

TABLE OF CONTENTS

INTRODUCTION

- IMPORTANT WEB SITES
- NASA
- AMES RESEARCH CENTER
- OTHER NASA CENTERS

EMPLOYMENT INFORMATION

- SAFETY AND HEALTH
- RESPONSIBILITY FOR GOVERNMENT PROPERTY
- EQUAL OPPORTUNITY AND DIVERSITY
- TRAINING

SECURITY

- SECURITY RESPONSIBILITIES
- IT SECURITY

SERVICES AND FACILITIES

- ASTROGRAM-EMPLOYEE NEWSLETTER
- AMES CHILD CARE CENTER
- AMES EXCHANGE
- CAREER TRANSITION ASSISTANCE PROGRAM (CTAP) CENTER
- GOLDEN BAY CREDIT UNION
- HEADS UP AMES
- EATING ESTABLISHMENTS
- FITNESS CENTER
- LOST AND FOUND
- NASA EXPLORATION CENTER AND GIFT SHOP
- OCCUPATIONAL HEALTH UNIT
- RIDESHARE/TRANSIT INFORMATION
- U.S. POST OFFICE

THE AMES CONTRACTOR COUNCIL WISHES TO THANK THE HUMAN RESOURCES DEPARTMENT AT AMES FOR THEIR PERMISSION TO USE THIS HANDBOOK WHICH IS ADAPTED FROM THE AMES EMPLOYEE (CIVIL SERVICE) HANDBOOK DATED JUNE 2007, AND IS AVAILABLE AT <http://ameshr.arc.nasa.gov/EH/main.html>

INTRODUCTION

THIS HANDBOOK IS A QUICK REFERENCE FOR EMPLOYEES TO GAIN AN UNDERSTANDING THE TERMS OF THEIR APPOINTMENT, WORK ENVIRONMENT, PAY, BENEFITS, CAREER ADVANCEMENT, AND EMPLOYEE PROGRAMS. THE INTENT OF THE HANDBOOK IS TO PROVIDE AN INFORMATIVE SUMMARY OF THE VARIOUS TOPICS. TO OBTAIN MORE DETAILED INFORMATION, CONTACT YOUR PERSONNEL MANAGER OR SUPERVISOR. THE FOLLOWING ARE IMPORTANT SOURCES FOR FURTHER INFORMATION RELATED TO YOUR EMPLOYMENT AT AMES:

AMES TELEPHONE DIRECTORY (x500): THE x500 IS AN ELECTRONIC TELEPHONE DIRECTORY USED TO LOCATE NASA EMPLOYEES' TELEPHONE NUMBERS, BUILDING LOCATIONS, ROOM NUMBERS, EMAIL ADDRESSES ETC. THE x500 CAN BE FOUND IN YOUR EMAIL ACCOUNT SERVICE OR ON THE WEB AT: [HTTP://X500PUBLIC.ARC.NASA.GOV/](http://x500PUBLIC.ARC.NASA.GOV/)

INTERNET WEB SITES: NEARLY ALL OFFICIAL POLICIES, MANUALS, HANDBOOKS, INSTRUCTIONS, AND PROCEDURES FOR ADMINISTRATIVE AND MANAGEMENT MATTERS, MAY BE ACCESSED ONLINE. HARD COPIES OF MATERIAL CAN BE OBTAINED FROM THE OFFICE OR INDIVIDUAL ASSIGNED RESPONSIBLE FOR THE SUBJECT MATTER. THE FOLLOWING IS A PARTIAL LIST OF WEB SITES FOR LOCATING INFORMATION CONCERNING OFFICIAL POLICIES AND PROCEDURES:

ARC WEB-AMES INTRANET WEBSITE
[HTTP://ARCWEB.ARC.NASA.GOV](http://ARCWEB.ARC.NASA.GOV)

SECURITY.ARC.NASA.GOV/

SAFETY
[HTTP://Q.ARC.NASA.GOV](http://Q.ARC.NASA.GOV)

EQUAL OPPORTUNITY PROGRAMS
[HTTP://EO.ARC.NASA.GOV/](http://EO.ARC.NASA.GOV/)

PROTECTIVE SERVICES
[HTTP://PSO.ARC.NASA.GOV](http://PSO.ARC.NASA.GOV)

AMES DIRECTIVES MANAGEMENT SYSTEM
(MANY MANAGEMENT DIRECTIVES CAN BE FOUND AT THIS SITE)
[HTTP://ADMS.ARC.NASA.GOV](http://ADMS.ARC.NASA.GOV)

IT SECURITY
[HTTP://COMPUTER-](http://COMPUTER-)

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA)

IN 1958, CONGRESS ESTABLISHED NASA TO PROVIDE LEADERSHIP FOR AMERICA'S AERONAUTICS AND SPACE PROGRAMS. NASA REPLACED THE NATIONAL ADVISORY COMMITTEE FOR AERONAUTICS (NACA), AND ITS EXISTING RESEARCH FACILITIES WERE BROUGHT UNDER THE DIRECTION OF THE NASA ADMINISTRATOR. NASA HEADQUARTERS IS LOCATED IN WASHINGTON, D.C., PROVIDING PROGRAM MANAGEMENT AND FUNDING FOR NASA FACILITIES AND LABORATORIES.

NASA'S VISION

- TO IMPROVE LIFE HERE,
- TO EXTEND LIFE TO THERE,
- TO FIND LIFE BEYOND.

NASA'S MISSION

- TO UNDERSTAND AND PROTECT OUR HOME PLANET,
- TO EXPLORE THE UNIVERSE AND SEARCH FOR LIFE, AND
- TO INSPIRE THE NEXT GENERATION OF EXPLORERS... AS ONLY NASA CAN.

NASA'S STRATEGIC GOALS

- STRATEGIC GOAL 1: FLY THE SHUTTLE AS SAFELY AS POSSIBLE UNTIL ITS RETIREMENT, NOT LATER THAN 2010.
- STRATEGIC GOAL 2: COMPLETE THE INTERNATIONAL SPACE STATION IN A MANNER CONSISTENT WITH NASA'S INTERNATIONAL PARTNER COMMITMENTS AND THE NEEDS OF HUMAN EXPLORATION.
- STRATEGIC GOAL 3: DEVELOP A BALANCED OVERALL PROGRAM OF SCIENCE, EXPLORATION, AND AERONAUTICS CONSISTENT WITH THE REDIRECTION OF THE HUMAN SPACEFLIGHT PROGRAM TO FOCUS ON EXPLORATION.
- STRATEGIC GOAL 4: BRING A NEW CREW EXPLORATION VEHICLE INTO SERVICE AS SOON AS POSSIBLE AFTER SHUTTLE RETIREMENT.
- STRATEGIC GOAL 5: ENCOURAGE THE PURSUIT OF APPROPRIATE PARTNERSHIPS WITH THE EMERGING COMMERCIAL SPACE SECTOR.
- STRATEGIC GOAL 6: ESTABLISH A LUNAR RETURN PROGRAM HAVING THE MAXIMUM POSSIBLE UTILITY FOR LATER MISSIONS TO MARS AND OTHER DESTINATIONS.

DETAILED INFORMATION ABOUT HOW NASA IMPLEMENTS ITS VISION AND MISSION CAN BE FOUND IN THE NASA STRATEGIC PLAN, WHICH IS UPDATED EVERY THREE YEARS ALONG WITH THE BUDGET AND OTHER INFORMATION. IT IS AVAILABLE ON THE WEB AT:
[HTTP://WWW.PLAN.S.NASA.GOV](http://www.plans.nasa.gov)

AMES RESEARCH CENTER

NASA AMES RESEARCH CENTER, LOCATED AT MOFFETT FIELD, CALIFORNIA, WAS FOUNDED DECEMBER 20, 1939 AS AN AIRCRAFT RESEARCH LABORATORY BY THE NATIONAL ADVISORY COMMITTEE FOR AERONAUTICS (NACA). IN 1958, IT BECAME PART OF THE NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA).

AMES RESEARCH CENTER, ONE OF 10 NASA FIELD INSTALLATIONS, IS LOCATED IN THE HEART OF CALIFORNIA'S SILICON VALLEY AT THE CORE OF THE RESEARCH CLUSTER OF HIGH-TECH COMPANIES, UNIVERSITIES, AND LABORATORIES THAT DEFINE THE REGION'S CHARACTER. WITH OVER \$3 BILLION IN CAPITAL EQUIPMENT, 2300 RESEARCH PERSONNEL AND A \$600 MILLION ANNUAL BUDGET, AMES' ECONOMIC IMPACT IS SIGNIFICANT. AMES PLAYS A CRITICAL ROLE IN VIRTUALLY ALL NASA MISSIONS IN SUPPORT OF AMERICA'S SPACE AND AERONAUTICS PROGRAMS.

AS A LEADER IN INFORMATION TECHNOLOGY RESEARCH, WITH A FOCUS ON SUPERCOMPUTING, NETWORKING AND INTELLIGENT SYSTEMS, AMES CONDUCTS CRITICAL R&D AND DEVELOPS THE ENABLING TECHNOLOGIES THAT MAKE NASA MISSIONS POSSIBLE. AMES IS ALSO A LEADER IN NANOTECHNOLOGY, FUNDAMENTAL SPACE BIOLOGY, BIOTECHNOLOGY, AEROSPACE AND THERMAL PROTECTION SYSTEMS, AND HUMAN FACTORS RESEARCH. AMES' RESEARCH IN ASTROBIOLOGY FOCUSES ON THE EFFECTS OF GRAVITY ON LIVING THINGS, AND THE NATURE AND DISTRIBUTION OF STARS, PLANETS, AND LIFE IN THE UNIVERSE.

IN ADDITION, AMES WORKS COLLABORATIVELY WITH THE FAA, CONDUCTING RESEARCH IN AIR TRAFFIC MANAGEMENT TO MAKE SAFER, CHEAPER, AND MORE EFFICIENT AIR TRAVEL A REALITY. AMES ENGAGES IN INFORMATION AND EDUCATION OUTREACH, FORMS COLLABORATIVE PARTNERSHIPS, AND FOSTERS COMMERCIAL APPLICATION OF NASA TECHNOLOGIES. AMES IS DEVELOPING NASA RESEARCH PARK, AN INTEGRATED, DYNAMIC RESEARCH AND EDUCATION COMMUNITY CREATED TO CULTIVATE DIVERSE PARTNERSHIPS WITH ACADEMIA, INDUSTRY, AND NON-PROFIT ORGANIZATIONS IN SUPPORT OF NASA'S MISSION.

[HTTP://WWW.NASA.GOV/CENTERS/AMES/ABOUT/OVERVIEW.HTML](http://www.nasa.gov/centers/ames/about/overview.html)

OTHER NASA CENTERS

DRYDEN FLIGHT RESEARCH CENTER-EDWARDS, CALIFORNIA

DRYDEN IS NASA'S PRIMARY CENTER FOR ATMOSPHERIC FLIGHT RESEARCH AND OPERATIONS. DRYDEN IS CRITICAL IN CARRYING OUT THE AGENCY'S MISSIONS OF SPACE EXPLORATION, SPACE OPERATIONS, SCIENTIFIC DISCOVERY, AND AERONAUTICAL RESEARCH AND DEVELOPMENT (R&D).

GLENN RESEARCH CENTER-CLEVELAND, OHIO

GLENN DEVELOPS AND TRANSFERS CRITICAL TECHNOLOGIES THAT ADDRESS NATIONAL PRIORITIES THROUGH RESEARCH, TECHNOLOGY DEVELOPMENT, AND SYSTEMS DEVELOPMENT FOR SAFE AND RELIABLE AERONAUTICS, AEROSPACE, AND SPACE APPLICATIONS.

GODDARD SPACE FLIGHT CENTER-GREENBELT, MARYLAND

GODDARD'S MISSION IS TO EXPAND KNOWLEDGE OF THE EARTH AND ITS ENVIRONMENT, THE SOLAR SYSTEM, AND THE UNIVERSE THROUGH OBSERVATIONS FROM SPACE.

LYNDON B. JOHNSON SPACE CENTER-HOUSTON, TEXAS

JOHNSON LEADS NASA'S EFFORT IN HUMAN SPACE EXPLORATION.

JET PROPULSION LABORATORY-PASADENA, CALIFORNIA

JPL IS MANAGED BY THE CALIFORNIA INSTITUTE OF TECHNOLOGY AND IS NASA'S LEAD CENTER FOR ROBOTIC EXPLORATION OF THE SOLAR SYSTEM.

JOHN F. KENNEDY SPACE CENTER-CAPE CANAVERAL, FLORIDA

KENNEDY IS LEADING THE WORLD IN PREPARING AND LAUNCHING MISSIONS.

LANGLEY RESEARCH CENTER-HAMPTON, VIRGINIA

LANGLEY CONTINUES TO FORGE NEW FRONTIERS IN AVIATION AND SPACE RESEARCH FOR AEROSPACE, ATMOSPHERIC SCIENCES, AND TECHNOLOGY COMMERCIALIZATION, TO IMPROVE THE WAY THE WORLD LIVES.

GEORGE C. MARSHALL SPACE FLIGHT CENTER-HUNTSVILLE, ALABAMA

MARSHALL IS THE WORLD LEADER IN ACCESS TO SPACE AND USE OF SPACE FOR RESEARCH AND DEVELOPMENT TO BENEFIT HUMANITY.

JOHN C. STENNIS SPACE CENTER-HANCOCK COUNTY, MISSISSIPPI

STENNIS IS RESPONSIBLE FOR NASA'S ROCKET PROPULSION TESTING AND FOR PARTNERING WITH INDUSTRY TO DEVELOP AND IMPLEMENT REMOTE SENSING TECHNOLOGY.

THE HOME PAGES FOR ALL NASA CENTERS AND OTHER NASA RELATED INFORMATION CAN BE ACCESSED ON THE WEB AT: [HTTP://WWW.NASA.GOV/ABOUT/SITES/INDEX.HTML](http://www.nasa.gov/about/sites/index.html)

EMPLOYMENT INFORMATION

SAFETY AND HEALTH

AMES PLACES A HIGH PRIORITY UPON CONDUCTING ITS OPERATIONS IN A MANNER TO MINIMIZE THE RISK OF PERSONAL INJURY AND PROPERTY DAMAGE. THAT POLICY REQUIRES A FIRM COMMITMENT BY ALL EMPLOYEES TO SAFE WORK PRACTICES. THE SAFETY, ENVIRONMENTAL AND MISSION ASSURANCE DIRECTORATE WAS ESTABLISHED TO ASSIST IN THE DEVELOPMENT OF THOSE SAFE WORK PRACTICES AND IS AVAILABLE TO ALL EMPLOYEES WHO HAVE QUESTIONS REGARDING SAFETY AND HEALTH MATTERS.

EACH AMES FACILITY HAS AN ASSIGNED FACILITY SAFETY REPRESENTATIVE AND ALTERNATE. THESE INDIVIDUALS, IN CONJUNCTION WITH YOUR SUPERVISOR, ASSIST IN FAMILIARIZING YOU WITH WORKPLACE HAZARDS, SAFETY POLICIES, AND PROGRAMS APPLICABLE TO YOUR WORK AREAS. YOUR SUPERVISOR HAS A COPY OF THE AMES HEALTH AND SAFETY MANUAL AVAILABLE FOR YOUR REVIEW.

YOU MAY ALSO ACCESS THE SAFETY MANUAL AND OTHER SAFETY RELATED DOCUMENTS AT THIS WEB SITE: [HTTP://Q.ARC.NASA.GOV/QH/SAFETY](http://q.arc.nasa.gov/qh/safety)

INDIVIDUAL RESPONSIBILITY FOR GOVERNMENT PROPERTY

EACH EMPLOYEE IS RESPONSIBLE FOR GOVERNMENT PROPERTY AS SET FORTH IN STANDARDS OF ETHICAL CONDUCT FOR EMPLOYEES OF THE EXECUTIVE BRANCH. THIS INCLUDES:

- PROPER USE, CARE, AND PROTECTION OF ALL GOVERNMENT EQUIPMENT UNDER THE INDIVIDUAL'S CUSTODY AND CONTROL. A GOVERNMENT EMPLOYEE MAY BE SUBJECT TO DISCIPLINARY ACTION FOR ANY LOSS, DAMAGE, OR DESTRUCTION OF GOVERNMENT PROPERTY RESULTING FROM THE EMPLOYEE'S NEGLIGENCE, MISUSE, DISHONESTY, OR WANTON AND WILLFUL MISCONDUCT. TAKING DISCIPLINARY ACTION DOES NOT PREVENT THE GOVERNMENT, IN APPROPRIATE SITUATIONS, FROM ENFORCING OTHER REMEDIES WHICH MAY BE AVAILABLE TO IT, SUCH AS ASSERTING A CLAIM AGAINST THE EMPLOYEE. IF SUCH ACTION IS DEEMED WARRANTED, THE INSTALLATION CHIEF COUNSEL WILL PROVIDE GUIDANCE. IF DISCIPLINARY ACTION IS RECOMMENDED, THE MATTER WILL BE REFERRED TO THE EMPLOYEE'S SUPERVISOR WHO SHOULD CONTACT THE HUMAN RESOURCES DIVISION FOR GUIDANCE. AN EMPLOYEE WILL NOT BE HELD LIABLE FOR THE LOSS, DAMAGE, OR DESTRUCTION OF PROPERTY RESULTING FROM THE EMPLOYEE'S PERFORMING OR FAILING TO PERFORM AN ACTION BECAUSE OF A REASONABLE ERROR IN JUDGMENT OR BECAUSE OF A PHYSICAL LIMITATION.
- NOTIFY THE SUPERVISOR, THE APPROPRIATE PROPERTY CUSTODIAN, AND THE INSTALLATION SECURITY OFFICER IMMEDIATELY IF THEFT OF GOVERNMENT PROPERTY IS SUSPECTED.
- ENSURE THAT EQUIPMENT IS USED ONLY IN THE CONDUCT OF OFFICIAL BUSINESS.
- IDENTIFY EQUIPMENT NOT BEING ACTIVELY USED IN PURSUIT OF APPROVED NASA PROGRAMS AND PROJECTS.

- ENSURE THAT EQUIPMENT IS TURNED IN TO THE PROPERTY DISPOSAL OFFICER WHEN NO LONGER NEEDED. UNDER NO CIRCUMSTANCES WILL AN EMPLOYEE THROW AWAY GOVERNMENT EQUIPMENT.
- COORDINATE ALL EQUIPMENT MOVES WITH THE APPROPRIATE PROPERTY CUSTODIAN AND THE PROPERTY MANAGER.
- OBTAIN DIVISION CHIEF'S (OR HIGHER) SIGNATURE OF APPROVAL ON NASA FORM 892 (PROPERTY PASS REQUEST AND REMOVAL PERMIT) BEFORE EQUIPMENT IS MOVED OFF-SITE.)

EQUAL OPPORTUNITY AND DIVERSITY

IT IS THE POLICY OF AMES RESEARCH CENTER TO PROVIDE EQUAL OPPORTUNITY FOR ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT AND TO PROHIBIT DISCRIMINATION IN EMPLOYMENT BECAUSE OF RACE, COLOR, NATIONAL ORIGINS, SEX (INCLUDING SEXUAL HARASSMENT), RELIGION, AGE, DISABLING CONDITION (MENTAL OR PHYSICAL), OR REPRISAL BECAUSE OF PREVIOUS EEO PARTICIPATION. AMES' OBJECTIVE IS TO ACCOMPLISH ITS TECHNICAL MISSIONS AND PROVIDE WORLD CLASS SERVICES WITH A WORKFORCE THAT IS COMPETENT, HIGHLY SKILLED, AND DIVERSE IN ITS MAKEUP. THIS OBJECTIVE IS TO BE ACCOMPLISHED IN ALL ACTIVITIES, ORGANIZATIONAL SEGMENTS, OCCUPATIONS, AND SALARY LEVELS WITHIN THE CENTER. THE AMES CENTER DIRECTOR EXERCISES PERSONAL LEADERSHIP IN ESTABLISHING, MAINTAINING, AND IMPLEMENTING PROGRAMS TO ASSURE WORKFORCE DIVERSITY AND THE INCLUSION AND VALUE OF EVERYONE'S CONTRIBUTION.

THE MISSION OF THE OFFICE OF DIVERSITY & EQUAL OPPORTUNITY (ODEO) IS TO PROMOTE AND ADVOCATE EQUAL OPPORTUNITIES FOR UNDERREPRESENTED GROUPS AT AMES RESEARCH CENTER, ENCOURAGE MANAGEMENT AND EMPLOYEES TO EMBRACE DIVERSITY CONCEPTS AND PHILOSOPHY WITHIN THE WORKFORCE, AND TO INCREASE ACCESS TO AMES-RELATED RESEARCH AND CAREERS FOR ALL AMERICANS. ODEO WILL ACCOMPLISH THIS THROUGH OUTREACH, EDUCATION AND TRAINING, PROMOTING CAREER DEVELOPMENT, COMPLAINT RESOLUTION, AND ADVOCACY OF CENTER SUPPORT TO MINORITY INSTITUTIONS. ODEO'S PURPOSE IS TO DEVELOP AND MAINTAIN A DIVERSE WORKFORCE AND PROMOTE AN "INCLUSIVE" AND "VALUE BASED" ENVIRONMENT FOR EMPLOYEES AT AMES RESEARCH CENTER.

ODEO COUNSELORS ARE AVAILABLE TO ALL NASA EMPLOYEES, MANAGEMENT, AND CONTINGENT WORKERS FOR CONSULTATION OR GENERAL INFORMATION ON EEO RIGHTS, THE DISCRIMINATION COMPLAINT PROCESS, AND GUIDANCE ON OTHER ISSUES AS THEY RELATE TO DIVERSITY. THE ODEO SUPPORTS AMES ADVISORY GROUPS BY PROVIDING AND MANAGING FINANCIAL RESOURCES IN SUPPORT OF THEIR EO RELATED TRAINING AND ACTIVITIES, SHARING INFORMATION AND PROVIDING GUIDANCE AT GROUP MEETINGS, PROVIDING MEETING SPACE WITHIN THE ODEO, AND ENSURING MEMBER AWARENESS ABOUT OPPORTUNITIES TO SUPPORT EO, DIVERSITY PROGRAMS, AND INITIATIVES. FOR FURTHER INFORMATION ON THE OFFICE OF DIVERSITY AND EQUAL OPPORTUNITY PLEASE CALL EXTENSION 4-6507 OR VISIT THE WEB AT: [HTTP://EO.ARC.NASA.GOV/](http://eo.arc.nasa.gov/)

TRAINING

AMES RECOGNIZES THE VALUE OF ORGANIZED TRAINING AS A MEANS OF HELPING INDIVIDUALS BECOME MORE VALUABLE AND EFFECTIVE AS EMPLOYEES. IT IS THE POLICY OF THE CENTER TO ENCOURAGE THE DEVELOPMENT OF ITS EMPLOYEES BY PROVIDING ON-THE-JOB TRAINING, FORMAL TRAINING COURSES, AND EDUCATIONAL OPPORTUNITIES THAT WILL STIMULATE GROWTH IN PROFESSIONAL, ADMINISTRATIVE, TECHNICAL, AND CLERICAL SKILLS. AN OBJECTIVE OF THE CENTER IS TO MAINTAIN AND DEVELOP THE HIGHLY SKILLED WORKFORCE NECESSARY FOR THE ACCOMPLISHMENT OF THE MISSIONS OF THE CENTER.

THE CENTER OFFERS A WIDE VARIETY OF TRAINING, INCLUDING COMPUTER, TECHNICAL, SAFETY, GROUP CENTERED, AND GENERAL TRAINING PROGRAMS. IN ADDITION, TRAINING PROGRAMS ARE REGULARLY OFFERED TO ADDRESS THE UNIQUE NEEDS OF SCIENTISTS AND ENGINEERS, SUPERVISORS AND MANAGERS, ADMINISTRATIVE SPECIALISTS, TECHNICIANS, AND SECRETARIAL AND SUPPORT STAFF. AMES OFFERS A VARIETY OF ON-SITE TRAINING OPPORTUNITIES DESIGNED TO MEET AMES SPECIFIC NEEDS. INFORMATION ON ALL OF THE PROGRAMS MENTIONED ABOVE MAY BE OBTAINED BY VISITING THE TRAINING WEBSITE.

TRAINING ANNOUNCEMENTS ARE PUBLISHED ON THE WEB AT:
[HTTPS://SATERN.NASA.GOV/ELMS/LEARNER/LOGIN.JSP](https://satern.nasa.gov/elms/learner/login.jsp)

SATERN

THE SYSTEM FOR ADMINISTRATION, TRAINING, AND EDUCATION RESOURCES FOR NASA (SATERN) PROVIDES AUTOMATED TRAINING SERVICES, INCLUDING:

- LAUNCH ONLINE COURSES
- SEARCH COURSE CATALOGS FOR TRAINING OPPORTUNITIES
- SUBMIT TRAINING REGISTRATION REQUESTS
- GENERATE PERSONALIZED TRAINING REPORTS
- RECEIVE E-MAIL REMINDERS ON SCHEDULED TRAINING
- CHECK THE STATUS OF ENROLLMENT

NEW EMPLOYEES ARE REQUIRED TO TAKE THE BASIC IT SECURITY COURSE ON SATERN WHEN THEY BEGIN THEIR FEDERAL SERVICE AND MUST RETAKE IT EACH YEAR. TO GET STARTED IN SATERN GO TO [HTTPS://SATERN.NASA.GOV](https://satern.nasa.gov). TO LEARN MORE ABOUT SATERN AND ITS FEATURES, VISIT THE SATERN INFORMATIONAL WEBSITE AT [HTTPS://SATERNINFO.NASA.GOV/](https://saterninfo.nasa.gov/)

SECURITY

SECURITY RESPONSIBILITIES

AS A NASA CONTRACTOR EMPLOYEE, YOU HAVE CERTAIN RESPONSIBILITIES TO PROTECT GOVERNMENT INFORMATION AND PROPERTY. THESE RESPONSIBILITIES CAN VARY, DEPENDING ON YOUR JOB ASSIGNMENT. PROTECTIVE SERVICES ADMINISTERS THE CENTER'S PHYSICAL, PERSONNEL, AND INDUSTRIAL SECURITY PROGRAMS AND DEVELOPS AND IMPLEMENTS RELATED SECURITY POLICIES AND PROCEDURES. COMPUTER SECURITY IS ADMINISTERED BY THE APPLIED INFORMATION TECHNOLOGY DIVISION AND IS RESPONSIBLE FOR SOFTWARE AND COMPUTER SECURITY. YOUR SUPERVISOR CAN ASSIST YOU

Government Contractors' Employee Handbook
May, 2008

IN IDENTIFYING YOUR AREA OF RESPONSIBILITIES.

ON THE FIRST DAY OF DUTY, AN EMPLOYEE IS ISSUED AN IDENTIFICATION BADGE. IT IS REQUIRED THAT EMPLOYEES WEAR THIS BADGE VISIBLY AT ALL TIMES WHILE ON CENTER OR THE MOFFETT FEDERAL AIRFIELD. AN EXCEPTION TO THIS REQUIREMENT IS WHEN WEARING THE BADGE PRESENTS A SAFETY HAZARD, E.G., WORKING AROUND MACHINERY. BADGES ARE OBTAINED AT THE EMPLOYEE BADGE OFFICE LOCATED IN THE VISITOR CONTROL CENTER, BUILDING 26. IF YOU ARE REQUIRED TO HAVE A KEY TO YOUR OFFICE OR BUILDING, IT MAY BE OBTAINED AT BUILDING 76 BETWEEN THE HOURS OF 10:00 A.M. TO 11:00 A.M. AND 1:00 P.M. TO 2:00 P.M.

EMPLOYEES SHOULD BE ADVISED OF THEIR SECURITY RESPONSIBILITY BY THEIR SUPERVISORS. THE PROTECTIVE SERVICES OFFICE CAN ALSO PROVIDE GUIDANCE AS NECESSARY. ADDITIONAL INFORMATION ON SECURITY MATTERS MAY ALSO BE ACCESSED ON THE WEB AT: [HTTP://JP.ARC.NASA.GOV/](http://jp.arc.nasa.gov/)

THE MOFFETT FIELD SECURITY POLICE OPERATE A 24-HOUR EMERGENCY CONTROL CENTER IN BUILDING 241. THE BUSINESS PHONE FOR MOFFETT FIELD SECURITY POLICE IS 4-5416 AND THE EMERGENCY NUMBER IS 911 FROM A CENTER TELEPHONE. FROM A CELL PHONE OR OUTSIDE TELEPHONE CALL (650) 604-5555.

USE THE EMERGENCY NUMBER ONLY WHEN REPORTING LIFE ENDANGERING SITUATIONS, FIRES, MEDICAL, AND OTHER EMERGENCIES.

FOR QUICK REFERENCE IMPORTANT SECURITY RELATED NUMBERS ARE LISTED BELOW.

EMERGENCY ONLY -----911 OR (650) 604-5555 FROM YOUR CELL PHONE
MOFFETT FIELD SECURITY (DISPATCH) -----4-5416
EMPLOYEE BADGE OFFICE AND -----4-1500

EMPLOYEES ARE REMINDED:

- WHILE OPERATING A MOTOR VEHICLE ON AMES RESEARCH CENTER AND THE MOFFETT FEDERAL AIRFIELD, EMPLOYEES ARE SUBJECT TO ALL LEGAL REQUIREMENTS IMPOSED BY THE STATE OF CALIFORNIA, AS WELL AS SITE-SPECIFIC TRAFFIC AND PARKING REGULATIONS AND RULES. REQUIREMENTS ARE OUTLINED IN THE MOFFETT FIELD TRAFFIC MANAGEMENT PLAN, RULES, REGULATION AND VEHICLE CODE (AMES PROCEDURAL REQUIREMENTS HANDBOOK APR 1600.5). THIS DOCUMENT CAN BE ACCESSED ON THE WEB AT: [HTTP://ADMS.ARC.NASA.GOV](http://adms.arc.nasa.gov)

- EVERYTHING LOCATED ON THE CENTER THAT IS NOT CLEARLY PERSONAL PROPERTY IS CONSIDERED U.S. GOVERNMENT PROPERTY AND CANNOT BE REMOVED WITHOUT WRITTEN PERMISSION OF THE RESPONSIBLE ORGANIZATION'S PROPERTY CUSTODIAN. THIS INCLUDES ITEMS SUCH AS SCRAP WOOD AND USED COMPUTER PAPER.

- EMPLOYEES ARE RESPONSIBLE FOR SECURING PERSONAL AND GOVERNMENT PROPERTY. ANY LOSS OF PROPERTY SHOULD IMMEDIATELY BE REPORTED TO YOUR SUPERVISOR AND TO THE MOFFETT FIELD SECURITY POLICE AT EXTENSION 4-5416.

- OFFICIAL VISITORS AT THE CENTER MAY REQUIRE SPECIAL PROCESSING BECAUSE OF CITIZENSHIP, SECURITY CLEARANCE REQUIREMENTS, OR AFTER HOURS VISITS. THE HOST AMES EMPLOYEE SHOULD NOTIFY THE VISITOR BADGE OFFICE AS FAR IN ADVANCE AS

POSSIBLE FOR CORRECT PROCESSING.

INFORMATION TECHNOLOGY (IT) SECURITY

THE NASA IT SECURITY PROGRAM HELPS ENSURE THAT CONTROLS FOR THE PROTECTION OF THE CONFIDENTIALITY, INTEGRITY, AND AVAILABILITY OF INFORMATION TECHNOLOGY (COMPUTERS, FLASH DRIVES, NETWORK EQUIPMENT AND OTHER IT ASSETS) ARE INTEGRATED INTO ALL ACTIVITIES THAT SUPPORT NASA'S MISSIONS AND BUSINESS. TITLE III OF THE E-GOVERNMENT ACT, ENTITLED THE FEDERAL INFORMATION SECURITY MANAGEMENT ACT (FISMA), REQUIRES EACH FEDERAL AGENCY TO DEVELOP, DOCUMENT, AND IMPLEMENT AN AGENCY-WIDE IT SECURITY PROGRAM TO PROVIDE SECURITY FOR THE INFORMATION AND INFORMATION SYSTEMS THAT SUPPORT THE OPERATIONS AND ASSETS OF THE AGENCY, INCLUDING THOSE PROVIDED OR MANAGED BY ANOTHER AGENCY, CONTRACTOR, OR SOURCE.

IN ORDER TO ACHIEVE THIS OBJECTIVE, EACH AND EVERY GOVERNMENT EMPLOYEE, AND THOSE THAT WORK WITH GOVERNMENT EQUIPMENT, MUST BE RESPONSIVE OF THEIR IT SECURITY RESPONSIBILITIES AND APPLY THEM TO THEIR EVERYDAY WORK ASSIGNMENTS. THINKING ABOUT AND PRACTICING SECURITY IS THE ONLY WAY WE CAN PROTECT NASA'S SYSTEMS AND RESOURCES. SECURITY AWARENESS TRAINING HELPS YOU BECOME AWARE OF THE DANGERS OF INAPPROPRIATE USE OF NASA'S IT RESOURCES, BUT AWARENESS IS ONLY THE BEGINNING. THE USE OF GOVERNMENT COMPUTING RESOURCES CARRIES THE RESPONSIBILITY OF PERFORMING TASKS IN AN ETHICAL AND APPROPRIATE MANNER. TRAINING AND AWARENESS FOR BASIC IT SECURITY IS AVAILABLE AT:
[HTTPS://SATERN.NASA.GOV](https://satern.nasa.gov)

THE LEVEL OF SECURITY NEEDED IS DEPENDENT ON THE CLASSIFICATION OF THE INFORMATION AND LAWS THAT MAY PERTAIN TO IT, BUT ALL OF NASA'S SYSTEMS AND INFORMATION MUST BE PROTECTED AT SOME LEVEL. BE AWARE OF WHAT TYPES OF INFORMATION ARE ON YOUR SYSTEM AND WHAT YOU CAN DO TO PROTECT IT FROM UNAUTHORIZED DISCLOSURE. NO ONE KNOWS WHAT IS STORED ON YOUR SYSTEMS BETTER THAN YOU.

LAWS, POLICIES, AND GUIDELINES

IN ADDITION TO THE LAWS THAT REQUIRE ANNUAL TRAINING, THERE ARE LAWS, REGULATIONS, AND POLICIES THAT APPLY TO SPECIFIC TYPES OF INFORMATION. KEEPING NASA'S INFORMATION SECURE IS EVERYONE'S RESPONSIBILITY. SOME LAWS, REGULATIONS, AND POLICIES APPLY TO ALL GOVERNMENT SYSTEMS:

- NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY (NIST) PUBLICATIONS
- FEDERAL INFORMATION PROCESSING STANDARDS (FIPS) PUBLICATIONS
- COMPUTER FRAUD AND ABUSE ACT (18 USC 1030)

OTHERS MAY BE SPECIFIC TO NASA:

- NASA PROCEDURAL REQUIREMENT (NPR) 2810.1A, SECURITY OF INFORMATION TECHNOLOGY
- CENTER POLICIES

THIS IS NOT A COMPLETE LIST. NEW LAWS, REGULATIONS, AND POLICIES ARE ADDED (OR MODIFIED) ON A REGULAR BASIS. THE TYPE OF INFORMATION CONTAINED ON YOUR SYSTEM WILL DICTATE ADDITIONAL LAWS, REGULATIONS, AND POLICIES THAT MUST BE

FOLLOWED.

OTHER LAWS AND REGULATIONS

THERE ARE OTHER LAWS AND REGULATIONS THAT APPLY TO SPECIFIC TYPES OF INFORMATION ON MANY NASA SYSTEMS. EXPOSING THIS TYPE OF INFORMATION COULD CAUSE ACUTE EMBARRASSMENT FOR THE INDIVIDUALS INVOLVED, AND THE AGENCY AS A WHOLE, AND COULD POTENTIALLY INVOLVE LITIGATION. SOME OF THESE LAWS AND REGULATIONS ARE:

- PRIVACY ACT (PRIVACY INFORMATION)
- HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT - HIPAA (HEALTH INFORMATION)
- EXPORT ADMINISTRATION REGULATIONS (EAR) (EXPORT CONTROLLED INFORMATION)
- INTERNATIONAL TRAFFIC IN ARMS REGULATIONS (ITAR) (EXPORT CONTROLLED INFORMATION)
- FINANCIAL MANAGERS FINANCIAL INTEGRITY ACT (FMFIA) (FINANCIAL INFORMATION)
- SARBANES-OXLEY (FINANCIAL AND ACCOUNTING DISCLOSURE INFORMATION)

COPYRIGHT LAWS APPLY TO ANY AND ALL INFORMATION THAT MAY BE SHARED WITH, USED BY, OR GIVEN TO OTHERS (SUCH AS MUSIC, VIDEOS, PICTURES, OR OTHER INFORMATION OFF THE INTERNET). JUST BECAUSE YOU CAN MAKE A COPY OF SOMETHING, DOESN'T MEAN YOU ARE LEGALLY ALLOWED TO DO SO. ALSO, ALL SOFTWARE ON YOUR SYSTEM THAT REQUIRES A LICENSE SHOULD EITHER HAVE ONE, OR SHOULD BE REMOVED. MORE INFORMATION CAN BE FOUND ON PROTECTION OF SENSITIVE UNCLASSIFIED INFORMATION AT HEADQUARTERS' OFFICE OF SECURITY AND PROTECTION PROGRAM WEBSITE: [HTTP://WWW.HQ.NASA.GOV/OFFICE/OSPP/SECURITYGUIDE/CONTENTS.HTM](http://www.hq.nasa.gov/office/ospp/securityguide/contents.htm)

PRIVACY OF INFORMATION

THE PRIVACY ACT REQUIRES THAT INFORMATION IN IDENTIFIABLE FORM (IIF) THAT IS IN THE CUSTODY OF THE FEDERAL GOVERNMENT MUST BE PROTECTED FROM UNAUTHORIZED DISCLOSURE. EVERY NASA EMPLOYEE AND CONTRACTOR HAS THE RESPONSIBILITY TO PROTECT INFORMATION IN IDENTIFIABLE FORM. PRIVACY INFORMATION IS INFORMATION ABOUT AN INDIVIDUAL - INCLUDING, BUT NOT LIMITED TO:

- PERSONAL IDENTIFYING INFORMATION
- SOCIAL SECURITY NUMBER
- PAYROLL NUMBER
- EDUCATION INFORMATION
- FINANCIAL TRANSACTIONS
- MEDICAL HISTORY (INCLUDING RESULTS OF DRUG TESTING)
- CRIMINAL HISTORY
- EMPLOYMENT HISTORY

THE PRIVACY ACT ADDRESSES INFORMATION CONTAINED IN "FEDERAL SYSTEMS OF RECORDS." A SYSTEM OF RECORDS (SOR) IS A COLLECTION OF INFORMATION ON INDIVIDUALS IN WHICH THE INFORMATION IS RETRIEVABLE BY THE INDIVIDUAL'S NAME, IDENTIFYING NUMBER, SYMBOL, OR OTHER IDENTIFYING PARTICULAR. AN INDIVIDUAL IS DEFINED IN THE ACT AS A CITIZEN OF THE U.S. OR AN ALIEN LAWFULLY ADMITTED FOR PERMANENT RESIDENCE. FOR MORE INFORMATION, CONTACT THE CENTER PRIVACY ACT

MANAGER (PAM).

SERVICES AND FACILITIES

ASTROGRAM-EMPLOYEE NEWSPAPER

[HTTP://WWW.NASA.GOV/CENTERS/AMES/NEWS/INDEX.HTML](http://www.nasa.gov/centers/ames/news/index.html)

THE EMPLOYEE NEWSPAPER, THE ASTROGRAM, IS LOCATED ON THE WEB AND IS PUBLISHED MONTHLY. IT IS THE NEWSPAPER'S FUNCTION TO INFORM EMPLOYEES ON THE LATEST AGENCY, CENTER, AND FACILITY HAPPENINGS. THE ASTROGRAM IS WRITTEN FOR THE EMPLOYEES OF AMES RESEARCH CENTER. THE ASTROGRAM ALSO PUBLISHES, FREE OF CHARGE, CLASSIFIED ADS COVERING HOUSING, TRANSPORTATION, LOST AND FOUND, CAR POOLS, ETC. FOR FURTHER INFORMATION, CONTACT THE ASTROGRAM EDITOR VIA E-MAIL AT ASTROGRAM@MAIL.ARC.NASA.GOV OR CONTACT THE EDITOR IN THE PUBLIC AFFAIRS OFFICE AT X4-3347.

AMES CHILD CARE CENTER

[HTTP://ACCC.ARC.NASA.GOV/](http://acc.nasa.gov/)

THE AMES CHILD CARE CENTER IS A NON-PROFIT ORGANIZATION, WHICH PROVIDES ON-SITE CHILDCARE TO AMES EMPLOYEES. THE CENTER ACCEPTS CHILDREN FROM AGES SIX WEEKS TO SIX YEARS OLD. FOR MORE INFORMATION, VISIT THE WEB.

AMES EXCHANGE

[HTTP://EXCHANGE.ARC.NASA.GOV/](http://exchange.arc.nasa.gov/)

THE GENERAL PURPOSE OF THE AMES EXCHANGE IS TO OPERATE ACTIVITIES THAT CONTRIBUTE TO THE EFFICIENCY, WELFARE, AND MORALE OF NASA AMES PERSONNEL. THE AMES EXCHANGE PROVIDES A VARIETY OF RECREATIONAL SERVICES, SUCH AS TWO GIFT SHOPS, EMPLOYEE DISCOUNT TICKETS FOR LOCAL EVENTS, THE CAFETERIA, THE GOLF COURSE, MOBILE FOOD SERVICES, AND MORE. THE AMES EXCHANGE ALSO MANAGES THE POOL AND SPONSORS CLUBS. A FULL LIST OF CLUBS CAN BE FOUND ON THE WEB.

CAREER TRANSITION ASSISTANCE PROGRAM (CTAP) CENTER

[HTTP://AMESHR.ARC.NASA.GOV/TRANSFORMATION/CTAP.HTML](http://ameshr.arc.nasa.gov/transformation/ctap.html)

AMES PROVIDES CAREER GUIDANCE TO ALL EMPLOYEES THROUGHOUT THEIR STAY AT AMES. THE CTAP CENTER'S PURPOSE IS TO PROVIDE SUPPORT TO CENTER EMPLOYEES, PARTICULARLY IMPACTED EMPLOYEES, REGARDING THEIR CAREER OPTIONS AND TO ASSIST THEIR EFFORTS IN FINDING REWARDING NEW WORK WITHIN NASA OR ELSEWHERE. CTAP SERVICES INCLUDE JOB SEARCH STRATEGIES AND JOB LEADS, APPLICATION ASSISTANCE, UP-TO-DATE INFORMATION ABOUT THE CENTER AND AGENCY'S TRANSITION ACTIVITIES, INFORMATION ABOUT EMPLOYMENT AND RETIREMENT OPTIONS, CAREER COUNSELING, AND SMALL GROUP SESSIONS ON RELEVANT TOPICS. CTAP IS LOCATED IN T28H AND IS OPEN MONDAY THROUGH FRIDAY, FROM 8:00 A.M. TO 4:30 P.M.

MERIWEST CREDIT UNION

[HTTP://WWW.MERIWEST.COM](http://www.meriwest.com)

EMPLOYEES ARE ELIGIBLE FOR MEMBERSHIP IN THE MERIWEST CREDIT UNION, WHICH OFFERS A FULL RANGE OF FINANCIAL SERVICES. AN OFFICE IS READILY AVAILABLE TO AMES

Government Contractors' Employee Handbook
May, 2008

EMPLOYEES AT BUILDING 556 ON EDQUIBA ROAD. THE OFFICE IS NORMALLY OPEN MONDAY THROUGH FRIDAY, ALTHOUGH OTHER BRANCHES MAY BE OPEN ON SATURDAYS. OPENING AND CLOSING TIMES SHOULD BE CHECKED BEFORE VISITING THE FACILITY.

PHONE NUMBERS

(650) 969-6222

THERE IS ALSO AN ATM AVAILABLE AT THE DURAND ROAD ENTRANCE TO THE AMES CAFETERIA, BUILDING 235.

HEADS UP AMES

[HTTP://CENTERWIDE.ARC.NASA.GOV/ANNOUNCEMENTS/](http://centerwide.arc.nasa.gov/announcements/)

"HEADS UP AMES" IS AN INTERNAL CENTER WIDE EMAIL DISTRIBUTED TO AMES EMPLOYEES EVERY TUESDAY AND THURSDAY INFORMING THEM ABOUT NEWS, UPCOMING EVENTS, AND ACTIVITIES. YOU ARE AUTOMATICALLY SIGNED UP TO RECEIVE THESE EMAILS ONCE YOUR EMAIL ADDRESS IS ENTERED IN X500. IF YOUR EMAIL ADDRESS IS NOT IN X500 EMAIL THE DIRECTORY_CUSTODIAN@MAIL.ARC.NASA.GOV WITH YOUR EMAIL ADDRESS AND YOUR "UNIQUE IDENTIFIER" NUMBER THAT CAN BE FOUND IN X500. "HEADS UP AMES" ARCHIVES CAN BE FOUND ON THE WEB.

EATING ESTABLISHMENTS:

NASA AMES MEGA BITES CAFETERIA

FOR A DAILY MENU VISIT: [HTTP://EXCHANGE.ARC.NASA.GOV/HTML/MENU.HTML](http://exchange.arc.nasa.gov/html/menu.html)

LOCATED IN BUILDING 235. IT IS OPEN MONDAY THROUGH FRIDAY AS FOLLOWS:

- SELF SEVER BREAKFAST 6:00 A.M.- 6:30 A.M.
- HOT BREAKFAST 6:30 A.M.-9:30 A.M.
- LUNCH 11:00 A.M.- 1:30 P.M.
- GRAB & GO 1:30 P.M.-2:00 P.M.

THE CAFETERIA PROVIDES A VARIETY OF FRESHLY MADE FOOD SELECTIONS SUCH AS HOT ENTREES, COOK-TO-ORDER GRILL ITEMS, SALAD BAR, MAKE-YOUR-OWN SANDWICH STATION, AND DESSERTS. CATERING IS ALSO PROVIDED FOR DAYTIME ON-SITE MEETINGS AND/OR SOCIAL GATHERINGS/TRAINING BY THE CAFETERIA MANAGER. OFFICE HOURS ARE: 6:00 A.M. TO 2:30 P.M. AT X4-2161. GO ONLINE AT THE INTERNAL WEBSITE FOR MORE INFORMATION: [HTTP://EXCHANGE.ARC.NASA.GOV](http://exchange.arc.nasa.gov)

TEE MINUS ONE (GOLF CLUB)

[HTTP://EXCHANGE.ARC.NASA.GOV](http://exchange.arc.nasa.gov)

THE GOLF CLUB AT MOFFETT FIELD HAS A FULL SERVICE BAR & GRILL FOR BREAKFAST AND LUNCH, AND IS OPEN FROM DAYBREAK TO DUSK EVERY DAY.

FITNESS CENTER

[HTTP://FITNESSCENTER.ARC.NASA.GOV/](http://fitnesscenter.arc.nasa.gov/)

THE AMES FITNESS CENTER PROVIDES A WIDE VARIETY OF EXERCISE EQUIPMENT, A PAR COURSE, STRUCTURED AND NON-STRUCTURED EXERCISE PROGRAMS, AND FITNESS GUIDELINES, FREE OF CHARGE TO CIVIL SERVANTS AND CONTRACT EMPLOYEES. THE FITNESS CENTER IS LOCATED IN BUILDING 221. A MEDICAL CLEARANCE IS REQUIRED FROM EACH INDIVIDUAL WISHING TO USE THE FACILITY. THESE CAN BE OBTAINED FROM THE HEALTH UNIT BY FEDERAL EMPLOYEES OR FROM A PRIVATE PHYSICIAN FOR ON-SITE CONTRACT EMPLOYEES. SEE THE FITNESS CENTER WEBSITE FOR HOURS OF AVAILABILITY.

Government Contractors' Employee Handbook
May, 2008

LOST AND FOUND

TO REPORT LOST OR FOUND ITEMS CONTACT MOFFETT FIELD DISPATCH AT 4-5416.

NASA EXPLORATION CENTER AND GIFT SHOP

[HTTP://WWW.NASA.GOV/CENTERS/AMES/HOME/EXPLORATION.HTML](http://www.nasa.gov/centers/ames/home/exploration.html)

THE NASA EXPLORATION CENTER FEATURES A SELECTION OF EXHIBITS, DISPLAYS, AND ARTIFACTS ABOUT MARS AND AMES RESEARCH CENTER. IT IS LOCATED JUST OUTSIDE THE CENTER'S MAIN GATE IN BUILDING 943A. IT IS OPEN TO THE PUBLIC TUESDAY THROUGH FRIDAY, FROM 10:00 A.M. TO 4:00 P.M., AND SATURDAY, FROM 12:00 P.M. TO 4:00 P.M. IT IS CLOSED ON SUNDAY, MONDAY, AND ALL FEDERALLY OBSERVED HOLIDAYS. THE AMES EXCHANGE GIFT SHOP OPERATED BY THE AMES EXCHANGE COUNCIL, A NON-PROFIT EMPLOYEE GROUP, IS LOCATED WITHIN THE VISITOR'S CENTER.

THE GIFT SHOPS ARE LOCATED AT:

BEYOND GALILEO GIFT STORE
BUILDING 235- CAFETERIA
EXTENSION: 4-6873

GIFT SHOP
BUILDING 943, OUTSIDE THE MAIN GATE
EXTENSION: 4-1686 OR 4-54

MONDAY-FRIDAY, 8:00 A.M.- 2:00 P.M.
TUESDAY-FRIDAY, 10:00 A.M.-4:00 P.M.
SATURDAY, 12:00 P.M.-4:00 P.M.

EVERY TUESDAY, AMES EMPLOYEES WHO HAVE A HARD BADGE RECEIVE A 10% DISCOUNT AT EITHER GIFT SHOP.

ENTERTAINMENT TICKETS FOR MOVIES, DISNEYLAND, SANTA CRUZ BEACH BOARDWALK, AND MORE ARE ALSO SOLD AT BOTH GIFT SHOPS. FOR A FULL LIST OF DISCOUNTED TICKETS VISIT THE WEB AT: [HTTP://EXCHANGE.ARC.NASA.GOV/NOTF/DISC_PRICES.HTML](http://exchange.arc.nasa.gov/NOTF/disc_prices.html)

OCCUPATIONAL HEALTH UNIT

[HTTP://Q.ARC.NASA.GOV/QH/HEALTH/](http://q.arc.nasa.gov/qh/health/)

THE PURPOSE OF THE AMES OCCUPATIONAL HEALTH UNIT IS TO PROVIDE INITIAL EMERGENCY MEDICAL TREATMENT FOR FEDERAL EMPLOYEES, CONTRACTOR PERSONNEL, OR VISITORS WHO BECOME ILL OR ARE INJURED ON THE JOB. THE SECONDARY FUNCTION IS TO PROVIDE GENERAL HEALTH MAINTENANCE MEDICAL EVALUATIONS FOR FEDERAL EMPLOYEES AND JOB RELATED EXAMINATIONS FOR SELECT ON-SITE CONTRACT EMPLOYEES (E.G., THOSE WHOSE DUTIES INVOLVE WORKING IN HAZARDOUS DUTY AREAS). CIVIL SERVANTS AT AMES HAVE ACCESS TO AN ANNUAL COMPREHENSIVE PHYSICAL EXAMINATION AND TESTING. OTHER SERVICES OFFERED ARE IMMUNIZATIONS; REFERRAL TO PRIVATE PHYSICIANS, WHEN APPLICABLE; HEALTH GUIDANCE AND COUNSELING. THE HEALTH UNIT IS LOCATED IN BUILDING 215, X4-5287.

RIDESHARE/TRANSIT INFORMATION

[HTTP://JF.ARC.NASA.GOV/NASA_ONLY/ACAP.INDEX.HTML](http://jf.arc.nasa.gov/nasa_only/acap.index.html)

NASA AMES RESEARCH CENTER SUPPORTS TRIP REDUCTION THROUGH THE AMES

Government Contractors' Employee Handbook
May, 2008

COMMUTE ALTERNATIVES PROGRAM (ACAP). RIDESHARE INFORMATION, VTA BUS AND LIGHT RAIL SCHEDULES, AND CALTRAIN TIMETABLES ARE AVAILABLE TO ALL EMPLOYEES. THERE IS ALSO A CENTER SHUTTLE BUS THAT RUNS TO AND FROM THE MOUNTAIN VIEW CALTRAIN STATION DURING MORNING AND AFTERNOON COMMUTE HOURS. FOR MORE INFORMATION ABOUT ACAP FEATURES, INCLUDING BIKE LOCKERS AND MONTHLY TRANSIT PASSES, CONTRACT THE ACAP COORDINATOR AT X4-6896.

UNITED STATES POST OFFICE:

THERE IS A FULL SERVICE U.S. POSTAL SERVICE BRANCH LOCATED ON CENTER, BUILDING 67, AT THE CORNER OF MCCORD AVENUE AND NORTH AKRON ROAD. OPEN MONDAY THROUGH FRIDAY, EXCEPT FEDERAL HOLIDAYS.