

# ACITS3 TASK ORDER FORM

## PART I - TASK ORDER INFORMATION - CIVIL SERVANT

<b>Contract No.:</b> NNA13AB88C		<b>Contract Title:</b> Ames Consolidated Information Technology Services (ACITS3) Contract		
<b>Task Title:</b> Special Facilities Support for ARC			<b>Start Date:</b> October 15, 2014	<b>End Date:</b> February 28, 2015
<b>Task Order No.</b> JP1	<b>Task Mod No.</b> Original	<b>Service Request No.</b>	<b>Customer Code</b> Code JP	<b>SOW Reference</b>
<b>TASK REQUESTER EMAIL:</b> (b) (6)		<b>NAME:</b> Phil Snyder		<b>PHONE:</b> (b) (6)
<b>FINANCIAL MANAGER EMAIL:</b> (b) (6)		<b>NAME:</b> Nikki.Parmentier		<b>PHONE:</b> (b) (6)
<b>COMPUTER SECURITY OFFICER EMAIL:</b> (b) (6)		<b>NAME:</b> Tony Damien		<b>PHONE:</b> (b) (6)
TASK PREVIOUSLY COVERED BY ANOTHER CONTRACT OTHER THAN PREDECESSOR TO INCUMBENT? (If YES, provide in SOW) NO				
DOES THE TASK REQUIRE ACCESS TO GOVERNMENT DATABASES? (If YES, indicate in SOW) YES				

### SECTION 508, ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY COMPLIANCE (EITAC)

DOES THE TASK INCLUDE EIT ITEMS (Please review the EITAC documentation) No, the task does not include EITAC items.

Upon receipt of this task order request, the contractor shall review the task requirement(s) and inform the Government, as part of its task order/modification response, any discrepancies between standards initially cited and those the contractor proposes to deliver to the Government. Examples of discrepancies include ODCs for which some other standard might be or become applicable and, as a result, require citation in the task order, as well as any cited standards that the contractor believes is not applicable (provide rationale). Note: If, by mistake, the task, including and ODC of the task, should not meet an applicable standard not cited by the requester, it is the requester, not the contractor who is a fault; and the requester must find a way (e.g., by modifying the task request) to bring the task into compliance. In such cases, the requester shall complete a revised ARC form 789 (or equivalent) before the task order/modification is approved.

### GOVERNMENT FURNISHED EQUIPMENT (GFE)

Government will provide all appropriate equipment and software necessary for the performance of this task unless otherwise noted in this task order. The contractor in accordance with the contract can acquire equipment not presently available as GFE. Equipment identified as task unique will be expensed to the task in accordance with ACITS3 accounting policy, and will be defined as GFE in the Government inventory. All other equipment purchases will be depreciated and be contractor property. The contractor shall follow NASA Ames rules regarding movement and assignment of government owned equipment and ODIN supplied equipment and provide information upon request for the following: Property Assignments, Property Location, and Unused Equipment.

### AFFIRMATIVE PROCUREMENT (See <http://www.epa.gov/cpg/products.htm>)

The item(s) being purchased are NOT on any of the EPA's Comprehensive Procurement Guideline lists. - AND -  
They meet the minimum recycled/recovered content.

### TASK DESCRIPTION - STATEMENT OF WORK - REQUIREMENTS

Please enter this information on pages 2, 3, and 4.

COTR SIGNATURE: KIRSTEN NAGEL

Digitally signed by KIRSTEN NAGEL  
DN: cn=KIRSTEN NAGEL, o=NASA, ou=People, email=KIRSTEN.NAGEL@NASA.GOV  
Date: 2014.08.29 11:27:04 -0700

CO SIGNATURE: ANJENNETTE CONTRERAS-RODRIGUEZ

Digitally signed by ANJENNETTE CONTRERAS-RODRIGUEZ  
DN: cn=ANJENNETTE CONTRERAS-RODRIGUEZ, o=NASA, ou=PEP, email=ANJENNETTE.CONTRERAS-RODRIGUEZ@NASA.GOV  
Date: 2014.08.29 11:25:36 -0700

## PART 2 - TASK ORDER PLAN PROPOSAL - CONTRACTOR

CATEGORIES	CURRENT REQUEST	PRIOR CUMULATIVE ESTIMATE WITHOUT CURRENT REQUEST	TOTAL CUMULATIVE TASK ESTIMATE
Labor Hours:	(b) (4)		
Labor:			
ODC Subcontracting:			
ODC Material:			
ODC Travel:			
ODC Training:			
Program Mgt Cost:			
Fee:			
<b>Totals:</b>			

## PART 3 - APPROVAL SUMMARY - BOTH

APPROVED BY	SIGNATURE AND DATE	EMAIL ADDRESS	PHONE
1. TECH AREA MGR.:	(b) (4), (b) (6) 10/08/2014	(b) (4), (b) (6)	(b) (4), (b) (6)
2. BUSINESS MGR.:	10/08/2014		
3. PROGRAM MGR.:	10/08/2014		
4. TASK REQUESTER:	PHILLIP SNYDER 10/17/2014	(b) (6)	(b) (6)
5. DIVISION LEVEL:	PHILLIP SNYDER 10/17/2014		
6. COTR:	Nagel, Kirsten M. (ARC-ID) 10/29/2014		
7. CO:	ANJENNETTE CONTRERAS-RODRIGUEZ 11/04/2014		

## ACITS3 TASK ORDER FORM (Continued)

<b>Contract No.:</b> NNA13AB88C		<b>Contract Title:</b> Ames Consolidated Information Technology Services (ACITS3) Contract		
<b>Task Title:</b> Special Facilities Support for ARC		<b>Start Date:</b> October 15, 2014		<b>End Date:</b> February 28, 2015
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<b>PRICING</b> Cost Plus Fixed Fee		<b>FUNDING LEVEL</b> TASK LEVEL		
<b>TASK DESCRIPTION - STATEMENT OF WORK REQUIREMENTS</b>				
<p><b>Background and Introduction</b></p> <p>Several NASA Directorates conduct research, development and support to scientific and defense organizations that at times may require access to classified national security information from the intelligence community. Under the management of the Office of the Administrator and the security oversight by the Office of Protective Services, multiple NASA Center Director's offices operate Sensitive Compartmented Information Facilities (SCIFs), which require specialized professional security support. The technical research and development work conducted by NASA is specifically targeted by foreign intelligence services and the safeguard of the work and integrity of the systems that support this work is vital to National Security, requiring protection beyond normal requirements for classified information. The Contractor shall provide on-site SCI (Sensitive Compartmented Information) security and administrative support for the operation of a NASA SCIF at Ames Research Center.</p> <p><b>Objectives</b></p> <p>The tasking in this statement of work shall meet requirements set forth in the NASA Security Program Procedural Requirements, the Director of National Intelligence (DNI) Intelligence Community Directives (ICDs), national security requirements set forth in federal law, and/or SCI requirements from applicable Executive Orders.</p> <p><b>SCI Support for ARC</b></p> <p>The Contractor shall provide full time, on-site SCI security support at NASA ARC. The position will serve as the Special Security Representative (SSR) at ARC. The SSR, under the direction of the appointed NASA ARC Office of Protective Services Special Security Officer (SSO), is responsible for the day-to-day management and implementation of the SCI security program for a NASA ARC SCIF. The SSR will have the skills, training, and experience to fulfill the specific duties. All assignments will be received from the NASA ARC SSO. SCI security support shall consist of technical, administrative, and operational assistance as directed by the NASA ARC SSO. Security support at NASA ARC will include, but is not limited to:</p> <ol style="list-style-type: none"> <li>a. Participate in activities necessary to obtain initial sponsoring agency accreditation of the SCIF.</li> <li>b. Operation of the special security office and the SCIF. This includes scheduling the use of the facility and its resources (i.e., secure phones, conference rooms, information systems (ISs))</li> <li>c. Maintain applicable SCI directives, regulations, manuals, and guidelines to adequately discharge duties and responsibilities.</li> <li>d. Properly account for, control, transmit, transport, package, and safeguard SCI. Perform destruction of SCI by authorized means and in accordance with SCI directives and regulations.</li> <li>e. Disseminate SCI only to persons authorized access to the material and having an established need to know.</li> <li>f. Certifying and receive and prepare and forward SCI visitor clearances and accesses.</li> <li>g. Enter and maintain SCI personnel information in the NASA Clearance Tracking System (NCTS) database and verify clearance and investigative data using the NCTS and the OPM Clearance Verification Systems (CVS/PIPS) to accurately track and reflect all SCI accessed personnel under NASA cognizance.</li> <li>h. Conduct SCI personnel, information, physical and technical security (b) (7)(E) actions and procedures in accordance with SCI directives and regulations.</li> <li>i. Provide guidance and assistance for processing SCI position and eligibility requests.</li> <li>j. Perform aspects of the SCI personnel security program to include, but not limited to, nomination interviews, validation of SCI access requirements, submission of investigative requests, conduct SCI security briefings, obtain signed NdA and NdS; and perform other related personnel security actions. Provide a briefing on NASA ARC SCI security procedures to newly-arrived personnel and those receiving initial SCI indoctrination.</li> <li>k. Conduct an annual self assessment of the NASA ARC SCI security program.</li> <li>l. Report and investigate all security incidents to include infractions, violations and unauthorized disclosures of classified intelligence information in accordance with SCI directives and regulations.</li> <li>m. Interface with other NASA SCIFs and other agencies and contractors' SCIFs to establish and maintain SCI security operational channels. Provide these other facilities the means for contacting NASA ARC special security office personnel.</li> <li>n. Conduct continuing SCI security education training and awareness, including annual training and biennial derivative classifiers training, to ensure all NASA ARC SCI-indoctrinated individuals are kept apprised of the requirements and guidelines for protecting SCI.</li> <li>o. Maintain appropriate accreditation documentation for the SCIF, communications system, and ISs under NASA ARCs security cognizance.</li> <li>p. Collect, review and report all reported derogatory information on SCI-indoctrinated personnel.</li> <li>q. Provide support to special access programs (SAPs) based on approved co-utilization agreements.</li> <li>r. Maintain continuing liaison with NASA ARC non-SCI security personnel (i.e., Personnel Security, Special Programs Security, Physical/ Technical Security, Information Security, Law Enforcement).</li> </ol>				

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### Overtime

The Contractor shall provide overtime for personnel for performance on an as needed basis. For all overtime required in the execution of the task, the Contractor shall inform the Government and a decision will be made through the CO and COR as to whether or not travel and associated costs will be approved.

### Security

The Contractor shall identify work that will be performed in an unclassified environment, if any, rather than in a SCIF and include descriptions of the methods that will be employed to limit risk of inadvertent release of classified or otherwise sensitive information.

### Required Skills

5 - 7 years of related experience.

Solid understanding of general job aspects of industrial security procedures with prior Sensitive Compartmented Information Facility (SCIF) experience.

Must hold a Top Secret/SCI security clearance with current SCI accesses and a background investigation having been completed within the last two (2) years.

Thorough understanding of MS Office computer skills including PowerPoint, Word, and Excel and applies knowledge and skills in this area.

Must have an ability to prioritize work assignments.

Must be detailed oriented and a self-starter and able to recognize, challenge and help resolve inconsistent practices and improve processes and procedures.

Must have a willingness to perform a variety of different tasks depending on operational needs.

Must demonstrate a positive and professional attitude with excellent customer service skills and teamwork ability.

Must be able to maintain a professional demeanor with all levels of the workforce including executive management, research, scientist and engineers, government/civil servants, and contractors.

### Deliverables

The deliverables under this SOW shall be comprised of:

a. Monthly status reports to the SSO.

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### SPECIFIC DELIVERABLES AND DELIVERABLE DATES

No.	Type of Deliverable	Description of Deliverable	Date Required	Row Controls
1	Performance	Monthly status reports to the SSO		
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### TRAVEL, TRAINING AND MATERIALS REQUIREMENTS

No.	Type of Requirement	Description	Date Required	Row Controls
1				
2				
3				
4				
5				
6				

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## WORK BREAKDOWN STRUCTURE (WBS) CHARGE POINTS

[illegible]

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### IT SECURITY REQUIREMENTS

Consistent with NPG 2810.1, the specific IT Security requirements to be delegated to the contractor, under this ACITS3 task are as follows:  
(Please address the following topics/questions, if applicable, concerning the intended task).

a. This Task's activities have not been identified as being covered under an organizational IT Security Plan. This Task does not support applications that have been designated as a "Special Management Attention" applications. If "Special Management Attention" applications do exist please describe:

b. Periodic reviews of IT Security measures are necessary. What is the role of the ACITS3 contractor under this ACITS3 Task in areas such as review of user accounts, account management, data backup and restoration, use of warning banner, use of encryption, vulnerability scanning, and security tools?  
Please describe as appropriate:

NA

c. Typically, the Task will not be involved with activities that require compliance with NASA's NPG 2810.1 and Ames' APG 2410.1 that define the requirements for reuse, reassignment or accessing of IT assets and/or their release for repair; if such an activity does occur, the Task Requester will be contacted to identify the civil servant who will have oversight and approval for reuse, reassignment or accessing of IT assets and/or their release for repair associated with this task.

d. The Task personnel are trained in NASA's and Ames' policies and procedures relating to IT Security and will participate in the required annually IT security training to maintain proficiency. There are no specialized security training requirements associated with this task.

If appropriate, specialized training requirements are described as follows:

SSR should come with required.

e. Is a security clearance needed for any personnel on this task? If so, what level of clearance is required?

Top Secret/SCI security clearance

f. There are no other IT Security requirements associated with this ACITS3 Task.

If appropriate they are described as follows:

g. There are no specific IT Security Deliverables associated with this ACITS3 Task.

If appropriate they are as follows:

- ☐ IT Risk Assessment
- ☐ IT Security Plan
- ☐ IT Contingency Plan
- ☐ IT Security Vulnerability Test Results
- ☐ Results of periodic IT Security Reviews
- ☐ Other documentation as follows:  
Report of status of IT Security Plan, Contingency Plan, and Risk Assessment of critical services provided by Code I

h. In the event of an IT Security Incident associated with systems and data under this Task, the Ames Chief Information Security Official, the Security Operations Center (SOC), and the Task Requester will be notified immediately by the contractor. In order to ensure full coordination, the following individuals will also be notified in the event of an IT Security Incident:

System Owner (Responsible for the applicable IT Security Plan)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization's Computer Security Official

Name: Tony Damien Phone: (b) (6)

Alternate System Owner

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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Note Creator		Note Title		Date Created
Note				
Note Creator		Note Title		Date Created
Note				
Note Creator		Note Title		Date Created
Note				