistance is needed, and to request actions requiring TechDoc System Administration capabilities, please contact:

NASA Shared Services Center
Attn: Records Management Team
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)
E-mail: nssc-contactcenter@nasa.gov
Web: <https://www.nssc.nasa.gov>