

**NASA Headquarters
Training for New Employees
or Refresher for Current Employees**

At-a-Glance

Jan 30	8:30 - 9:30	Records and File	Kevin Glasper
Mic-5B	9:30 - 10:00	Property Management	Connie Higgs
	10:30 - 11:30	Correspondence	Jill Hoover
	11:30- 12:00	Mail Service	Debra Maynor
	1:30 - 2:30	ISO 9000 Overview	Marcie Washington

Jan 31		Travel	
Mic-7B	8:45 - 9:30	CI Travel, Inc.	Eunice Gibbs
	9:30 - 9:50	Nations Bank Credit Card	Rose Butler
	10:00 - 12:00	Orders/Authorizations	Camelia Spence
		Vouchers/Regulations, etc.	
	1:00 – 4:00	Travel continues	

Feb 1			
Mic-6A	2:00 – 3:00	HQ Training Office/Overview	Sharon Boykins

Feb 2	9:00 – 12:00	Office Automation	Alexa Krezel
CTC – CZ35		- HQ Server Architecture	
		- Eudora Pro 4.3	

CTC – CZ35	1:00 – 4:00	- Meeting Maker	
		- Informed Filler	

Feb 5	9:00 – 12:00	Office Overview	
CTC – CZ35		- MS Word, Excel & Powerpoint	
	1:00 – 4:00	- NASA Web Site Orientation/Surfing the Internet	

*A one-on-one computer training session can be arranged by calling Ms. Krezel on 358-1111.

Feb 7			
Mic-6B	8:30 – 12:00	T&A	Bernadette Keane
		Work Schedules, Annual/Sick Leave	
		Leave Donor Program	
		Time cards -- Preparation, signature authority,	
		overtime authorization and approval	

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**January 30, 2001
Session 1
Mic-5B**

Records and File Management

8:30 – 9:30 a.m.

- Records and Files.....Kevin Glasper
Policy Guidelines (h/o)

**Session 2
Mic-5B**

Property

9:30 – 10:30 a.m.

- Property Management.....Connie Higgs
Property Custodian/Accountability

**Session 3
Mic-5B**

Correspondence Management

10:30 – 11:30 a.m.

- Correspondence
NASA Correspondence Procedures and
Guidelines Jill Hoover
Administrator's Signature Package (h/o)
Action Document Summary

11:30 – 12 p.m.

- HQ Mail Services.....Debra Maynor

**Session 4
Mic-5B**

ISO 9000

1:30 – 2:30 p.m.

- ISO 9000 (International Standard Organization)
Overview.....Marcie Washington

**January 31, 2001
Session 5
Mic-7B**

Travel

8:45 – 9:30 a.m.

CI Travel, Inc.

- Travel ReservationsEunice Gibbs

9:30 – 9:50 a.m.

- Nations Bank Credit CardRose Green

**Session 6
Mic-7B**

10:00 – 12:00 p.m.

- Travel Orders and
AuthorizationsCamelia Spence
Travel Vouchers
Travel Regulations

Break for Lunch 12:00 – 1:00 p.m.

1:00 – 4:00 p.m.

- Travel Orders and
Authorization.....Camelia Spence

**February 1, 2001
Session 7
Mic-6A**

Training

2:00 – 3 p.m.

- Training and DevelopmentSharon Boykins
On-Site Training Courses
Website Training Calendar
Academic Training Programs (CEP)

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**February 2, 2001
Session 8**

**Computer Training Center (CTC) CZ35
358-1111**

9:00 – 12:00 p.m.

- Office AutomationAlexa Krezel
 - Headquarters Server Architecture (HSA)
 - Eudora Pro 4.3

Break for Lunch..... 12:00 – 1:00 p.m.

Session 9

**Computer Training Center (CTC) CZ35
358-1111**

1:00 – 4:00 p.m.

- Office Automation (cont.).....Alexa Krezel
 - Meeting Maker
 - Informed Filler

**February 5, 2001
Session 10**

**Computer Training Center (CTC) CZ35
358-1111**

9:00 a.m. – 12:00 p.m.

- Office OverviewAlexa Krezel
 - MS Word, Excel & PowerPoint

Break for Lunch..... 12:00 – 1:00 p.m.

Session 11

**Computer Training Center (CTC) CZ35
358-1111**

1:00 – 4:00 p.m.

- Office Automation
 - NASA Web Site Orientation/Surfing the Internet

**February 7, 2001
Session 12
Mic-6B**

T&A

8:30 – 12:00 p.m.

- Time and Attendance Bernadette Keane
 - Work Schedules
 - Annual and Sick Leave
 - Leave Donor Program
 - Timecards
 - Preparation and/Due Dates
 - Future Electronic Submission
 - Signature Authority
 - Overtime Authorization & Approval