

 <b>Independent Verification &amp; Validation Program</b>	<b>Administrative Controls</b>	<b>IVV 02 Version: P Effective Date: February 22, 2016</b>
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AUTHORITY		DATE
Jeffrey Northey (original signature on file)	IMS Manager	02/19/2016
David Runyon (original signature on file)	Process Owner	02/19/2016

REFERENCES	
Document ID/Link	Title
IVV QM	NASA IV&V Quality Manual
IVV 16	Control of Records
NASA Policy	NASA Official Fleet Management Handbook
<a href="#">NID 9700.2</a>	NASA Interim Directive for Travel NPR 9700.1
NPD 4100.1	Supply Support and Material Management Policy
NPR 1441.1	NASA Records Management Program Requirements
<a href="#">NPR 9700.1</a>	NASA Policy Requirement for Official Travel
<a href="https://cge.concursolutions.com/UI/SSO/NASA">https://cge.concursolutions.com/UI/SSO/NASA</a>	Concur Government Edition web site
<a href="http://confluence.ivv.nasa.gov:8090/display/NIWS/Travel+for+Civil+Servants">http://confluence.ivv.nasa.gov:8090/display/NIWS/Travel+for+Civil+Servants</a>	Travel Wiki Web Page located on the IV&V Program's Confluence Tool
<a href="https://ecmles.faircon.net/livelink/livelink/open/2955827">https://ecmles.faircon.net/livelink/livelink/open/2955827</a>	Government Vehicle Request Form
<a href="https://webtads.nasa.gov/">https://webtads.nasa.gov/</a>	WebTADS - Online Support: Guides And Aids Training Materials Quick Reference Guides
<a href="http://www.gsa.gov/fttr">http://www.gsa.gov/fttr</a>	Federal Travel Regulation

**If any process in this document conflicts with any document in the NASA Online Directives Information System (NODIS), this document shall be superseded by the NODIS document. Any external reference shall be monitored by the Process Owner for current versioning.**

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## 1.0 Purpose

The purpose of this system level procedure (SLP) is to document the administrative activities that are governed and/or performed and/or monitored from the NASA IV&V Program's Administrative Office (Administrative Office).

## 2.0 Scope

This SLP applies to the following administrative processes that support the operations of the NASA IV&V Program primarily for civil service (CS) employees:

- Time and Attendance
- Official Travel
- Government Transportation
- Office Supplies
- Scheduling

## 3.0 Definitions and Acronyms

Official NASA IV&V Program roles and terms are defined in the [Quality Manual](#). Specialized definitions identified in this SLP are defined below.

### 3.1 Travel Arranger

A designated CS or contractor employee who creates travel reservations, authorizations, and vouchers in the automated travel system from information obtained from travelers.

### 3.2 Local Travel

Official travel to a temporary duty location is less than 50 miles from the place of departure (either the traveler's residence or the NASA IV&V Program duty station), and the duty's duration is 12 hours or less.

### 3.3 Long Distance Travel

Official travel to a temporary duty location is 50 miles or more from the place of departure (either the traveler's residence or the NASA IV&V Program duty station), and/or when travel is longer than 12 hours in duration, and/or air or requires air-transportation and/or government-

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funded rental vehicles.

### 3.4 Acronyms

CS	Civil Service
CGE	Concur Government Edition
ECM	Enterprise Content Management
FTR	Federal Travel Regulation
GSA	Government Services Administration
IMS	IV&V Management System
NID	NASA Interim Directive
NODIS	NASA Online Directives Information System
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
O&M	Operations and Maintenance
OOD	Office of the Director
POV	Privately Owned Vehicle
QM	Quality Manual
RA	Resource Analyst
RMO	Resource Management Office
SLP	System Level Procedure
WebTADS	Web-based Time and Attendance Distribution System

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## 4.0 Process

### 4.1 Time and Attendance

NASA IV&V Program civil service (CS) employees are responsible for entering their time into Web-based Time and Attendance Distribution System (WebTADS) for bi-weekly payroll processing.

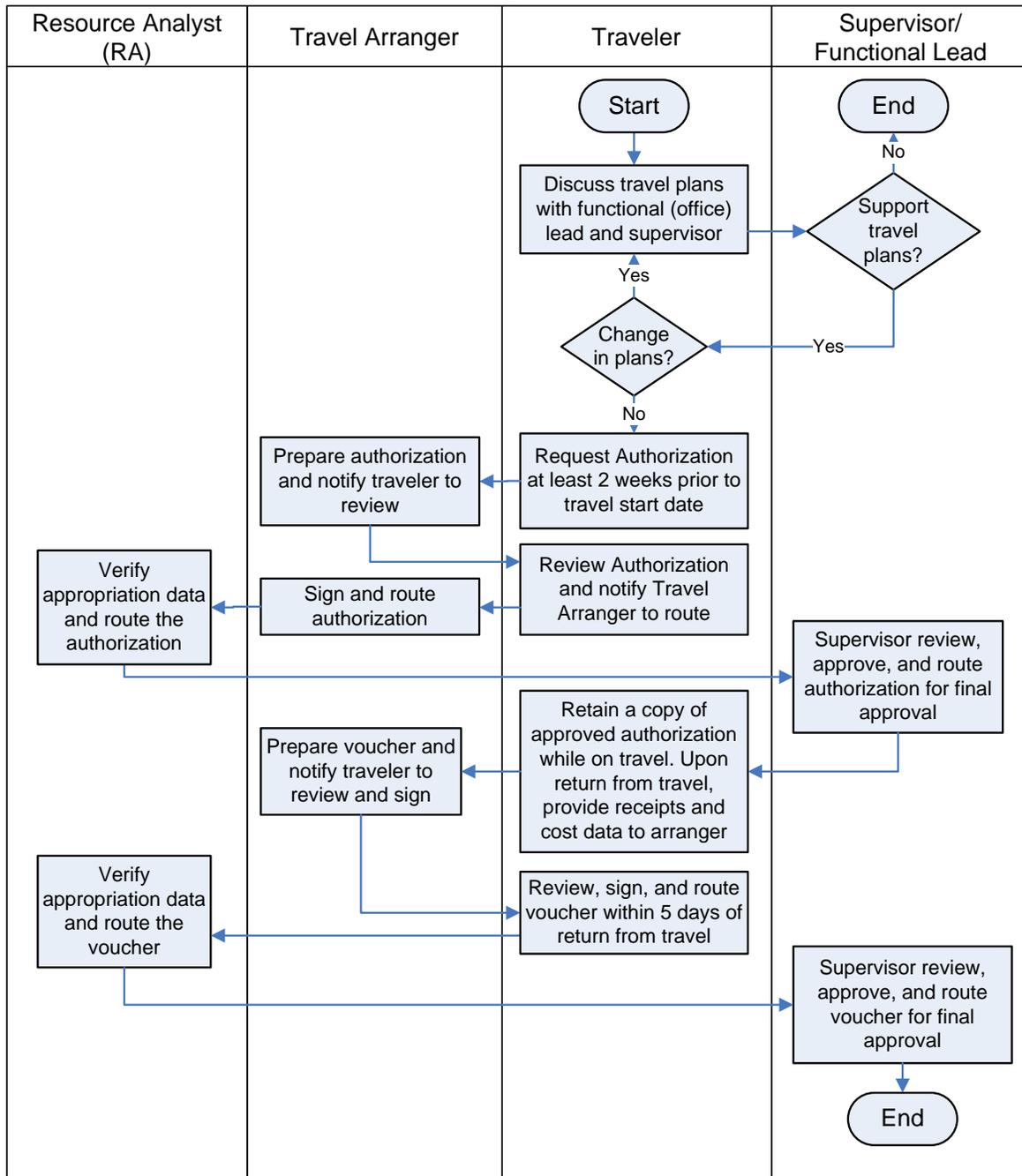
Within WebTADS, NASA IV&V Program CS employees may request time adjustments up to three prior pay periods, as well as to various leave and compensatory time components; e.g., annual leave, sick leave, overtime, credit hours earned/used, administrative leave, military leave, compensatory time earned/used. Additional information regarding leave and time entry can be obtained at the WebTADS Website (<https://webtads.nasa.gov>) for online support; including Guides and Aids, Training Material and Quick Reference Guidelines.

Unused annual leave must not exceed 240 hours (30 eight-hour workdays) at the end of each calendar year. Throughout the year NASA IV&V Program CS employees are responsible for scheduling in advance, their annual leave throughout the year to avoid its forfeiture in the first pay period of the next calendar year.

NASA IV&V Program CS employees are responsible for scheduling and publishing their planned leave and absences on their Outlook calendar and by e-mail to appropriate individuals; e.g., supervisor, office lead, team, OOD Executive Assistant etc.

### 4.2 Official Travel

The following diagram depicts the process described in this portion of the SLP. Supplemental and clarifying information regarding the official travel process appears after the diagram.



CS employees must obtain approval from their supervisor (for training), or functional/office lead before submitting a request for long distance travel or departing on local travel.

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- Travel authorizations are not required for local travel as long as it conforms to paragraph 3.2 above; however, as with any official travel, local travel requires prior approval by the appropriate office lead.

CS employees are responsible for informing their functional/office leads of changes to travel plans approved by that functional/office lead.

By two weeks prior to a trip, travelers should provide to their respective travel arranger (with a copy to the appropriate functional/office lead), the applicable trip information, and request a travel authorization. The functional/office lead will only respond or comment if he/she does not concur with the request; otherwise, silence is consent.

#### Conference and International Travel

- The start time for actions associated with travel involving conferences listed in the NASA Conference Tracking System (NCTS), is at least two months prior to the conference start date; i.e., conference attendees must register in the NCTS more than 60 days prior the conference's start date. The travel authorization itself should be initiated per the instructions above.
- The lead time for international travel is 30 days. The employee and travel arranger should first review the GSFC Travel Office's Foreign Travel Webpage: <http://etravel.gsfc.nasa.gov/ForeignTravel.cfm> to determine current procedures and requirements.

The travel arranger will prepare a travel authorization based on information provided by the traveler.

- A travel arranger will prepare all CS employees' official travel authorizations and their associated travel vouchers in accordance with the Federal Travel Regulation (FTR), NASA Procedural Requirements (NPR) 9700.1, NASA Interim Directive (NID) for Travel 9700.2, and instructions provided by the HQ and GSFC Travel Offices and GSFC Financial Support Office. Travel-related information can also be found on the IV&V Program's Confluence "[Travel for Civil Servants](#)" Wiki page. Travelers are not authorized to create, prepare, or sign travel authorizations.



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The travel arranger will normally ask the traveler to review the prepared travel authorization prior to its submission. After the traveler is satisfied with the travel authorization, the travel arranger will electronically sign and route the travel authorization for review and approval.

The RA will verify that the line of appropriation is correct and then route the travel authorization.

The appropriate supervisor will review, approve, and route the travel authorization for final approval.

The pending travel authorization should arrive at the approving Travel Office by one week prior to the trip start date.

Upon completion of the trip, the traveler will provide to the travel arranger; actual expense amounts, lodging receipts, rental car receipts, and all other receipts for expenses of at least \$75.00. The traveler does not have to provide the costs for meals and other incidental expenses.

Based on information provided by the traveler, the travel arranger will prepare a travel voucher for the trip.

Upon notification by the travel arranger, the traveler will review, and provided that the information on the travel voucher is correct, electronically sign and route it for approval. Per the FTR, the travel voucher must be signed and routed by the traveler within five days of completing the trip.

Batch submissions of local travel vouchers are authorized; however, they must be submitted at least monthly. As with a long distance travel voucher, a travel arranger will prepare the local travel voucher and the travelers will verify, sign, and route it.

The RA will verify that the line of appropriation is correct and then route the travel voucher.

The applicable supervisor will review, approve, and route the travel voucher for final approval.

Per the FTR, travelers must retain their travel receipts for a minimum of

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six years and three months after the approval of the travel voucher.

### 4.3 Government Transportation

Transportation in support of official government travel is authorized using Government Services Administration (GSA) vehicles, non-government conveyances, privately owned vehicle (POV), and common carrier transportation. NASA IV&V Program Management will adhere to FTR, NID, and NPR guidelines to ensure that the selected mode of transportation is the most cost-effective for the government. Travelers will identify transportation expenses in the official Travel Authorization or Local Travel Voucher (as appropriate) created in CGE.

Reserving a GSA Vehicle: The NASA IV&V Program maintains two GSA Fleet Management Vehicles for use by NASA IV&V Program CS employees for official government travel. Non-federal government employees; i.e., government contractors, are permitted to ride in the vehicles, and if they have a valid driver's license, may drive as necessitated by the situation.

To reserve a GSA vehicle for travel, the requester must:

- Read and understand the Vehicle Request User's Guide, located on ECM at: ECM... [/WORKFLOWS/ GOVT VEHICLE REQUEST/ Vehicle Request User's Guide](#) prior to requesting a vehicle.
- Submit the Government Vehicle Request Form via the Enterprise Content Management (ECM) system workflow located at: ECM... [/WORKFLOWS/ GOVT VEHICLE REQUEST/ Govt Vehicle Request Form](#).
- Vehicle availability can be checked any time by the [Check Vehicle Availability](#) link on the Government Vehicle Request Form.
- Ensure that the request has been approved prior to obtaining the vehicle keys. Approval or denial will be sent to requestor via email by the workflow
- Obtain the vehicle keys from the first floor Security Station, located at Building 1, 100 University Drive.

While the GSA vehicle is signed out, the following information applies:

- If the GSA vehicle requires essential consumable supplies, the

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vehicle requester should purchase those supplies during a fuel stop, using the vehicle's government credit card.

- In the case of an accident, lost keys, dead battery, etc., the vehicle requester should follow the instructions located in an envelope marked "GSA Assistance," which is located in the glove compartment of each GSA vehicle.
- Flat tires may be changed by the vehicle requester, or by calling the GSA help number listed on the vehicle's government credit card and in the GSA Assistance instructions. Immediately upon return of the vehicle, report the flat tire to David Sheldon (O&M Manager). During after-duty hours leave a message with the Security Station at 304 367 8200.

Upon returning from travel, the requester must:

- Refuel the vehicle, ensuring that the fuel tank is completely full. If this is not possible, provide an appropriate explanation in the Comments box of the Trip Record.
- Clean the inside of the vehicle using the vacuum and cleaning wipes that are located in the vehicle, and when possible wash the outside if necessary. There is a more powerful vacuum available at the first floor Security Station, located at Building 1, 100 University Drive.
- Return the vehicle keys to the first floor Security Station, located at Building 1, 100 University Drive
- Submit a Trip Record via the ECM personal assignment [Enter Mileage/Trip Info Form](#) (this report will require beginning and ending mileage, and gas all expenses paid for with the vehicle's government credit card).
  - The Trip Record must be completed within five working days of the vehicle's return
  - In the Comments box of the Trip Record, include a detailed vehicle status update outlining any attention the vehicle may need as well as any pertinent comments regarding the vehicle's condition (external scratches, dents, etc.).

In the event that a trip is canceled or if the vehicle is no longer needed, the requester must:

- Cancel the Government Vehicle Request via the ECM personal

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assignment [Cancel My Vehicle Request Form](#). This option of cancellation is available only if it is done prior to or on the departure date. Contact a vehicle request approver to cancel a vehicle request after the departure date.

The NASA Official Fleet Management Handbook 2011 provides guidance and outlines regulations regarding the use of government vehicles. A few excerpts are listed below:

- Paragraph 2.6.1.4 outlines the appropriate uses of GSA and other government vehicles; e.g., to/from duty sites, lodgings, dining facilities, medical facilities, drugstores, barber shops, and similar places required for the traveler's health or comfort; however, public perception must be considered.
- Paragraphs 2.7.1 and 3.3.4 outline the regulations concerning the transportation of passengers other than civil service employees and contracted government employees in the performance of their official duties.
- Paragraph 3.3.1 stipulates that operators of GSA and other government vehicles will not operate mobile telephones while the vehicle is in motion or on the traveled portion of a roadway.

Failure to follow the above procedures may result in suspension of permission to sign out a GSA vehicle.

**Non-Government Conveyance:** In the event that a GSA vehicle is not available or is not economically prudent for the situation, NASA IV&V Program CS employees may request authorization for a various special conveyance, such as a rental vehicle, taxi, or other means.

**POV:** NASA IV&V Program CS employees may elect to use a POV with full reimbursement at the standard government mileage rate when authorized and deemed most advantageous to the government. If a POV is not preauthorized or is found not to be the most cost-effective mode of transportation to the government, the traveler will be reimbursed at a reduced rate in accordance with FTR 301-10.310, or in the amount of the more advantageous mode of travel.

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Common Carrier Transportation: NASA IV&V Program CS employees are authorized to request common carrier transportation, including airplanes, trains, ships, buses, or local transit systems in support of their official travel. In accordance with [FTR 301-10.310](#), contract carriers must be utilized when available. Coach class service must be used unless business class or first class service is pre-authorized.

#### **4.4 Office Supplies**

The NASA IV&V Program's supply, support, and material management guidelines are structured in accordance with NASA Policy Directive (NPD) 4100.1B, *Supply Support and Material Management Policy*; and are to be responsive to customer requirements at a minimum cost and demand on the NASA logistics infrastructure. Only materials necessary for the performance of NASA mission requirements or institutional operations shall be acquired.

To aid in the completion of accurate, professional, and quality work, the NASA IV&V Program provides office supplies to its CS employees. Office supplies are stored in the supply cabinet located in the Administrative Office and in a cabinet located in the hallway next to the stairwell door on the second floor of Building 2. Office supplies may be requested by completing the Supply Ordering Form posted inside the supply cabinet in the Administrative Office. Also posted on the inside of the supply cabinet is the Standard Supply List.

On the Supply Ordering Form, requesters must indicate quantity, unit, stock number, catalog edition, catalog page number, item description, unit list price, total, and requester name for each item requested. If an individual item costs over \$100 or does not appear on the Standard Supply List, requesters must also indicate the justification for the item on the Supply Ordering Form and obtain the approval signature of the Operations and Maintenance (O&M) Lead.

The O&M Lead may cancel any item deemed unreasonable. Any item not receiving the proper approval will not be ordered. If the O&M Lead determines that an item will not be ordered, the O&M Lead will inform the requester of the cancellation and provide justification. The O&M Lead will then provide the West Virginia University Research Corporation and the OOD Executive Assistant with copies of the approved Supply Ordering

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Form.

#### **4.5 Scheduling**

NASA IV&V Program CS employees are required to maintain a daily calendar of meetings, events, appointments, etc., on the Microsoft Outlook calendar system. Descriptions of appointments and meetings shall be viewable by NASA IV&V Program employees. Meetings with other employees should be requested via the Outlook calendar scheduling system.

Additional information regarding the scheduling of conference rooms can be found in the IV&V Program Web Portal under: **Help and Support/** O&M Facility Services/ O&M Services/ Employee Services/ Conference Room Scheduling (<http://services.ivv.nasa.gov/docs.html>).

#### **5.0 Metrics**

Any metrics associated with this SLP are established and tracked within the NASA IV&V Program's Metrics Program.

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## 6.0 Records

The following records will be generated or updated and filed in accordance with this SLP and IVV 16, *Control of Records*, and in reference to NASA Procedural Requirements (NPR) 1441.1, *NASA Records Management Program Requirements*.

Record Name	Original	Vital	Responsible Person	Retention Requirement	Location
Government Vehicle Request Form (2012 and newer)	Y	N	O&M Lead	Cut off at end of fiscal or calendar year. Destroy/delete 2 years after cutoff. (1/78F1)	ECM Workflow
Government Vehicle Authorization Form (prior to 2012)	Y	N	O&M Lead	Cut off at end of fiscal or calendar year. Destroy/delete 2 years after cutoff. (1/78F1)	RMO Website
Administrative copy of Travel Authorization/ Voucher	N	N	Administrative Office	Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use. (9/1A)	Filing System



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Version	Description of Change	Rationale for Change	Author	Effective Date
Basic	Initial Release		Natalie Alvaro	04/18/2005
A - F	Revision information older than 7-year retention period relocated to Version History Overflow Document		various	02/10/2006 – 02/05/2009
G	Removed references to Travel Manager and replaced with information about FedTraveler	Agency automated system for travel has changed	Stephanie Ferguson	04/23/2009
H	Added precedence statement for external reference documents		Shirley Simmons	06/02/2010
I	Updated reference document precedence statement		Sara Cain	07/29/2010
J	Made minor corrections per internal audit findings		Shirley Simmons	08/31/2010
K	Updated Section 4.2.1, Local Travel, and removed Form 1003, Authorization for Local Travel. Updated retention periods		Shirley Simmons	01/12/2011
L	Updated Section 4.2.3.1, to switch to using the ECM Government Vehicle Request Workflow from using the RMO website. Remove Calling Cards.	Workflow replaces RMO website. Only one employee still uses Calling Card.	Shirley Simmons	03/14/2012

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Version	Description of Change	Rationale for Change	Author	Effective Date
M	Various changes to the document – most in section 4.0. Of note: Section 4.2.3.1 now allows contractors to drive; adds link to Fleet Management Handbook 2011	Annual Document Review. Updated some information and made changes to increase clarity and accuracy.	David Runyon	05/10/2013
N	Minor changes throughout the document – with major changes in section 4.2: i.e., change in responsibilities of travelers and of Travel Arrangers, change of automated travel systems, deletion of government cellular telephone.	Changes made for clarity, and to reflect new requirements made by GSFC and agency.	David Runyon	09/09/2014
O	Update instructions for GSA vehicles in section 4.2.3.1.	PAR 2015-P-439. Current wording is unclear in Trip Record.	David Runyon	08/20/2015
P	Incorporate instructions contained in IVV 07-3, <i>Work Instruction for Civil Service Travel</i> , into this SLP, IVV 02, <i>Administrative Controls</i> , and update to current process.	PAR 2015-P-442. By consolidating the information in IVV 07-3 into IVV 02, there will be one less document that cites travel instructions. This will mitigate the problem of keeping multiple documents in synch with each other.	David Runyon	02/22/2016

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