

ACITS-3 FORM

PART I – TASK ORDER INFORMATION

Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
Date: 8/20/2015		Task Title: Special Facilities Support for ARC		
Task Order No.: JP2	Task Mod No.: Original	Service Request No.:	Customer Code: NASA/Ames	SOW Reference:
Task Requester Email: (b) (6)		Name: Phillip Snyder		Phone: (b) (6)
Financial Manager Email: (b) (6)		Name: Nikki Parmentier		Phone: (b) (6)
Computer Security Officer Email: (b) (6)		Name: Tony Damian		Phone: (b) (6)
		Name:		Phone:
		Name:		Phone:
		Name:		Phone:
Task previously covered by another contract other than predecessor to incumbent? (If YES, provide in SOW)				YES
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
<p>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 the required agency forms (or equivalent) before the task order/modification is approved.</p>				
GOVERNMENT FURNISHED EQUIPMENT (GFE)				
<p>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 ASRC Federal Accounting policy, and will be defined as GFE in the Government inventory. All other equipment purchases will be depreciated and become contractor property. The contractor shall follow agency rules regarding assignment of government owned equipment and other government supplied equipment. The contractor shall provide information, such as, Property Assignments, Property Location and Unused Equipment, upon request.</p>				
AFFIRMATIVE PROCUREMENT (See http://www.epa.gov/cpg/products.htm)				
<p>The item(s) being purchased are NOT on any of the EPA's Comprehensive Procurement Guideline lists. - AND -</p> <p>They meet the minimum recycled/recovered content.</p>				
COTR SIGNATURE:		CO SIGNATURE:		

ACITS-3 FORM (Continued)

PART 2 - TASK ORDER PLAN PROPOSAL

Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
Date: 8/20/2015		Task Title: Special Facilities Support for ARC		
Task Order No.: JP2	Task Mod No.: Original	Service Request No.:	Customer Code: NASA/Ames	SOW Reference:
Categories	Current Request	Prior Cumulative Estimate Without Current Request	Total Cumulative Task Estimate	
Onsite Hours	(b) (4)			
Offsite Hours				
Total Hours				
Onsite Labor				
Offsite Labor				
Subtotal ARTS Labor				
Teammate/Subcontractor Labor				
Subtotal Teammate/Sub Labor				
Total Labor				
Materials				
Equipment				
Travel				
Training				
Miscellaneous				
Other Direct Costs Subtotal				
Total Cost				
PMO				
Fee				
Total Price				

ACITS-3 FORM (Continued)

PART 3 - APPROVAL SUMMARY				
Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
Date: 8/20/2015		Task Title: Special Facilities Support for ARC		
Task Order No.: JP2		Task Mod No.: 0	Service Request No.:	Customer Code: NASA/Ames
		SOW Reference:		
Approved By	Name	Date	Email	Phone
1. COTR Snyder	Kirsten Nagel	8/21/2015	(b) (6)	(b) (6)
2. CO Snyder	Anjennette Contreras-Rodriguez	8/21/2015		

ACITS-3 FORM (Continued)

Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
Date: 8/20/2015		Task Title: Special Facilities Support for ARC		
Task Order No.: JP2	Task Mod No.: 0	Service Request No.:	Customer Code: NASA/Ames	SOW Reference:
#0100 (P) Cost Plus Fixed Fee			Funding Level: Task Level Funding	
Task Background: <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>				

ACITS-3 FORM (Continued)

Contract No: NNA13AB88C	Contract Title: ACITS 3 NASA AMES			
Date: 8/20/2015	Task Title: Special Facilities Support for ARC			
Task Order No.: JP2	Task Mod No.: 0	Service Request No.:	Customer Code: NASA/Ames	SOW Reference:

Task Order Description:

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.

SCI Support for ARC

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:

- a. Participate in activities necessary to obtain initial sponsoring agency accreditation of the SCIF.
- 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 (ISSs))
- c. Maintain applicable SCI directives, regulations, manuals, and guidelines to adequately discharge duties and responsibilities.
- 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.
- e. Disseminate SCI only to persons authorized access to the material and having an established need to know.
- f. Certifying and receive and prepare and forward SCI visitor clearances and accesses.
- 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.
- h. Conduct SCI personnel, information, physical and technical security (b) (7)(E) actions and procedures in accordance with SCI directives and regulations.
- i. Provide guidance and assistance for processing SCI position and eligibility requests.
- 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

ACITS-3 FORM (Continued)

Contract No: NNA13AB88C	Contract Title: ACITS 3 NASA AMES			
Date: 8/20/2015	Task Title: Special Facilities Support for ARC			
Task Order No.: JP2	Task Mod No.: 0	Service Request No.:	Customer Code: NASA/Ames	SOW Reference:

Task Order Description (Continued):

procedures to newly-arrived personnel and those receiving initial SCI indoctrination.

k. Conduct an annual self assessment of the NASA ARC SCI security program.

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.

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.

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.

o. Maintain appropriate accreditation documentation for the SCIF, communications system, and ISS under NASA ARCs security cognizance.

p. Collect, review and report all reported derogatory information on SCI-indoctrinated personnel.

q. Provide support to special access programs (SAPs) based on approved co-utilization agreements.

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).

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.

ACITS-3 FORM (Continued)

Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
Date: 8/20/2015		Task Title: Special Facilities Support for ARC		
Task Order No.: JP2	Task Mod No.: 0	Service Request No.:	Customer Code: NASA/Ames	SOW Reference:
<p>Government Furnished Property:</p> <p>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 ACES supplied equipment and provide information upon request for the following: Property Assignments, Property Location, and Unused Equipment.</p>				

ACITS-3 FORM (Continued)

Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
Date: 8/20/2015		Task Title: Special Facilities Support for ARC		
Task Order No.: JP2	Task Mod No.: 0	Service Request No.:	Customer Code: NASA/Ames	SOW Reference:
Specific Deliverables and Deliverable Dates				
No.	Type of Deliverable	Description of Deliverable		Date Required
1.	Performance	Monthly status reports to the SSO		Monthly

ACITS-3 FORM (Continued)

Contract No: NNA13AB88C		Contract Title: ACITS 3 NASA AMES		
Date: 8/20/2015		Task Title: Special Facilities Support for ARC		
Task Order No.: JP2	Task Mod No.: 0	Service Request No.:	Customer Code: NASA/Ames	SOW Reference:
Work Breakdown Structure (WBS) Charge Points				
Charge Point	Title			
001	Special Facilities Support for ARC			

ACITS-3 FORM (Continued)

Contract No: NNA13AB88C	Contract Title: ACITS 3 NASA AMES			
Date: 8/20/2015	Task Title: Special Facilities Support for ARC			
Task Order No.: JP2	Task Mod No.: 0	Service Request No.:	Customer Code: NASA/Ames	SOW Reference:

IT Security Requirements:

- a. Are this task's activities covered under an organizational IT Security Plan?: NO
- b. Does this task support applications that have been designated as a "Special Management Attention" application?: YES
If yes, please describe:

- c. Is specialized security training required?: NO
If yes, specialized training requirements are described as follows:

- d. Is a security clearance needed for any personnel on this task?: YES
If yes, what level of clearance is required?:
Top Secret/SCI security clearance

- e. IT Security Deliverables associated with this task:
- IT Risk Assessment: NO
 - IT Security Plan: NO
 - IT Contingency Plan: NO
 - IT Security Vulnerability Test Results: NO
 - Results of Periodic IT Security Reviews: NO
 - Other Documentation as Follows: Report of Status of IT Security Plan, Contingency Plan, and Risk Assessment of Critical Services: NO
 - Other Documentation:

ACITS-3 FORM (Continued)

Contract No: NNA13AB88C	Contract Title: ACITS 3 NASA AMES			
Date: 8/20/2015	Task Title: Special Facilities Support for ARC			
Task Order No.: JP2	Task Mod No.: 0	Service Request No.:	Customer Code: NASA/Ames	SOW Reference:

IT Security Requirements (Continued):

- f. Periodic reviews of IT Security measures are necessary. What is the role of the contractor under this 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?

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

Title	Name	Phone
System Owner (Responsible for the applicable IT Security Plan)	George Reyes	(b) (6)
Organization's Computer Security Official	Tony Damian	
Alternate System Owner		

ACITS-3 FORM (Continued)

Contract No: NNA13AB88C	Contract Title: ACITS 3 NASA AMES			
Date: 8/20/2015	Task Title: Special Facilities Support for ARC			
Task Order No.: JP2	Task Mod No.: 0	Service Request No.:	Customer Code: NASA/Ames	SOW Reference:

Are there any other IT Security requirements?:

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: