

IVV 02: Administrative Controls

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Purpose

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

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
- Office Supplies
- Scheduling

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.

- **Travel Arranger**
 - A designated employee who creates travel reservations, authorizations, and vouchers in the automated travel system from information obtained from CS travelers.
- **Local Travel**
 - Official travel to a temporary duty location for a duration of 12 hours or less, with no government funded transportation, lodging, or rental vehicle.
- **Long-Distance Travel**
 - Official travel to a temporary duty location when travel is greater than 12 hours in duration, and/or requires government funded transportation, lodging, and/or rental vehicle.

Acronyms

CS	Civil Service
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ECM	Enterprise Content Management
FTR	Federal Travel Regulation
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
QM	Quality Manual
RA	Resource Analyst
SLP	System Level Procedure
WebTADS	Web-based Time and Attendance Distribution System
WVURC	West Virginia University Research Corporation

Process Flow Diagram

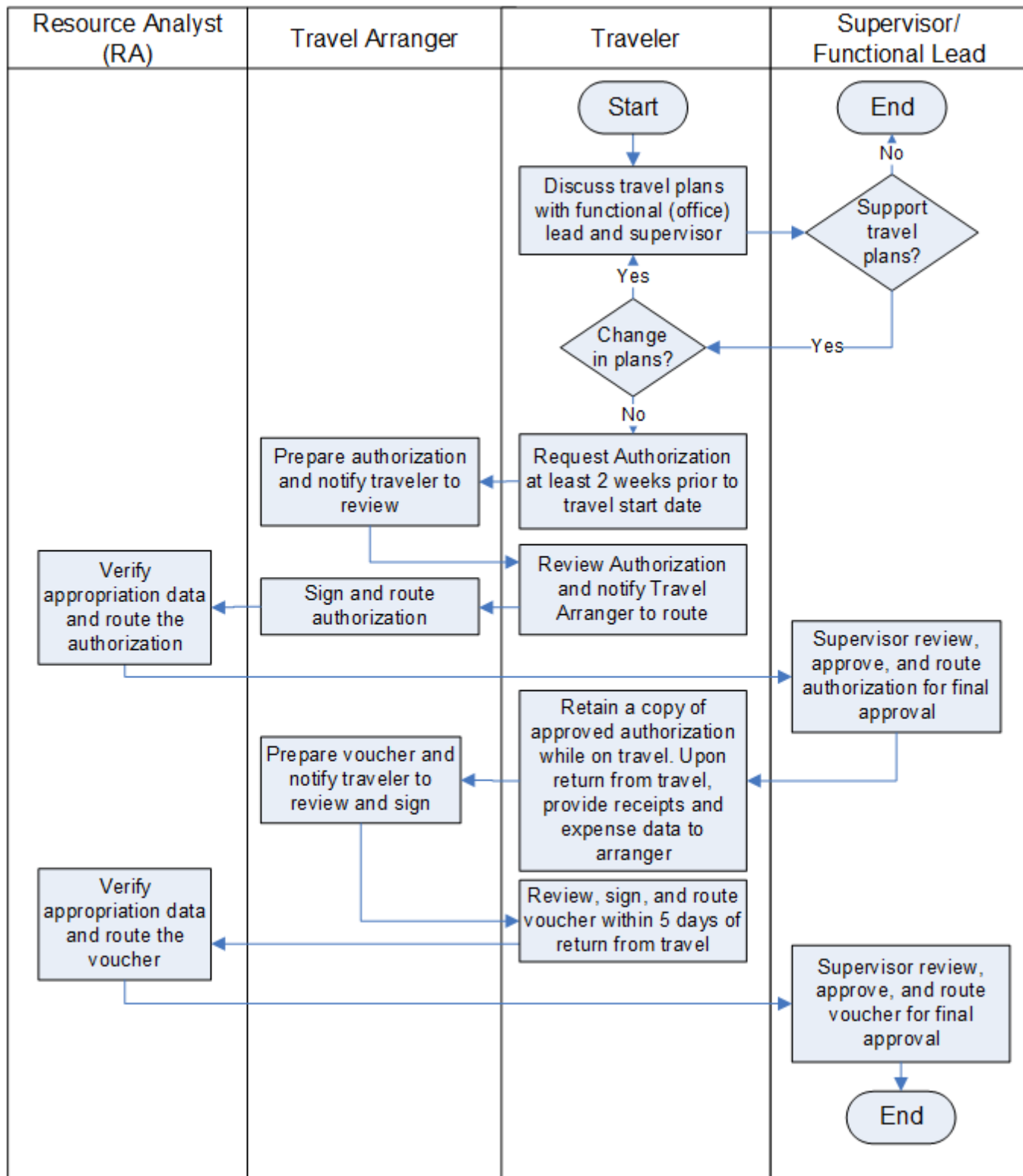
Time and Attendance

Web-based Time and Attendance Distribution System (WebTADS): (<https://webtads.nasa.gov>)

The NASA's IV&V Program's Executive Assistant will conduct an initial review of timesheets and notify employees of errors. Subsequently, s/he will notify supervisors when their employees' timesheets are ready for review and approval.

Official Travel

The following diagram depicts the procedure for official long-distance travel. Supplemental and clarifying information regarding the official travel procedure appears after the diagram.



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

For local travel, the traveler must contact the travel arranger to determine if the trip requires a no-cost travel document.

CS employees must inform their functional/office leads of changes to previously approved travel plans.

No later than three weeks prior to a trip, the traveler should send the travel arranger (copy the appropriate functional/office lead) the travel authorization request. The functional/office lead should only respond or comment if s/he does not concur with the request. The functional/office lead should respond as soon as possible after receiving notification of the intended trip because the travel arranger will prepare and route the travel authorization until/unless s/he is instructed otherwise.

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

- The travel arranger will prepare all CS employees' official travel authorizations and 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 GSFC and Headquarters Travel Offices. Travel-related information is also on the IV&V Program's Confluence "[Travel for Civil Servants](#)" Wiki page.

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. Travelers are not authorized to create, prepare, or sign travel authorizations.

The RA will verify that the line of appropriation is correct, that there are sufficient funds for the trip, and sign and route the travel authorization.

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

The travel authorization should arrive at the approving Travel Office (either GSFC or Headquarters) at least two weeks prior to the trip's start date.

Upon completion of the trip, the traveler shall provide the travel arranger; actual expense amounts, lodging receipts, rental car receipts, and all other receipts for expenses \$75.00 and greater. The traveler is not required to provide receipts or costs for meals and 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 calendar 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, that there are sufficient funds for the trip, and sign and 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 six years and nine months after the approval of the travel voucher.

Conference and International Travel

- For conferences listed in the NASA Conference Tracking System, attendees must register at least 60 days prior to the conference's start date. The travel authorization itself should be initiated per the above diagram.
- The lead time for international travel is at least five weeks prior to the trip's start date. The employee and travel arranger should first review the GSFC's or Headquarters' Travel Offices' Foreign Travel Webpages as appropriate: <https://nasa.sharepoint.com/sites/faso-at-gsfc/SitePages/Travel.aspx> and <https://nasa.sharepoint.com/sites/baso/SitePages/Whom-to-Contact.aspx?source=https%3a//nasa.sharepoint.com/sites/baso/overview> to determine current procedures and requirements

Office Supplies

The NASA IV&V Program's supply, support, and material management guidelines are structured in accordance with NASA Policy Directive (NPD) 4100.1 B, *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.

To aid in the completion of accurate, professional, and quality work, the NASA IV&V Program provides office supplies to its CS employees. The IV&V Program only acquires materials that are necessary for the performance of NASA mission requirements or institutional operations.

Office supplies are stored in the supply cabinet located in the Administrative Office.

Office supplies may be requested by filling out a Supply Ordering Form posted on the inside of the supply cabinet in the Administrative Office, via e-mail, or verbally. The Standard Supply List is posted on the inside of the supply cabinet.

Requesters must indicate quantity, unit of issue, stock number, item description, unit price, total price, and requester's name for each item. Requesters must provide justification for each individual item that costs over \$100 or is not on the Standard Supply List.

The OOD Executive Assistant will prepare and route office supply requests to the O&M Lead for review and approval, with a copy to the West Virginia University Research Corporation (WVURC) office for advance notification of the request. The O&M Lead may cancel any item deemed unreasonable. If the O&M Lead determines that an item will not be ordered, s/he will inform the requester of the cancellation and provide rationale. The O&M Lead will then provide the WVURC office and the OOD Executive Assistant with copies of the approved Supply Ordering Form. The WVURC office will purchase approved items listed on the Supply Ordering Form.

Scheduling

CS employees are to identify telework and onsite workdays and post their meetings, events, appointments, leave, etc., on their Microsoft Outlook calendar. All calendar events, except for meetings of a sensitive nature, are to be viewable by NASA IV&V Program employees

Additional information regarding conference room scheduling 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 ([Conference Room Scheduling](#))

Metrics

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

References

REFERENCES	
Document ID/Link	Title
IVV QM	NASA IV&V Quality Manual
IVV 16	Control of Records
NID 9700.2	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
NPR 9710.1	NASA Policy Requirement General Travel Requirements
https://cge.concursolutions.com/UI/SSO/ NASA	Concur Government Edition website
http://confluence.ivv.nasa.gov:8090/display/NIWS/Travel+for+Civil+Servants	Travel Wiki Web Page located on the IV&V Program's Confluence Tool
https://webtads.nasa.gov/	WebTADS - Online Support: Guides And Aids Training Materials Quick Reference Guides
http://www.gsa.gov/ptr	Federal Travel Regulation

If any procedure, method, or step 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 Document Owner for current versioning.

Version History

VERSION HISTORY				
Version	Description of Change	Rationale for Change	Author	Effective Date
Basic	Initial Release		Natalie Alvaro	04/18 /2005
A - K	Older revision information may be located in the Version History Overflow Document		various	02/10 /2006 – 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
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
Q	Clarify all sections.	Annual Document Review. Travel Arranger for most travelers is now at GSFC.	David Runyon	05/25 /2018
R	Updates and clarity added to travel information	Annual Document Review updates for travel changes	David Runyon	04/21 /2022
S	Format updates, deletion of GOV related entries, and updates to travel info	The IV&V Program discontinued possessing GOVs.	David Runyon	10/05 /2023