



## SATERN CORE MESSAGES: EXTERNAL TRAINING / NASA FORM 1735

*Center communications should incorporate and build upon these critical concepts. Messages will need to be customized to each Center's specific culture.*

### *Strategic Core Messages*

- ***Center Offsite Training Forms are being replaced with NASA Form 1735 (NF-1735).***  
In the past, a variety of Center forms and procedures have been used to support the request and approval process of external training. The SATERN learning management system requires that one standard form and process be used across the Agency. With the implementation of SATERN, NASA Form 1735 will be the standard form that all NASA employees will use for offsite training requests.
- ***NASA Form 1735 and external training processes have been approved by all Centers and the e-Training Project Team.*** NASA Form 1735 was created through the efforts of a team of representatives from the Centers who gathered requirements and inputs to the standard form and processes. The team also created standard processes for both academic and non-academic external training. The standard form and processes were accepted by all Centers and the Project Team.

### *Tactical Core Messages*

- ***Implementation of the NF-1735 is an important transformation effort.***  
Because the NF-1735 form is an essential part of the offsite training process in SATERN, Centers are encouraged to replace the current forms with the new form as soon as possible in order to familiarize employees with the new form prior to the SATERN implementation. NF-1735 will be available early March 2006. When the SATERN system is implemented in May, Centers will utilize the NF-1735 and the standard process for external training. In June, the NF-1735 will be available as an automated form in the SATERN learning management system.
- ***The NF-1735 is available in two formats.*** The form is available in PDF and Informed Filler. Both versions can be found at [https://pollux.hq.nasa.gov/nef/user/form\\_details.cfm?chart\\_id=823](https://pollux.hq.nasa.gov/nef/user/form_details.cfm?chart_id=823)  
PDF : <ftp://ftp.hq.nasa.gov/forms/pdf/nf1735.pdf>  
Informed Filler : <ftp://ftp.hq.nasa.gov/forms/form/nf1735.itp>

### *Personal Core Messages*

- ***NASA employees should use and become familiar with the new NASA Form 1735.*** Employees will use the NF-1735 form and complete it manually until it is available in an automated format in the SATERN system. It is anticipated that employees that begin to use the form prior to the launch of SATERN will have an easier transition to the new system.
- ***Support for the new process is available to Training Coordinators and specialists in the Training Office.*** Specialists in the Training Office and Training Coordinators in the organizations will begin using the new process and form in SATERN in May. They will have the opportunity to participate in training on SATERN and a process guidebook for administrators will also be available.