

# 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> Human Systems Integration Division Research and Laboratory Support			<b>Start Date:</b> November 1, 2013	<b>End Date:</b> September 30, 2014
<b>Task Order No.</b> T04	<b>Task Mod No.</b> Original	<b>Service Request No.</b>	<b>Customer Code</b> Code TH	<b>SOW Reference</b> C.3.1.5
<b>TASK REQUESTER EMAIL:</b> (b) (6)		<b>NAME:</b> Trent Thrush		<b>PHONE:</b> (b) (6)
<b>FINANCIAL MANAGER EMAIL:</b> (b) (6)		<b>NAME:</b> Janette Rocha		<b>PHONE:</b> (b) (6)
<b>COMPUTER SECURITY OFFICER EMAIL:</b> (b) (6)		<b>NAME:</b> Jeffrey McCandless		<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) NO				

### 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: c=US, o=U.S. Government, ou=NASA, ou=People, ou=KIRSTEN NAGEL, o=US2302.F200000.100.1.1, email=K.NAGEL@NASA.GOV, Date: 2013.10.29 10:29:25 -0700

CO SIGNATURE: ANJENNETTE CONTRERAS-RODRIGUEZ

Digitally signed by ANJENNETTE CONTRERAS-RODRIGUEZ  
DN: c=US, o=U.S. Government, ou=NASA, ou=People, ou=ANJENNETTE CONTRERAS-RODRIGUEZ, o=US2302.F200000.100.1.1, email=ANJENNETTE.CONTRERAS@NASA.GOV, Date: 2013.10.29 10:29:25 -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)	(b) (4), (b) (6)	(b) (4), (b) (6)
2. BUSINESS MGR.:			
3. PROGRAM MGR.:			
4. TASK REQUESTER:	TRENT THRUSH <small>Digitally signed by TRENT THRUSH DN: c=US, o=U.S. Government, ou=NASA, ou=People, ou=TRENT THRUSH, o=US2302.F200000.100.1.1, email=TRENT.THRUSH@NASA.GOV, Date: 2013.11.26 10:29:25 -0700</small>	11/26/2013	(b) (6)
5. DIVISION LEVEL:	TRENT THRUSH <small>Digitally signed by TRENT THRUSH DN: c=US, o=U.S. Government, ou=NASA, ou=People, ou=TRENT THRUSH, o=US2302.F200000.100.1.1, email=TRENT.THRUSH@NASA.GOV, Date: 2013.11.26 10:29:25 -0700</small>	11/26/2013	
6. COTR:	KIRSTEN NAGEL <small>Digitally signed by KIRSTEN NAGEL DN: c=US, o=U.S. Government, ou=NASA, ou=People, ou=KIRSTEN NAGEL, o=US2302.F200000.100.1.1, email=K.NAGEL@NASA.GOV, Date: 2013.11.27 10:29:25 -0700</small>	11/27/13	
7. CO:	ANJENNETTE CONTRERAS-RODRIGUEZ <small>Digitally signed by ANJENNETTE CONTRERAS-RODRIGUEZ DN: c=US, o=U.S. Government, ou=NASA, ou=People, ou=ANJENNETTE CONTRERAS-RODRIGUEZ, o=US2302.F200000.100.1.1, email=ANJENNETTE.CONTRERAS@NASA.GOV, Date: 2013.11.27 10:29:25 -0700</small>		

## ACITS3 TASK ORDER FORM (Continued)

<b>Contract No.:</b> NNA13AB88C		<b>Contract Title:</b> Ames Consolidated Information Technology Services (ACITS3) Contract		
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<b>PRICING</b> Cost Plus Fixed Fee		<b>FUNDING LEVEL</b> CHARGE POINT LEVEL		
<p><b>TASK DESCRIPTION - STATEMENT OF WORK REQUIREMENTS</b></p> <p>This task will provide support to the Human Systems Integration Division consisting of:</p> <ul style="list-style-type: none"> <li>* Software Support includes all phases of software development, maintenance of existing baseline (legacy or extant) software, integration of developed/modified software, user support, and documentation.</li>   <li>* Hardware support includes design, installation and integration of audio and video equipment, simulation systems, custom fabrication of research hardware, and support for any other hardware associated within research laboratories. Hardware engineering support includes design, integration and testing for the any upgrades of existing or new equipment.</li>   <li>* Experiment support includes assistance with pre-experiment specification, study development, domain expertise (pilot) for evaluation, and support during actual experimental runs (as required by experimental schedule).</li>   <li>* Data Analysis support includes pre-experiment consultation, evaluation of data collection methods, verification of data collection methodology by means of pre-experiment sampling, data reduction, data analysis, and assistance with technical problems (as required by experimental schedule).</li> </ul> <p>The following research projects/laboratories will be supported under this task:</p> <ul style="list-style-type: none"> <li>A. Computer-Human Interaction (CHI) Mockups for Integrated TFDM Workstations</li> <li>B. Spatial Auditory Displays Laboratory</li> <li>C. Human Manual and Operational Control Performance Laboratory</li> <li>D. Mission Assurance Systems Support</li> <li>E. Training, Automation, and Operational Decision Making Research</li> <li>F. Vision Research Laboratory Support</li> <li>G. Visual Simulation and Visually Based Control Research and Laboratory Support</li> <li>H. Human Eye Movement and Visual Motion Perception Research Support</li> <li>I. Automation Integration Design and Evaluation (AIDE) Laboratory Support</li> </ul> <p><b>SPECIFIC REQUIREMENTS:</b></p> <p><b>A. Computer-Human Interaction (CHI) Mock-ups for Integrated TFDM Workstations (Beard)</b></p> <p>The goal of this project is to provide support to the Aviation Cognitive Engineering (ACE) Team, which is a group of experimental and social psychologists, human factors and systems engineers, statisticians, and subject matter experts in the field of aviation. The team is located at NASA Ames Research Center, and it was assembled to provide critical Human System Integration guidance to NASA and the FAA, focusing on the development and implementation of automated systems for the future NAS. The goal of this task will ultimately be a functioning computerized display that will allow the user to manipulate a futuristic Air Traffic Controllers Workstation.</p> <p>Support for this task consists of designing computer-enhanced mock-ups of future tools related to Air Traffic Control. Initially design will consist of storybook development that shows progression of how the tool works, step by step.</p> <p>The software development support will involve building a prototype of the tool designs for the controller workstation that will meet design specifications and be interactive. As this is a research effort, it is expected that there may be numerous iterations that are designed until agreement is reached on a final product.</p> <p><b>B. Spatial Auditory Displays Laboratory (Wenzel)</b></p> <p>This project supports the NASA Ames Spatial Auditory Displays Laboratory. This lab provides facilities for psychoacoustic research in spatialized audio. Since the lab and the experiments run therein are very technical in nature, technical support is required for almost all lab activities. Tasks include writing experiment software, lab utilities, and demos, maintaining the audio lab environment, updating systems, and configuring equipment. Specific support requirements include:</p> <ul style="list-style-type: none"> <li>• Support for Space Human Factors Engineering sponsored “Advanced Multimodal Displays for EVA and Remote Exploration” project. Support requirements include: software development, software and hardware integration, and support for research simulations/studies.</li>   <li>• Support for Space Human Factors Engineering sponsored “Teleroobotics with Time Delay” project. Support requirements include: software</li> </ul>				

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### SPECIFIC DELIVERABLES AND DELIVERABLE DATES

No.	Type of Deliverable	Description of Deliverable	Date Required
1	Performance	Provide ongoing support to maintain the research laboratories – laboratories will be <span style="float: right;">+</span>	
2	Performance	Provide laboratory computers, network and peripherals equipment installation, configuratio <span style="float: right;">+</span>	
3	Performance	Design, develop and deliver software and enhancements to meet quarterly goals as set by th <span style="float: right;">+</span>	
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### TRAVEL, TRAINING AND MATERIALS REQUIREMENTS

No.	Type of Requirement	Description	Date Required
1	Travel	Task related travel for meetings and conferences	
2	Training	Task related training to learn and implement new technologies	
3	Material	Procurement of equipment to enhance laboratories, create new laboratories/simulators	
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## ACITS3 TASK ORDER FORM (Continued)

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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 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:

All IT security measures for this task are provided by the TH Division Systems Group Task.

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:

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

For specific projects, secret clearance may be required.

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: Trent Thrush

Phone: (b) (6)

Organization's Computer Security Official

Name: Jeffrey McCandless

Phone:

Alternate System Owner

Name:

Phone: