

## **Important Information Regarding Training/Conferences** as of June 9, 2020

As the coronavirus (COVID-19) situation evolves, training, workshops, conferences, and academic courses continue to be disrupted.

Due to the uncertainty of timing for return to normal operations, and in order to mitigate the increased risk of exposure through in-person attendance, **all on-site training and organizational development activities are postponed until the respective Center reaches Stage 1** as outlined in [NASA's Return to Work Framework](#). **At Stage 1, on-site activities will be evaluated on a case-by-case basis** by the respective Center's Learning Office to ensure the appropriate measures can be implemented, e.g., social distancing in classrooms, cost considerations.

Stage 1 travel guidance is to minimize travel that is not mission-critical, thus **non-virtual training and conference attendance which requires travel will be by exception**.

All training, conferences and other developmental activities that can be held **virtually will continue**.

The majority of **training that is required for NASA employees** is already handled virtually. Completion dates remain intact for these courses, unless otherwise communicated. In the event an on-site class is part of a *required* training curriculum (e.g., COR), reach out to Center Learning Offices to discuss alternative arrangements. Virtual sessions are possible for the majority of these instances.

For approved **academic courses, follow the guidance of the respective learning institution**, as most have moved to on-line instruction

As noted above, any **exception to this guidance will be evaluated on a case-by-case basis** through the appropriate supervisory approvals, with Center Learning Office involvement.

Center/Agency learning communities are working jointly with the NASA Shared Services Center (NSSC) to ensure employees understand the current environment and are supported during this difficult period. The need for innovative solutions to optimize development opportunities has been greatly accelerated due to COVID-19, and every effort is being made to bring these opportunities to our workforce. Our goal is to minimize the impact to learners, while keeping employee health and safety as the number one priority.

Employees are encouraged to take advantage of the on-line resources available through [SATERN](#). Completion of a short course "Getting Started with NASA's SkillSoft and Books 24x7 Programs" will unlock materials in these two extensive libraries. Award-winning curriculum and career development tools are also available from the [Academy of Program/Project & Engineering Leadership \(APPEL\)](#) and from the [Safety and Mission Assurance Technical Excellence Program \(STEP\)](#).

As this situation evolves, updated guidance will be distributed. Thank you for your continued patience and cooperation as we work through unprecedented times.

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