

ATTACHMENT B: PIV

PERSONAL IDENTITY VERIFICATION (PIV) CARD ISSUANCE PROCEDURES

PIV Card Issuance Procedures in accordance with FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel. FIPS 201 Appendix A graphically displays the following procedure for the issuance of a PIV credential.

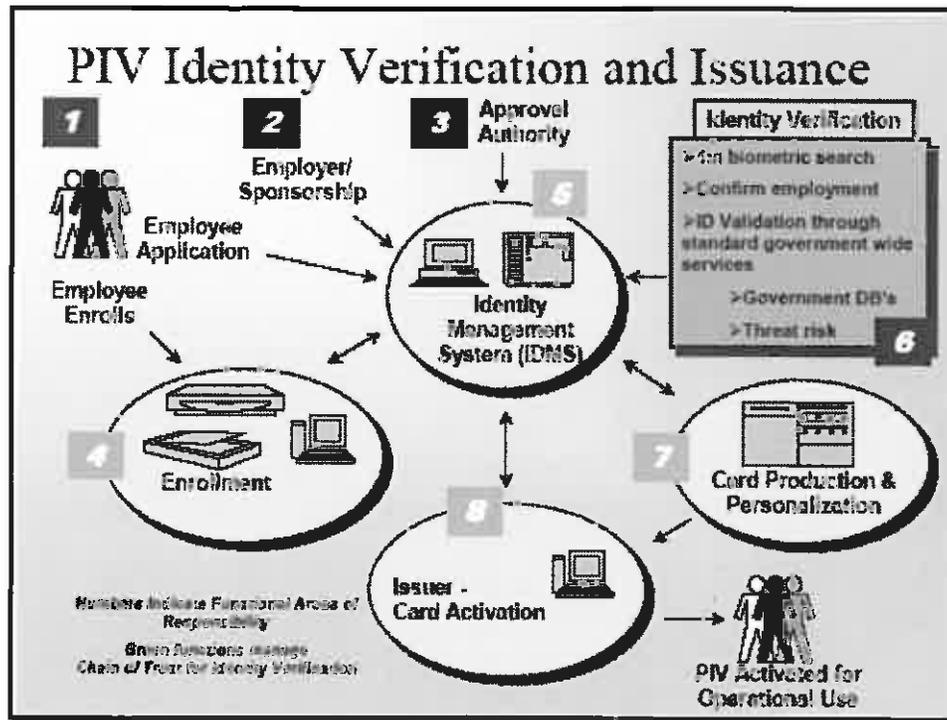


Figure A-1, FIPS 201, Appendix A

The following steps describe the procedures for the NASA Personal Identity Verification Card Issuance (PCI) of a PIV credential:

Step 1:

The Contractor's Corporate Security Officer (CSO), Program Manager (PM), or Facility Security Officer (FSO) submits a formal letter that provides a list of contract employees (applicant) names requesting access to the NASA Contracting Officer's Technical Representative (COTR). In the case of a foreign national applicant, approval through the NASA Foreign National Management System (NFMMS) must be obtained for the visit or assignment before any processing for a PIV credential can take place. Further, if the foreign national is not under a contract where a COTR has been officially designated, the foreign national will provide the information directly to their visit/assignment host, and the host sponsor will fulfill the duties of the COTR mentioned herein. In each case, the letter shall provide notification of the contract or foreign national employee's (hereafter the "applicant") full name (first, middle and last), social security number (SSN) or NASA Foreign National Management System Visitor Number if the foreign national does not have a SSN, and date of birth. If the contract employee has a current satisfactorily completed National Agency Check with Inquiries (NACI) or an equivalent or higher degree of background investigation, the letter shall indicate the type of investigation, the agency completing the investigation, and date the investigation was completed. Also, the letter must specify the risk/sensitivity level associated with the position in which each applicant will be working (NPR 1600.1, §4.5 is germane) Further, the letter shall

also acknowledge that contract employees may be denied access to NASA information or information systems based on an unsatisfactory background investigation/adjudication. .

After reviewing the letter for completeness and concurring with the risk/sensitivity levels, the COTR/host must forward the letter to the Center Chief of Security (CCS). The CCS shall review the OPM databases (e.g., DCII, PIP, et al.), and take appropriate steps to validate the applicant's investigation status. Requirements for a NACI or other investigation shall be initiated only if necessary.

Applicants who do not currently possess the required level of background investigation shall be directed to the e-QIP web site to complete the necessary background investigation forms online. The CCS shall provide to the COTR/host information and instructions on how to access the e-QIP for each contract or foreign national employee requiring access

Step 2:

Upon acceptance of the letter/background information, the applicant will be advised that in order to complete the investigative process, he or she must appear in-person before the authorized PIV registrar and submit two forms of identity source documents in original form. The identity source documents must come from the list of acceptable documents included in Form I-9, Employment Eligibility Verification, one which must be a Federal¹ or State issued picture identification. Fingerprints will be taken at this time. The applicant must appear **no later than** the entry on duty date.

When the applicant appears, the registrar will electronically scan the submitted documents; any document that appears invalid will be rejected by the registrar. The registrar will capture electronically both a facial image and fingerprints of the applicant. The information submitted by the applicant will be used to create or update the applicant identity record in the Identity Management System (IDMS).

Step 3:

Upon the applicant's completion of the investigative document, the CCS reviews the information, and resolves discrepancies with the applicant as necessary. When the applicant has appeared in person and completed fingerprints, the package is electronically submitted to initiate the NACI. The CCS includes a request for feedback on the NAC portion of the NACI at the time the request is submitted.

Step 4:

Prior to authorizing physical access of a contractor employee to a federally-controlled facility or access to a Federal information system, the CCS will a National Crime Information Center (NCIC) with an Interstate Identification Index check is/has been performed. In the case of a foreign national, a national check of the Bureau of Immigration and Customs Enforcement (BICE) database will be performed for each applicant. If this process yields negative information, the CCS will immediately notify the COTR/host of the determination regarding access made by the CCS.

Step 5:

Upon receipt of the completed NAC, the CCS will update IDMS from the NAC portion of the NACI and indicate the result of the suitability determination. If an unsatisfactory suitability determination is rendered, the COTR will advise the contractor that the employee is being denied physical access to all federally-controlled facilities and Federal information systems.

Based on a favorable NAC and NCIC/III or BICE check, the CCS will authorize the issuance of a PIV federal credential in the Physical Access Control System (PACS) database. The CCS, based on information provided by the COTR/host, will determine what physical access the applicant should be granted once the PIV issues the credential.

Step 6:

¹ A non-PIV government identification badge, including the NASA Photo Identification Badge, **MAY NOT BE USED** for the original issuance of a PIV vetted credential

Using the information provided by the applicant during his or her in-person appearance, the PIV card production facility creates and instantiates the approved PIV card for the applicant with an activation date commensurate with the applicant's start date.

Step 7:

The applicant proceeds to the credential issuance facility to begin processing for receipt of his/her federal credential.

The applicant provides to the credential issuing operator proof of identity with documentation that meets the requirements of FIPS 201 (DHS Employment Eligibility Verification (Form I-9) documents. These documents **must** be the same documents submitted for registration.

The credential issuing operator will verify that the facial image, and optionally reference finger print, matches the enrollment data used to produce the card. Upon verification of identity, the operator will locate the employee's record in the PACS database, and modify the record to indicate the PIV card has been issued. The applicant will select a PIN for use with his or her new PIV card. Although root data is inaccessible to the operator, certain fields (hair color, eye color, et al.) may be modified to more accurately record the employee's information.

The applicant proceeds to a kiosk or other workstation to complete activation of the PIV card using the initial PIN entered at card issuance.

**ALTERNATIVE FOR APPLICANTS WHO DO NOT HAVE A COMPLETED AND
ADJUDICATED NAC AT THE TIME OF ENTRANCE ON DUTY**

Steps 1 through 4 shall be accomplished for all applicants in accordance with the process described above. If the applicant is unable to appear in person until the time of entry on duty, or does not, for any other reason, have a completed and adjudicated NAC portion of the NACI at the time of entrance on duty, the following interim procedures shall apply.

1. If the documents required to submit the NACI have not been completed prior to EOD, the applicant will be instructed to complete all remaining requirements for submission of the investigation request. This includes presentation of I-9 documents and completion of fingerprints, if not already accomplished. If the applicant fails to complete these activities as prescribed in NPR 1600.1 (Chapters 3 & 4), it may be considered as failure to meet the conditions required for physical access to a federally-controlled facility or access to a Federal information system, and result in denial of such access.
2. Based on favorable results of the NCIC, the applicant shall be issued a temporary NASA identification card for a period not-to-exceed six months. If at the end of the six month period the NAC results have not been returned, the agency will at that time make a determination if an additional extension will be granted for the temporary identification card.
3. Upon return of the completed NAC, the process will continue from Step 5.

(End of Clause)

ATTACHMENT C-PRICING MATRIX

NNH12438290R

I. TRANSLATION/INTERPRETATION SERVICES

Contract Year 1

| | | A | B | C | D |
|------|--------------------|--|--|------------------------------------|------------------------------------|
| | | Technical | Non-Technical | Technical | Non-Technical |
| | | Translation | Translation | Interpretation | Interpretation |
| | | Fixed Price | Fixed Price | Fixed Price | Fixed Price |
| | | <u>Per 1000 Words¹</u> | <u>Per 1000 Words¹</u> | <u>Per Hour²</u> | <u>Per Hour²</u> |
| CLIN | Language | | | | |
| 1001 | French | | | | |
| 1002 | German | | | | |
| 1003 | Italian | | | | |
| 1004 | Japanese | | | | |
| 1005 | Kazakh | | | | |
| 1006 | Portuguese | | | | |
| 1007 | Russian | | | | |
| 1008 | Spanish | | | | |
| 1009 | Korea | | | | |
| 1010 | Ukrainian | | | | |
| 1011 | Other ⁴ | | | | |

1. Translation services set forth above on a “per 1000 words” basis. Translation requirements are not expected to result in exactly 1000 word increments, therefore, fractions of 1000 increments will be charged on a pro-rated basis.

2. Interpretation services are set forth above on a “per hour” basis. Interpretation requirements for fractions of one-hour increments will be charged on a pro-rated basis by the quarter hour.

3. Reference Section C, Paragraph 3.3 Languages, “Other Languages” identifies all the languages that fall in this category.

Contract Year 2

| | | A | B | C | D |
|------|--------------------|--|--|------------------------------------|------------------------------------|
| | | Technical | Non-Technical | Technical | Non-Technical |
| | | Translation | Translation | Interpretation | Interpretation |
| | | Fixed Price | Fixed Price | Fixed Price | Fixed Price |
| | | <u>Per 1000 Words¹</u> | <u>Per 1000 Words¹</u> | <u>Per Hour²</u> | <u>Per Hour²</u> |
| CLIN | Language | | | | |
| 1001 | French | | | | |
| 1002 | German | | | | |
| 1003 | Italian | | | | |
| 1004 | Japanese | | | | |
| 1005 | Kazakh | | | | |
| 1006 | Portuguese | | | | |
| 1007 | Russian | | | | |
| 1008 | Spanish | | | | |
| 1009 | Korea | | | | |
| 1010 | Ukrainian | | | | |
| 1011 | Other ⁴ | | | | |

1. Translation services set forth above on a “per 1000 words” basis. Translation requirements are not expected to result in exactly 1000 word increments, therefore, fractions of 1000 increments will be charged on a pro-rated basis.
2. Interpretation services are set forth above on a “per hour” basis. Interpretation requirements for fractions of one-hour increments will be charged on a pro-rated basis by the quarter hour.
3. Reference Section C, Paragraph 3.3 Languages, “Other Languages” identifies all the languages that fall in this category.

Contract Year 3

| | | A | B | C | D |
|------|--------------------|--|--|------------------------------------|------------------------------------|
| | | Technical | Non-Technical | Technical | Non-Technical |
| | | Translation | Translation | Interpretation | Interpretation |
| | | Fixed Price | Fixed Price | Fixed Price | Fixed Price |
| | | <u>Per 1000 Words¹</u> | <u>Per 1000 Words¹</u> | <u>Per Hour²</u> | <u>Per Hour²</u> |
| CLIN | Language | | | | |
| 1001 | French | | | | |
| 1002 | German | | | | |
| 1003 | Italian | | | | |
| 1004 | Japanese | | | | |
| 1005 | Kazakh | | | | |
| 1006 | Portuguese | | | | |
| 1007 | Russian | | | | |
| 1008 | Spanish | | | | |
| 1009 | Korea | | | | |
| 1010 | Ukrainian | | | | |
| 1011 | Other ⁴ | | | | |

1. Translation services set forth above on a “per 1000 words” basis. Translation requirements are not expected to result in exactly 1000 word increments, therefore, fractions of 1000 increments will be charged on a pro-rated basis.

2. Interpretation services are set forth above on a “per hour” basis. Interpretation requirements for fractions of one-hour increments will be charged on a pro-rated basis by the quarter hour.
3. Reference Section C, Paragraph 3.3 Languages, “Other Languages” identifies all the languages that fall in this category.

Contract Year 4

| | | A | B | C | D |
|------|--------------------|--|--|------------------------------------|------------------------------------|
| | | Technical | Non-Technical | Technical | Non-Technical |
| | | Translation | Translation | Interpretation | Interpretation |
| | | Fixed Price | Fixed Price | Fixed Price | Fixed Price |
| | | <u>Per 1000 Words¹</u> | <u>Per 1000 Words¹</u> | <u>Per Hour²</u> | <u>Per Hour²</u> |
| CLIN | Language | | | | |
| 1001 | French | | | | |
| 1002 | German | | | | |
| 1003 | Italian | | | | |
| 1004 | Japanese | | | | |
| 1005 | Kazakh | | | | |
| 1006 | Portuguese | | | | |
| 1007 | Russian | | | | |
| 1008 | Spanish | | | | |
| 1009 | Korea | | | | |
| 1010 | Ukrainian | | | | |
| 1011 | Other ⁴ | | | | |

1. Translation services set forth above on a “per 1000 words” basis. Translation requirements are not expected to result in exactly 1000 word increments, therefore, fractions of 1000 increments will be charged on a pro-rated basis.
2. Interpretation services are set forth above on a “per hour” basis. Interpretation requirements for fractions of one-hour increments will be charged on a pro-rated basis by the quarter hour.
3. Reference Section C, Paragraph 3.3 Languages, “Other Languages” identifies all the languages that fall in this category.

Contract Year 5

| | | A | B | C | D |
|-------------|--------------------|---|---|--|--|
| | | Technical Translation Fixed Price Per 1000 Words¹ | Non-Technical Translation Fixed Price Per 1000 Words¹ | Technical Interpretation Fixed Price Per Hour² | Non-Technical Interpretation Fixed Price Per Hour² |
| CLIN | Language | | | | |
| 1001 | French | | | | |
| 1002 | German | | | | |
| 1003 | Italian | | | | |
| 1004 | Japanese | | | | |
| 1005 | Kazakh | | | | |
| 1006 | Portuguese | | | | |
| 1007 | Russian | | | | |
| 1008 | Spanish | | | | |
| 1009 | Korea | | | | |
| 1010 | Ukrainian | | | | |
| 1011 | Other ⁴ | | | | |

1. Translation services set forth above on a “per 1000 words” basis. Translation requirements are not expected to result in exactly 1000 word increments, therefore, fractions of 1000 increments will be charged on a pro-rated basis.
2. Interpretation services are set forth above on a “per hour” basis. Interpretation requirements for fractions of one-hour increments will be charged on a pro-rated basis by the quarter hour.
3. Reference Section C, Paragraph 3.3 Languages, “Other Languages” identifies all the languages that fall in this category.

Miscellaneous Services (All prices are fully burdened)

II. VISA PROCESSING SERVICE

| CLIN | Contract Year | Loaded Hourly Rate |
|-------------|----------------------|---------------------------|
| 1012 | 1 | |
| 2012 | 2 | |
| 3012 | 3 | |
| 4012 | 4 | |
| 5012 | 5 | |

III. OVERSEAS LOGISTICAL SUPPORT

| CLIN | Contract Year | A | B |
|------|---------------|---|-------------------------------|
| | | Administrative Coordinator ¹ | Clerical Support ¹ |
| 1013 | 1 | | |
| 2013 | 2 | | |
| 3013 | 3 | | |
| 4013 | 4 | | |
| 5013 | 5 | | |

1. Fully Burdened Hourly Fixed Rate

IV. ALL OTHER SERVICES

| Labor Category * | Loaded Labor Rate Year 1 | Loaded Labor Rate Year 2 | Loaded Labor Rate Year 3 | Loaded Labor Rate Year 4 | Loaded Labor Rate Year 5 |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Desktop Publishing ¹ | | | | | |
| Currency Conversion | | | | | |
| Metric Conversion | | | | | |
| Website Localization ¹ | | | | | |
| Video/Audio Voice-Over Narration ¹ | | | | | |
| Instantaneous Telephone Interpreting | | | | | |

*Offeror shall list all labor categories that may be utilized in performing this effort.

**Information Technology (IT) Security Applicable Documents List
JUNE 2012**

| NASA Policy Directives (NPD) and NASA Procedural Requirements (NPR) | | |
|--|--|-----------------------|
| Document | Subject | Effective Date |
| NPR 1382.1 | NASA Privacy Procedural Requirements | August 10, 2007 |
| NPD 1382.17H | NASA Privacy Policy | June 24, 2009 |
| NPD 1440.6H | NASA Records Management | March 24, 2008 |
| NPR 1441.1D | NASA Records Retention Schedules (w/Change 5, 6/29/09) | February 24, 2003 |
| NPD 2540.1G | Personal Use of Government Office Equipment Including Information Technology | June 08, 2010 |
| NPD 2800.1B | Managing Information Technology | March 21, 2008 |
| NPR 2800.1B | Managing Information Technology | March 20, 2009 |
| NPD 2810.1D | NASA Information Security Policy | May 9, 2009 |
| NPR 2810.1A | Security of Information Technology w/ Change 1, May 19, 2011) | May 16, 2006 |
| NPD 2830.1 | NASA Enterprise Architecture | December 16, 2005 |
| NPR 2830.1 | NASA Enterprise Architecture Procedures | February 9, 2006 |
| NPR 7120.7 | NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements | November 3, 2008 |
| NPR 2841.1 | Identity, Credential, and Access Management | January 6, 2011 |

| NASA Interim Directive | | |
|-------------------------------|---|-----------------------|
| Document | Subject | Effective Date |
| NM2810-64 | NASA Interim Directive: Information Technology Security and Efficiency Requirements | May 22, 2008 |

| NASA Interim Technical Requirements (NITR) | | |
|---|--|-----------------------|
| Document | Subject | Effective Date |
| NITR 2800_2 | Email Services and Email Forwarding | September 18, 2009 |
| NITR 2800_1 | NASA Information Technology Waiver Requirements and Procedures | August 13, 2009 |
| NITR 2830-1B | Networks in NASA Internet Protocol (IP) Space or NASA Physical Space | February 12, 2009 |
| NITR 1382_2 | NASA Rules and Consequences to Safeguarding PII, with Change 1, dated 02/04/2008 | January 28, 2008 |

| SOPs (ITS-SOP) and Handbooks (ITS-HBK) | | |
|---|---------------------------------------|-----------------------|
| Document | Subject | Effective Date |
| ITS-HBK-0002 | Roles and Responsibilities Crosswalk | January 3, 2012 |
| ITS-HBK-0201 | Security Assessment and Authorization | May 6, 2011 |
| ITS-HBK-0301 | Planning | May 6, 2011 |
| ITS-HBK-0401 | Risk Assessment | May 6, 2011 |
| ITS-HBK-2810.05-01 | Systems and Service Acquisition | November 21, 2011 |
| ITS-HBK-0601 | Awareness and Training | May 6, 2011 |
| ITS-HBK-0701 | Configuration Management | May 6, 2011 |
| ITS-HBK-0801 | Contingency Planning | April 26, 2012 |
| ITS-HBK-0901 | Incident Response and Management | May 6, 2011 |
| ITS-HBK-1001 | Maintenance | May 6, 2011 |
| ITS-HBK-1101 | Media Protection | May 6, 2011 |
| ITS-HBK-1201 | Physical and Environmental Protection | May 6, 2011 |
| ITS-HBK-1301 | Personnel Security | May 6, 2011 |
| ITS-HBK-1401 | System and Information Integrity | May 6, 2011 |

| SOPs (ITS-SOP) and Handbooks (ITS-HBK) | | |
|---|---|-----------------------|
| Document | Subject | Effective Date |
| ITS-HBK-1501 | Access Control | December 21, 2011 |
| ITS-HBK-1502 | Access Control: Elevated Privileges (EP) | January 3, 2012 |
| ITS-HBK-1601 | Audit and Accountability | May 6, 2011 |
| ITS-HBK-1701 | Identification and Authentication | May 6, 2011 |
| ITS-HBK-1801 | System and Communications Protection | May 6, 2011 |
| ITS-HBK 0205 | Security Assessment and Authorization: External Information Systems | November 8, 2010 |
| ITS-HBK 0206 | Security Assessment and Authorization: Extending and Information Systems Authorization to Operate Process and Templates | November 10, 2010 |
| ITS-HB 0001A | Format and Procedures for an IT Security Handbook | March 29, 2011 |
| ITS-HBK 0207 | Security Assessment and Authorization: Information System Security Plan Numbering Schema | November 10, 2010 |
| ITS-HBK 0204 | Security Assessment and Authorization: Continuous Monitoring—Annual Security Control Assessments | November 8, 2010 |
| ITS-HBK 0302 | Planning: Information System Security Plan Template, Requirements, Guidance and Examples | February 9, 2011 |
| ITS-HBK 0402 | Risk Assessment: Procedures for Information System Security Penetration Testing and Rules of Engagement | February 11, 2011 |
| ITS-HBK 0202 | Security Assessment and Authorization: FIPS 199 Moderate & High Systems | November 10, 2010 |
| ITS-HBK 0203 | Security Assessment and Authorization: FIPS 199 Low Systems | November 10, 2010 |
| ITS-HBK 0035 | Digital Media Sanitization | September 15, 2008 |

| SOPs (ITS-SOP) and Handbooks (ITS-HBK) | | |
|---|---|-----------------------|
| Document | Subject | Effective Date |
| ITS-HBK 0802 | Contingency Planning: Guidance and Templates for Plan Development, Maintenance and Test | February 11, 2011 |
| ITS-HBK 0902 | NASA Information Security Incident Management | August 24, 2011 |
| ITS-HBK 0903 | Targeted Collection of Electronic Data | August 24, 2011 |

| Standards | | |
|------------------|---|-----------------------|
| Document | Subject | Effective Date |
| EA-STD 0001.0 | Standard for Integrating Applications into the NASA Access Management, Authentication, and Authorization Infrastructure | August 1, 2008 |
| EA-SOP 0003.0 | Procedures for Submitting a NASA Agency Forest (NAF) Deviation Request and Transition Plan | August 1, 2008 |
| EA-SOP 0004.0 | Procedures for Submitting an Application Integration Deviation Request and Transition Plan | August 1, 2008 |
| NASA-STD-2804-O | Minimum Interoperability Software Suite | August 9, 2011 |
| NASA-STD-2805-O | Minimum Hardware Configurations | August 9, 2011 |

Within 30 days after contract award, the Contractor shall develop and deliver an IT Security Management Plan to the Contracting Officer for approval.

PAST PERFORMANCE QUESTIONNAIRE INSTRUCTIONS
 (Updated September, 2010)

Sections I through III provide for contract-related descriptive information and identification of the evaluator.

Section IV lists the major work elements within our Statement of Work (SOW). Please provide your assessment of the "relevant experience" and "performance" associated with our SOW evidenced within the contract for which you are a reference. Your assessment of the relevancy should reflect the fact that the principal purpose of our contract is for Interpretation, Translation, Visa Processing and Logistical Support.

"Significant Experience" means that a full range of services was routinely performed by the contractor under the associated SOW element. **"Moderate Experience"** describes a contractor who has experience in several aspects of a work element even though the experience may not have been on a continuous basis or directly related to the purpose of our contract. **"Minimal Experience/Did not Perform"** means that, although at least some aspects of the work may have been performed, such performance was limited in scope or frequency, or the work element was not performed under the contract.

Section V evaluates the contractor's technical, schedule, and cost performance and management. (Additional pages may be used for comments if desired). It is very important to keep in mind that only performance in the **past 3 years** is relevant. If you cannot answer any questions, please circle "N/R" for Not Rated.

The following definitions are offered for your use in assigning a performance rating for each of the factors in Sections IV and V:

| | |
|-------------------|--|
| Very High (VH) | The Offeror's relevant past performance is of exceptional merit ; indicating exemplary performance in a timely, efficient, and economical manner; very minor (if any) problems with no adverse effect on overall performance. |
| High (H) | The Offeror's relevant past performance demonstrates very effective performance that would be fully responsive to contract requirements with contract requirements accomplished in a timely, efficient, and economical manner for the most part with only minor problems with little identifiable effect on overall performance. |
| Moderate (M) | The Offeror's relevant past performance demonstrates effective performance; fully responsive to contract requirements; reportable problems, but with little identifiable effect on overall performance. |
| Low (L) | The Offeror's relevant past performance meets or slightly exceeds minimum acceptable standards; adequate results; reportable problems with identifiable, but not substantial, effects on overall performance. |
| Very Low (VL) | The Offeror's relevant past performance does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; problems in one or more areas which, adversely affect overall performance. |
| N/R | Not Rated |

Section VI provides for evaluation of the contractor's management of cost and award/incentive fee history.

RETURN THIS QUESTIONNAIRE TO
 BY **February 12, 2013** .

NASA Goddard Space Flight Center
 Attn: Jonnelle Goff, Code 210.H
 Greenbelt, MD 20771
 Phone: 301-286-3807 FAX: 301-286-0357
 e-mail: Jonnelle.C.Goff@nasa.gov

PAST PERFORMANCE QUESTIONNAIRE

I. Contract Information

- A. Name of Company/Division Being Evaluated: _____
- B. Address: _____
- C. Contractor Cage Code and/or DUNS number _____
- D. Contract Number: _____
- E. Contract Type: _____
- F. Period of Performance (including options): From: _____ To: _____
- G. Total Contract Value: _____
- H. Award Information: Competitive: Yes ___ No ___
Basis of Selection: Technical ___ Cost/Price ___
Other (specify) _____

II. Description of Contract

Briefly describe the services provided under this contract:

During the contract performance being evaluated, this firm was the:

Prime Contractor ___ Significant Subcontractor ___ Team Member ___
Other (describe) _____

Does a corporate or business relationship exist between the firm being evaluated and your organization?

Yes ___ No ___. If yes, please describe: _____

III. Evaluator Information

Name: _____
Title: _____
Agency/Company: _____
Address: _____
Phone: _____ Date Questionnaire Completed: _____
Role in Program/Contract: _____
Length of Involvement in this Program/ Contract: _____

PAST PERFORMANCE QUESTIONNAIRE

V. General Performance Survey

| NO | PERFORMANCE QUESTIONS | PERFORMANCE RATING (Please Circle) | | | | | |
|-----|---|---------------------------------------|---|---|---|----|-----|
| | | VH | H | M | L | VL | N/R |
| 1. | Overall performance in planning and controlling the program | VH | H | M | L | VL | N/R |
| 2. | Quality of services and support provided | VH | H | M | L | VL | N/R |
| 3. | Compliance with technical requirements and performance standards | VH | H | M | L | VL | N/R |
| 4. | Content, accuracy, quality, and timeliness of technical reports and deliverables | VH | H | M | L | VL | N/R |
| 5. | Ability to design and/or deliver a product that meets or exceeds performance requirements within costs and schedule | VH | H | M | L | VL | N/R |
| 6. | Timely identification and mitigation of risks | VH | H | M | L | VL | N/R |
| 7. | Contractor's ability to identify and correct performance deficiencies in a timely manner | VH | H | M | L | VL | N/R |
| 8. | Compliance with technical process and control requirements (quality assurance, configuration management, etc.) | VH | H | M | L | VL | N/R |
| 9. | Ability to recruit and retain highly skilled personnel, including ability to fill key vacancies in a timely manner. | VH | H | M | L | VL | N/R |
| 10. | Ability to handle fluctuating workloads | VH | H | M | L | VL | N/R |
| 11. | Adherence to safety and health procedures | VH | H | M | L | VL | N/R |
| 12. | Overall Safety and Health injury/illness record | VH | H | M | L | VL | N/R |
| 13. | Demonstrated understanding and compliance with mission safety requirements | VH | H | M | L | VL | N/R |
| 14. | Communicating and interfacing with Government | VH | H | M | L | VL | N/R |
| 15. | Ability to effectively manage subcontractor performance | VH | H | M | L | VL | N/R |
| 16. | Ability to build effective working relationships with associate contractors, subcontractors and the Government in a team environment. | VH | H | M | L | VL | N/R |
| 17. | Timeliness, quality, and accuracy of schedule reporting | VH | H | M | L | VL | N/R |
| 18. | Adequacy of Contractor's system(s) for processing task orders and/or changes. | VH | H | M | L | VL | N/R |
| 19. | Overall responsiveness to Government requests | VH | H | M | L | VL | N/R |
| 20. | Ability to establish realistic cost estimates | VH | H | M | L | VL | N/R |
| 21. | Ability to establish realistic schedule estimates | VH | H | M | L | VL | N/R |
| 22. | If performance based, how successful was the Contractor in meeting the contract metrics? | VH | H | M | L | VL | N/R |
| 23. | Adherence to estimated costs and contract cost targets | VH | H | M | L | VL | N/R |
| 24. | Ability to anticipate, identify and control cost growth. | VH | H | M | L | VL | N/R |
| 25. | Ability to meet Small Business Subcontracting Plan Goals | VH | H | M | L | VL | N/R |
| 26. | Timeliness, quality, and accuracy of Small Business Subcontracting Plan reporting | VH | H | M | L | VL | N/R |
| 27. | Ability to meet Small Disadvantaged Business Participation targets | VH | H | M | L | VL | N/R |
| 28. | Timeliness, quality, and accuracy of financial reporting | VH | H | M | L | VL | N/R |

Exhibit Z
NNH12438290R



National
Aeronautics and
Space
Administration

Service Request Form

CONTRACT: _____
SR NUMBER: _____
MAIL CODE: _____
DATE: _____
FAX NUMBER: _____

POINT OF CONTACT: PHONE NUMBER: MAIL CODE: E-MAIL ADDRESS:

BRIEF DESCRIPTION OF PROJECT/MEETING (Attach additional page, if needed)

DATES SERVICE NEEDED: BEGIN: END: LANGUAGE: FROM: TO: LOCATION (Country) WHERE SERVICE IS NEEDED

TYPE OF SERVICE NEEDED

- 1. INTERPRETATION
ESTIMATED NUMBER OF HOURS: _____
REQUIREMENTS:
(Attach additional page, if needed)
- 2. TRANSLATION
ESTIMATED NUMBER OF WORDS: _____
- 3. LOGISTICAL, ADMINISTRATIVE, CLERICAL, AND IN-COUNTRY TRANSPORTATION SUPPORT (NOTE: This support is primarily intended for use in the Newly Independent States of the Former Soviet Union and China.)
LOGISTICS REQUIREMENTS:
(Attach additional page, if needed)
- 3. LOGISTICAL, ADMINISTRATIVE, CLERICAL, AND IN-COUNTRY TRANSPORTATION SUPPORT (Continued)
CLERICAL REQUIREMENTS:
(Attach additional page, if needed)
ESTIMATED NUMBER OF HOURS: _____
- ADMINISTRATIVE REQUIREMENTS:
(Attach additional page, if needed)
ESTIMATED NUMBER OF HOURS: _____
- TRANSPORTATION SUPPORT REQUIREMENTS:
(Attach additional page, if needed)

TECHNICAL MONITOR'S TYPED NAME, SIGNATURE, AND DATE

EXHIBIT 2

Representative Task Order 1: INTERPRETATION

BACKGROUND: The Office of International and Interagency Relations (OIIR) will be supporting a NASA HQ meeting with our international partners on NASA programs. Interpreter assistance is required to translate senior NASA management presentations from English to international partner representative languages – Russian, French, Japanese and German. Presentations will have scientific and technical information and those listening will need real-time translation assistance and assistance asking questions. Interpreters should be able to handle technical and scientific terms and be prepared to provide consecutive or near-simultaneous interpretation.

OBJECTIVE: To provide interpretation assistance to support meeting on international cooperation that ensures clear discussion and understanding of meaning and decisions desired.

DELIVERABLES: The following deliverables shall be submitted for this task order:

1. Ability to explain to representatives from Russia, France, Germany and Japan the logistics for the meeting and process for translating during the meeting.
2. Interpreters assist during the meeting and clearly interpret scientific and technical information in languages noted. Ask questions for international participants in English.
3. Interpret English documents for meeting into languages noted above.

GOVERNMENT FURNISHED EQUIPMENT/INFORMATION: No Government Furnished Equipment will be provided. NASA will provide access to task-related information.

TRAVEL: Travel generally is not required, but logistics support and interpretation assistance at foreign locations could be requested.

PLACE OF PERFORMANCE: The contractor shall provide services from a Washington, DC conference facility.

PERIOD OF PERFORMANCE: 3 hour meeting

END OF TASK #1

Representative Task Order 2: DOCUMENT TRANSLATION SERVICES

BACKGROUND: The purpose of this task is to provide translation for official documents in Russian, French, Japanese, German, and Italian to English. Documents will contain scientific, engineering and space technical terms. Documents are for official use only.

OBJECTIVE: To provide accurately translated documents in two-day timeframe following receipt of order.

SCOPE OF WORK: Provide translations that accurately reflect scientific, engineering and space terms in time-frame required.

DELIVERABLES: Translated documents in English and return original document (if provided by hardcopy).

GOVERNMENT FURNISHED EQUIPMENT/INFORMATION: No Government Furnished Equipment will be provided. NASA will provide access to task-related information upon request.

TRAVEL: Travel is not required.

PLACE OF PERFORMANCE: The contractor shall provide services from the contractor's facility.

END OF TASK #2

**Representative Task Order 3:
OFFICIAL TRAVEL VISA PROCESSING, LETTER OF INVITATION
COORDINATION**

BACKGROUND: The purpose of this task is to provide services to obtain Visas for all NASA official travel to the Russia Federation in accordance with their procedures and process and U.S. Department of State processes.

OBJECTIVE: The contractor will provide support obtaining Visas for NASA official travel to the Russia Federation. Task includes processing letters of invitation, receiving requests for Visas with official documents, communicating with traveler and Center Travel Representatives and COTR on status. Objective is for all NASA travelers to receive appropriate travel Visas in time for trips. The contractor is also expected to maintain current knowledge of Visa process, rules and regulations, agencies and personnel involved to be able to track, expedite and advise NASA travelers.

SCOPE OF WORK: This task includes receiving official requests for Visas from NASA travelers, providing Visa application and instructions, checking completion of all documents, logging data into database, acknowledging receipt of documents, noting any missing data to traveler, coordinating with NASA travel coordinator at each Center, making application to Russian consulate for Visas in time to receive at no charge and protecting the privacy act data. Coordinate traveler need for single entry, dual entry, or multiple entry visas. Deliver the official passport and Visa application to the Russian Consulate and pick up when completed. Task requires maintaining knowledge of Russian Consulate procedures and personnel and tracking multiple applications in the system. Also requires delivering and picking up related documents from the Department of State. When Visa is obtained, arrange delivery via fed-ex or pickup. Keep traveler apprised of status of Visa application. Update database, provide bi-weekly e-mail status to COTR of Visa applications in process.

DELIVERABLES: The following deliverables shall be submitted for this task order:

1. Project plan to provide Visa processing service demonstrating understanding of the task and processes of the Russian Consulate and Department of State related to Visas.
2. Visa and official passport of NASA traveler.
3. Notice to traveler that Visa has been obtained and fed-ex tracking number, if applicable.
4. Update Visa status in the database.

GOVERNMENT FURNISHED EQUIPMENT/INFORMATION: Standard office cubicle at NASA HQ with furnished computer and access to relevant databases and websites.

TRAVEL: Local travel.

PLACE OF PERFORMANCE: The contractor shall provide services from NASA HQ, Office of International and Interagency Relations.

PERIOD OF PERFORMANCE: The period of performance will be for one year.

END OF TASK #3



NASA External Information Technology Security Management Plan

Contract Name

Prepared For:

National Aeronautics and Space Administration
300 E St., SW
Washington D.C. 20546

THE ATTACHED MATERIALS CONTAIN NASA INFORMATION THAT IS "FOR OFFICIAL USE ONLY," OR OTHER TYPES OF SENSITIVE BUT UNCLASSIFIED INFORMATION REQUIRING PROTECTION AGAINST UNAUTHORIZED DISCLOSURE. THE ATTACHED MATERIALS MUST BE HANDLED AND SAFEGUARDED IN ACCORDANCE WITH NASA MANAGEMENT DIRECTIVES GOVERNING PROTECTION AND DISSEMINATION OF SUCH INFORMATION.

AT A MINIMUM, THE ATTACHED MATERIALS WILL BE DISSEMINATED ONLY ON A "NEED-TO-KNOW" BASIS AND, WHEN UNATTENDED, MUST BE STORED IN A LOCKED CONTAINED OR AREA OFFERING SUFFICIENT PROTECTION AGAINST THEFT, COMPROMISE, INADVERTENT ACCESS AND UNAUTHORIZED DISCLOSURE.

SENSITIVE BUT UNCLASSIFIED (SBU)**Preface**

To carry out its wide-ranging responsibilities, the National Aeronautics and Space Administration (NASA), and its employees and managers have access to diverse and complex automated information systems, which include file servers, local and wide area networks running on various platforms, and telecommunications systems to include communications equipment. The offices within NASA depend on the confidentiality, integrity, and availability of these systems and their data in order to accomplish day-to-day activities.

Title 48: Federal Acquisition Regulations System, Section 1852.204-76 outlines the security requirements for unclassified information technology resources. IT Security Management Plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract. Unlike the IT security plan, which addresses the IT system, the IT Security Management Plan addresses how the contractor will manage personnel and processes associated with IT Security on the instant contract.

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Change History

| Version | Date | Change Description |
|---------|------------|---|
| 1.0 | MM/DD/YYYY | Initial Contract Name IT Security Management Plan |
| | MM/DD/YYYY | |

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IT Security Management Plan Review and Approval

This Information Technology Security Management Plan (ITSMP) for the Contract Name was prepared for the exclusive use of NASA and completed on [Click here to enter a date.](#)

I have reviewed the contents of this plan, and believe that it presents an accurate representation.

Reviewed by: _____

Date: [Click here to enter a date.](#)

Contractor Manager

Contents

Preface i

Change History ii

IT Security Management Plan Review and Approval iii

1 Contract Identification 1

 1.1 Contract Name 1

 1.2 Contract Number 1

 1.3 Responsible Organization 1

 1.4 Contact Information 1

 1.4.1 Physical Location 1

 1.4.2 Points of Contact 1

 1.5 General Contract Description 2

 1.5.1 Related Documents 2

2 Security Control Implementations 3

 2.1 Management Controls 3

 2.2 Operational Controls 3

 2.3 Technical Controls 5

Appendix A: Acronyms 7

1 Contract Identification

1.1 Contract Name

Please include the Contract Name.

Contract Name: Contract Name

Contract Abbreviation:

1.2 Contract Number

Contract Number: Contract Number

1.3 Responsible Organization

The overarching responsible organization is NASA. The responsible organization can be the associated mission directorate, Center, division, etc.

National Aeronautics and Space Administration (NASA)

Responsible Organization:

1.4 Contact Information

1.4.1 Physical Location

Include the physical location of the information system. Depending on the information system, there may be multiple physical locations.

| Location Name | Street Address | City | State | Zip Code | Country |
|---------------|----------------|------|-------|----------|---------|
| | | | | | |
| | | | | | |

1.4.2 Points of Contact

| Title | Name | Telephone | Email Address |
|---|------|-----------|---------------|
| Contracting Officer (CO) <i>The CO is the NASA procurement official responsible for the initial award and set-up of the contract.</i> | | | |
| Contract Manager <i>The Contract Manager is the contractor point of contact for general program management of the contract.</i> | | | |

1.5 General Contract Description

Include language here regarding the systems and interconnections that the contract involves. Also include whether contractors will be badged, and whether the contract utilizes an infrastructure external to NASA.

| | |
|---|--|
| Purpose/Function <i>Include a brief description of the purpose/function of the contract</i> | |
|---|--|

1.5.1 Related Documents

- 5 U.S.C. 552, Freedom of Information Act, 1967
- 5 U.S.C. 552a, Privacy Act, 1974
- FIPS 199, Standards for Security Categorization of Federal Information and Information Systems
- FIPS 200, Minimum Security Requirements for Federal Information and Information Systems
- NIST SP 800-18, Guide for Developing Security Plans for Federal Information Systems
- NIST SP 800-30, Risk Management Guide for Information Technology Systems
- NIST SP 800-34, Contingency Planning Guide for Information Technology Systems
- NIST SP 800-37, Guide for the Security Authorization of Federal Information Systems
- NIST SP 800-42, Guideline on Network Security Testing
- NIST SP 800-53, Recommended Security Controls for Federal Information Systems
- NIST SP 800-53A, Techniques and Procedures for Verifying the Effectiveness of Security Controls in Federal Information Systems
- NIST SP 800-60, Guide for Mapping Types of Information and Information Systems to Security Categories
- NIST SP 800-61, Computer Security Incident Handling Guide
- NIST SP 800-64, Security Considerations in the Information System Development Life Cycle
- OMB Circular A-130, Appendix III, Security of Federal Automated Information Systems
- Public Law (PL) 99-474, The Computer Fraud and Abuse Act of 1986
- PL 93-502 -Freedom of Information Act 1974
- Presidential Decision Directive (PDD-63), Critical Infrastructure Protection Federal Information Security Management Act of 2002 (FISMA)
- NPR 2810.1, Security of Information Technology

2 Security Control Implementations

The security controls, as described by *NIST SP 800-53*, which relate directly to the general management and overall security approach of the contract are addressed in the following sections.

2.1 Management Controls

Briefly describe the justification/implementation Detail, this description should allow a reviewer to have a basic understanding of the implementation.

| CA-1: Security Assessment and Authorization Policies and Procedures | |
|--|---|
| Not Applicable to System <input type="checkbox"/> | Justification/Implementation Detail |
| Control Description <i>The organization develops, disseminates, and reviews/updates [Assignment: organization defined frequency]:</i> a. <i>Formal, documented security assessment and authorization policies that address purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and</i> a. <i>Formal, documented procedures to facilitate the implementation of the security assessment and authorization policies and associated security assessment and authorization controls.</i> | In accordance with the NASA FAR, external systems are subject to the requirements of NPR 2810 and applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL). The documents listed in the ADL are found at: http://www.nasa.gov/offices/ocio/itsecurity/index.html . If there are variances to the NPR in the external system policy they are listed below. |
| PL-1: Security Planning Policy and Procedures | |
| Not Applicable to System <input type="checkbox"/> | Justification/Implementation Detail |
| Control Description <i>The organization develops, disseminates, and reviews/updates [Assignment: organization defined frequency]:</i> a. <i>A formal, documented security planning policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and</i> b. <i>Formal, documented procedures to facilitate the implementation of the security planning policy and associated security planning controls.</i> | In accordance with the NASA FAR, external systems are subject to the requirements of NPR 2810 and applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL). The documents listed in the ADL are found at: http://www.nasa.gov/offices/ocio/itsecurity/index.html . If there are variances to the NPR in the external system policy they are listed below. |
| RA-1: Risk Assessment Policy and Procedures | |
| Not Applicable to System <input type="checkbox"/> | Justification/Implementation Detail |
| Control Description <i>The organization develops, disseminates, and reviews/updates [Assignment: organization defined frequency]:</i> a. <i>A formal, documented risk assessment policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and</i> b. <i>Formal, documented procedures to facilitate the implementation of the risk assessment policy and associated risk assessment controls.</i> | In accordance with the NASA FAR, external systems are subject to the requirements of NPR 2810 and applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL). The documents listed in the ADL are found at: http://www.nasa.gov/offices/ocio/itsecurity/index.html . If there are variances to the NPR in the external system policy they are listed below. |
| SA-1: System and Services Acquisition Policy and Procedures | |
| Not Applicable to System <input type="checkbox"/> | Justification/Implementation Detail |
| Control Description <i>The organization develops, disseminates, and reviews/updates [Assignment: organization defined frequency]:</i> a. <i>A formal, documented system and services acquisition policy that includes information security considerations and that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and</i> b. <i>Formal, documented procedures to facilitate the implementation of the system and services acquisition policy and associated system and services acquisition controls.</i> | In accordance with the NASA FAR, external systems are subject to the requirements of NPR 2810 and applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL). The documents listed in the ADL are found at: http://www.nasa.gov/offices/ocio/itsecurity/index.html . If there are variances to the NPR in the external system policy they are listed below. |

2.2 Operational Controls

Briefly describe the justification/implementation Detail, this description should allow a reviewer to have a basic understanding of the implementation.

| AT-1: Security Awareness and Training Policy and Procedures | |
|--|---|
| Not Applicable to System <input type="checkbox"/> | Justification/Implementation Detail |
| Control Description <i>The organization develops, disseminates, and reviews/updates [Assignment: organization defined frequency]:</i> a. <i>A formal, documented system and services acquisition policy that includes information security considerations and that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and</i> b. <i>Formal, documented procedures to facilitate the implementation of the system and services acquisition policy and associated system and services acquisition controls.</i> | In accordance with the NASA FAR, external systems are subject to the requirements of NPR 2810 and applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL). The documents listed in the ADL are found at: http://www.nasa.gov/offices/ocio/itsecurity/index.html . If there are variances to the NPR in the external system policy they are listed below. |

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| | |
|---|---|
| <p>The organization develops, disseminates, and reviews/updates [Assignment: organization defined frequency]:</p> <p>a. A formal, documented security awareness and training policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and</p> <p>b. Formal, documented procedures to facilitate the implementation of the security awareness and training policy and associated security awareness and training controls.</p> | <p>requirements of NPR 2810 and applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL). The documents listed in the ADL are found at: http://www.nasa.gov/offices/ocio/itsecurity/index.html.</p> <p>If there are variances to the NPR in the external system policy they are listed below.</p> |
| <p>CM-1: Configuration Management Policy and Procedures</p> <p style="text-align: right;">CAG 2 - Inventory of Authorized and Unauthorized Software CAG 3 - Secure Configurations for Hardware and Software CAG 4 - Secure Configurations for Network Devices</p> | |
| <p>Not Applicable to System <input type="checkbox"/></p> | <p>Justification/Implementation Detail</p> |
| <p>Control Description</p> <p>The organization develops, disseminates, and reviews/updates [Assignment: organization defined frequency]:</p> <p>a. A formal, documented configuration management policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and</p> <p>b. Formal, documented procedures to facilitate the implementation of the configuration management policy and associated configuration management controls.</p> | <p>In accordance with the NASA FAR, external systems are subject to the requirements of NPR 2810 and applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL). The documents listed in the ADL are found at: http://www.nasa.gov/offices/ocio/itsecurity/index.html.</p> <p>If there are variances to the NPR in the external system policy they are listed below.</p> |
| <p>CP-1: Contingency Planning Policy and Procedures</p> | |
| <p>Not Applicable to System <input type="checkbox"/></p> | <p>Justification/Implementation Detail</p> |
| <p>Control Description</p> <p>The organization develops, disseminates, and reviews/updates [Assignment: organization defined frequency]:</p> <p>a. A formal, documented contingency planning policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and</p> <p>b. Formal, documented procedures to facilitate the implementation of the contingency planning policy and associated contingency planning controls.</p> | <p>In accordance with the NASA FAR, external systems are subject to the requirements of NPR 2810 and applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL). The documents listed in the ADL are found at: http://www.nasa.gov/offices/ocio/itsecurity/index.html.</p> <p>If there are variances to the NPR in the external system policy they are listed below.</p> |
| <p>IR-1: Incident Response Policy and Procedures</p> <p style="text-align: right;">CAG 18 - Incident Response Capability</p> | |
| <p>Not Applicable to System <input type="checkbox"/></p> | <p>Justification/Implementation Detail</p> |
| <p>Control Description</p> <p>The organization develops, disseminates, and reviews/updates [Assignment: organization defined frequency]:</p> <p>a. A formal, documented incident response policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and</p> <p>b. Formal, documented procedures to facilitate the implementation of the incident response policy and associated incident response controls.</p> | <p>In accordance with the NASA FAR, external systems are subject to the requirements of NPR 2810 and applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL). The documents listed in the ADL are found at: http://www.nasa.gov/offices/ocio/itsecurity/index.html.</p> <p>If there are variances to the NPR in the external system policy they are listed below.</p> |
| <p>MA-1: System Maintenance Policy and Procedures</p> | |
| <p>Not Applicable to System <input type="checkbox"/></p> | <p>Justification/Implementation Detail</p> |
| <p>Control Description</p> <p>The organization develops, disseminates, and reviews/updates [Assignment: organization defined frequency]:</p> <p>a. A formal, documented information system maintenance policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and</p> <p>b. Formal, documented procedures to facilitate the implementation of the information system maintenance policy and associated system maintenance controls.</p> | <p>In accordance with the NASA FAR, external systems are subject to the requirements of NPR 2810 and applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL). The documents listed in the ADL are found at: http://www.nasa.gov/offices/ocio/itsecurity/index.html.</p> <p>If there are variances to the NPR in the external system policy they are listed below.</p> |
| <p>MP-1: Media Protection Policy and Procedures</p> | |
| <p>Not Applicable to System <input type="checkbox"/></p> | <p>Justification/Implementation Detail</p> |
| <p>Control Description</p> | <p>In accordance with the NASA FAR, external systems are subject to the</p> |

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| | |
|---|--|
| <p>The organization develops, disseminates, and reviews/updates [Assignment: organization defined frequency]:</p> <p>a. A formal, documented media protection policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and</p> <p>b. Formal, documented procedures to facilitate the implementation of the media protection policy and associated media protection controls.</p> | <p>requirements of NPR 2810 and applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL). The documents listed in the ADL are found at: http://www.nasa.gov/offices/ocio/itsecurity/index.html.</p> <p>If there are variances to the NPR in the external system policy they are listed below.</p> |
|---|--|

PL-1: Physical and Environmental Protection Policy and Procedures

| | |
|---|---|
| <p>Not Applicable to System <input type="checkbox"/></p> | <p>Justification/Implementation Detail</p> |
| <p>Control Description</p> <p>The organization develops, disseminates, and reviews/updates [Assignment: organization defined frequency]:</p> <p>a. A formal, documented physical and environmental protection policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and</p> <p>b. Formal, documented procedures to facilitate the implementation of the physical and environmental protection policy and associated physical and environmental protection controls.</p> | <p>In accordance with the NASA FAR, external systems are subject to the requirements of NPR 2810 and applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL). The documents listed in the ADL are found at: http://www.nasa.gov/offices/ocio/itsecurity/index.html.</p> <p>If there are variances to the NPR in the external system policy they are listed below.</p> |

PS-1: Personnel Security Policy and Procedures

| | |
|--|---|
| <p>Not Applicable to System <input type="checkbox"/></p> | <p>Justification/Implementation Detail</p> |
| <p>Control Description</p> <p>The organization develops, disseminates, and reviews/updates [Assignment: organization defined frequency]:</p> <p>a. A formal, documented personnel security policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and</p> <p>b. Formal, documented procedures to facilitate the implementation of the personnel security policy and associated personnel security controls.</p> | <p>In accordance with the NASA FAR, external systems are subject to the requirements of NPR 2810 and applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL). The documents listed in the ADL are found at: http://www.nasa.gov/offices/ocio/itsecurity/index.html.</p> <p>If there are variances to the NPR in the external system policy they are listed below.</p> |

SI-1: System and Information Integrity Policy and Procedures

| | |
|--|---|
| <p>Not Applicable to System <input type="checkbox"/></p> | <p>Justification/Implementation Detail</p> |
| <p>Control Description</p> <p>The organization develops, disseminates, and reviews/updates [Assignment: organization defined frequency]:</p> <p>a. A formal, documented system and information integrity policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and</p> <p>b. Formal, documented procedures to facilitate the implementation of the system and information integrity policy and associated system and information integrity controls.</p> | <p>In accordance with the NASA FAR, external systems are subject to the requirements of NPR 2810 and applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL). The documents listed in the ADL are found at: http://www.nasa.gov/offices/ocio/itsecurity/index.html.</p> <p>If there are variances to the NPR in the external system policy they are listed below.</p> |

2.3 Technical Controls

Briefly describe the justification/Implementation Detail, this description should allow a reviewer to have a basic understanding of the implementation.

AC-1: Access Control Policy and Procedures CAG 9 - Controlled Access Based on Need to Know

| | |
|--|---|
| <p>Not Applicable to System <input type="checkbox"/></p> | <p>Justification/Implementation Detail</p> |
| <p>Control Description</p> <p>The organization develops, disseminates, and reviews/updates [Assignment: organization defined frequency]:</p> <p>a. A formal, documented access control policy that addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and</p> <p>b. Formal, documented procedures to facilitate the implementation of the access control policy and associated access controls.</p> | <p>In accordance with the NASA FAR, external systems are subject to the requirements of NPR 2810 and applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL). The documents listed in the ADL are found at: http://www.nasa.gov/offices/ocio/itsecurity/index.html.</p> <p>If there are variances to the NPR in the external system policy they are listed below.</p> |

AU-1: Audit and Accountability Policy and Procedures

| | |
|--|--|
| <p>Not Applicable to System <input type="checkbox"/></p> | <p>Justification/Implementation Detail</p> |
|--|--|

Appendix A: Acronyms

| Acronym | Definition |
|---------|------------------------------|
| ADL | Applicable Documents List |
| NPR | NASA Procedural Requirements |
| SBU | Sensitive But Unclassified |

