

ATTACHMENT J-5
UNITeS CPAF EVALUATION PLAN

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I. SUMMARY

The purpose of this plan is to provide guidelines and to establish the criteria and methodology for evaluating the contractor's performance against the Performance Work Statement under contract **NNM04AA02C**. This plan was prepared in accordance with NASA Headquarters "Award Fee Contracting Guide" dated June 1994 and MWI 5116.1 and NASA's Award Fee Policy as stated in the NASA FAR Supplement.

A. Description of Contract

NNM04AA02C is a completion form services/ indefinite delivery-requirements contract with a base term of 3-years, and two 1-year priced options. The contract is managed by the Marshall Space Flight Center's (MSFC's) Office of the Chief Information Officer (CIO) to provide Unified NASA Information Technology Services (UNITeS), consisting of the following:

1. **Agencywide Information Services:** These services include IT security, National Security Systems, wide area network, control center, data center, applications, Digital Television (DTV), Russia IT support, and customer services.
2. **Integrated Financial Management Program (IFMP) Integration Services:** These services are provided to the IFMP Integration Project Office (IPO) at MSFC. These services include infrastructure support, module project support, and operations and sustaining support.
3. **Marshall Space Flight Center (MSFC) Services:** These services include IT systems support for programs and projects for which MSFC is responsible. These services include applications software, web, midrange computer systems, telecommunications, IT security, audiovisual information, documentation repository, hardware maintenance, IT procurement, and customer support.

B. Contract Fee Structure

The contract utilizes a Cost-Plus-Award-Fee (CPAF)/Indefinite Delivery-Requirements structure. A performance evaluation process established in accordance with NASA Headquarters "Award Fee Contracting Guide" dated June 1994 and conforming to MWI 5116.1 is utilized to support the determination of contractor award fee for all elements of the Performance Work Statement. As part of this process, objective performance standards have been developed to assist in evaluating the contractor's performance for PWS sections 3.0 and 5.0. These standards are delineated as part of ATTACHMENT J-4, Performance Measurement Standards. Although performance evaluation is conducted each contract quarter, evaluation for fee purposes is prepared and submitted semiannually to the Performance Evaluation Board (PEB).

C. Evaluation Organization

The Government Performance Evaluation Organization is shown in Attachment A-1. Monitors assess and document the contractor's performance by describing relevant examples of strengths and weaknesses (excluding objective measurement criterion) of

actual performance measured against the evaluation criteria described in Section II below. The technical monitors utilize the performance indicators and resource utilization information shown in ATTACHMENT J-4, Performance Measurement Standards, and this plan to measure and evaluate contract performance. The COTR functions as the Award Fee Coordinator and receives and reviews the monitors' written reports and prepares a composite report and presentation to the PEB. The award fee is determined by the Fee Determination Official after receipt of the PEB's report and recommendations.

Detailed functions and responsibilities of the monitor and coordinator are included in Section IV of this plan.

D. Appointment Letter

The letter utilized to appoint the evaluation monitors is included in Attachment A-2.

II. EVALUATION CRITERIA

The contractor's performance will be evaluated in terms of Achievement, Objective Measurement, Business Management, and Cost Control as defined in the following paragraphs :

A. Achievement Criterion

Achievement is the measure of the contractor's technical expertise and ability to manage and accomplish the contract scope of work in a timely and high-quality manner, while exercising proper control over the use and expenditures of available resources.

In order to provide a meaningful evaluation, the achievement criterion is subdivided into five subcriteria. The rationale and subcriterion descriptions are as follows:

1. Program Management

Program management reflects overall contract leadership and direction. This subcriterion addresses overall contract management by considering the following:

- management structure including key personnel
- delegation of authority and lines of communication
- local autonomy and corporate support
- staffing plan and adherence thereto
- effect of attrition on work performance
- soundness of management decisions
- planning, estimating and organizing for individual tasks, as well as supervising and coordinating all tasks

- procedures and plans for receiving work, scheduling, assigning, processing, controlling and completing the work
- flexibility in adjusting to necessary changes in planning and execution, whether these changes originate with the contractor or the Government
- productivity improvement and quality enhancement initiatives including quality performance metrics
- coordination, communication, responsiveness, and cooperativeness with NASA, contractors, users, and others
- self evaluation and recognition by the contractor of his own strengths and weaknesses
- timely and effective management initiatives for planning and implementing program operating cost/funding constraints and/or changes

2. Quality of Work Performed

This subcriterion addresses the quality of work performed in accomplishing the tasks specified by the contract scope of work, including an assessment of the following:

- assessment, verification, and understanding of requirements
- technical initiative, innovation, and thoroughness in such activities as analysis, design, test, checkout, design correction, acceptance, sustaining engineering, configuration management, and documentation
- adherence to established procedures, practices, and regulatory requirements
- technical support and technical problem solving including problem identification, processing, status and resolution
- quality assurance
- an assessment of the degree to which the products and services meet user requirements

Safety will be measured in terms of the contractor's compliance with current contract requirements for system/industrial/occupational safety evaluation, controls implementation, reporting, and documentation. Particular attention will be directed toward safety awareness and effectiveness of effort.

[Note: Safety Performance Evaluation Criteria and Performance Recognition Procedures are included in the contract as Section H.12.]

In addition to the above evaluation criteria, the evaluation will consider the impacts of a major breach of safety or security. For evaluation purposes, an overall fee determination of zero may be made for any evaluation period in which there is a major breach of safety or security, regardless of contractor performance in the other evaluation factors. In evaluating a major breach of safety or security, factors leading into the breach as well as the contractor's subsequent actions will be taken into consideration. Reference "Major Breach of Safety or Security" clause for definitions of major breach of safety or security.

3. Use of Resources

This subcriterion evaluates the contractor's use of resources available to accomplish work requirements including manpower, materials, equipment, space, and subcontractors. It considers the following:

- availability of adequate numbers of qualified personnel to perform work requirements including training considerations
- appropriateness and mix of skills used in the performance of mission requirements
- training and cross-utilization of skills
- assignment of personnel to utilize their talents in mission accomplishment
- effective use of equipment, building space, facilities, and other available resources
- care of NASA equipment
- equipment maintenance
- housekeeping
- logistics support and configuration management

4. Timeliness of Performance

Timeliness is the characteristic of achievement that assesses and evaluates the accomplishment or completion of an assigned task within an established period of time. Quality product output and services, effective and efficient utilization of resources, and technical competence of the highest standards must be maintained concurrently with timely responsiveness. The following items are considered in this subcriterion:

- timely achievement of scheduled milestones
- assignment of priorities and resources to meet milestones and schedules
- timely completion and delivery of the results of studies, analyses, or other tasks which may not be specifically identified prior to the start of a particular evaluation period

5. Customer Satisfaction

Customer satisfaction is used to evaluate the contractor's performance from a perspective other than technical performance. Customer satisfaction surveys will be provided by the Contractor at the completion of all service requests and at least once per quarter to a random sample of 20% of closed trouble tickets, as well as on a yearly basis for major IT projects, and will evaluate the following areas:

- timeliness/responsiveness
- utilization of resources

- communications
- professionalism
- other

B. Objective Measurement

As part of the award fee evaluation process, the objective standards established for PWS sections 3.0 and 5.0 will be utilized to assist in measuring the technical performance of the contractor. This procedure is more specifically described in ATTACHMENT J-4 and Section III.B. below.

C. Business Management Criterion

Business Management is the major criterion for evaluating the contractor's performance in complying with contract provisions and administering business decisions affecting the contract.

In order to provide a meaningful evaluation, the business management criterion is subdivided into two subcriteria as follows:

1. Business Decisions Affecting the Contract

The contractor's management proficiency and effectiveness on business-oriented obligations are vital to contract performance. Flaws or weaknesses in the business management can affect overall performance of the contract.

This subcriterion assesses the contractor's management initiative and effectiveness in areas of policies and procedures and general business requirements of the contract. The following factors are included:

- management decisions, policies, procedures, practices, and changes thereto that affect contract cost and/or performance
- effectiveness and control of major subcontractors, vendors, and intra-company work orders
- procurement practices (purchasing and subcontracting)
- property accountability and administration
- salary and wage administration
- overtime control
- paid absence rate
- voluntary attrition
- proposal quality (including adequate details and basis of estimate) and timeliness in response to Government-directed changes
- accuracy and adequacy of record keeping
- Mentor-protégé' program status (if any)

2. Compliance with Contract Provisions

Compliance with the contract clauses, general and special provisions, and directed actions under the contract terms are evaluated in this subcriterion. This includes an assessment of the following:

- the contractor's compliance with the overall agreements contained in the contract including accurate and timely submittal of reports and requests for special information
- adherence to pertinent MSFC, NASA, Federal, State, and local regulations
- personnel administration, labor relations, affirmative action plans, and Equal Employment Opportunity including retention and hiring practices for minorities and women
- security provisions
- small, disadvantaged, and minority business performance
- technology utilization and transfer
- compliance regulations relating to the environment

D. Cost Control Criterion

Cost control is the criterion for measuring the contractor's ability to develop and adhere to cost plans; control the various elements of cost for maximum effectiveness; provide visibility of costs; make cost adjustments within funding limitations; and adhere to funding guidelines and constraints. Cost Control evaluation includes the following subcriteria:

1. Adjustments to Cost/Funding Constraints and Information and Visibility

This subcriterion evaluates the contractor's ability to: economize and provide service in a low cost environment; prepare and implement cost plans within funding guidelines and constraints; and provide continuing visibility of expended efforts. The following are typical factors to be addressed in the evaluation of this subcriterion:

- recognition and response to funding limitations
- recurring and one-time innovative actions taken to achieve economy in the performance of services and delivery of products
- activities initiated to increase productivity within the existing workforce
- accuracy of cost projections, tracking, and reporting
- timely development and presentation of planned versus actual cost data
- budget and financial methodology
- voucher reconciliation
- accuracy of cost data on contract/configuration changes
- special economic analyses and trade studies

2. Variances in Negotiated Cost and Negotiated Rates

This subcriterion evaluates the contractor's ability to perform mission requirements within negotiated costs and negotiated rates. Due to stringent time constraints for conducting performance evaluations following the end of six-month periods, initial cost submissions should reflect actual costs for the first five months and estimated costs for the sixth month. Actual costs for the sixth-month period should be provided prior to the semiannual PEB Meeting. Deferred and/or unaccomplished work and costs not under the contractor's control will be considered, as well as the following factors:

- cost control measures
- initiative and ingenuity demonstrated in minimizing the cost effect of any program changes
- cost saving initiatives
- administration of salaries and wages and resulting rates while providing proper skills and mix
- actions initiated to control direct labor, overhead, subcontractor, other direct, and general and administrative costs
- explanation of variances to determine whether incurred costs are within or outside the contractor's control

III. ADJECTIVE RATING, SCORING, AWARD FEE PERCENT, CRITERIA WEIGHTING, AND SPECIAL EMPHASIS

A. Adjective Rating

Attachment A-3 defines the prescribed adjective ratings to be utilized in the performance evaluation of the subjectively evaluated portions of the PWS. The contract provides the conversion from adjective rating to numerical score and corresponding award fee percentage.

B. Scoring System

The COTR will assign an adjective rating and a numerical score at the criteria and subcriteria levels for all of the subjectively evaluated areas of the PWS and utilize these ratings and scores to establish an award fee earned amount in accordance with the methodology described below. This weighted scoring system is utilized to derive an overall award fee earned amount.

In order to facilitate the calculation of earned award fee for both the subjectively and objectively measured PWS sections, Table 1 below will be utilized to establish the potential award fee available during each evaluation period for PWS sections 2.0, 3.0, 4.0, and 5.0. These percentages shall remain unchanged throughout the life of the contract unless changed by bilateral modification.

Table 1
PWS Relative Weight Matrix

PWS Section	Applicable Percentage
2.0 Program Management	40
3.0 Agencywide Information Services	20
4.0 IFMP Integration Services	20
5.0 MSFC Information Services	20

Upon obtaining the potential award fee pool for each PWS section (2.0, 3.0, 4.0, and 5.0) by application of the above percentages, the COTR will further apply the percentages below to determine the applicable award fee pool for each of the areas of performance to be evaluated:

Table 2
Evaluation Area Weighting

PWS Section	Measurement Areas	Weights
2.0 Program Management		
	Achievement Criterion	60%
	Business Decisions	15%
	Cost Control	<u>25%</u>
		100%
3.0 Agencywide Information Services	Objective Criterion	60%
	Business Decisions	15%
	Cost Control	<u>25%</u>
		100%
4.0 IFMP	Achievement Criterion	60%
	Business Decisions	15%
	Cost Control	<u>25%</u>
		100%
5.0 MSFC Information Services	Objective Criterion	60%
	Business Decisions	15%
	Cost Control	<u>25%</u>
		100%

The percentages established above for the objective criterion for PWS sections 3.0 and 5.0 will also equate to an applicable potential award fee for these areas. The weights contained in ATTACHMENT J-4, Table A-2, will then be utilized to establish the potential award fee pool for technical performance for each of the PWS sub-sections of 3.0 (3.1 through 3.8) and 5.0 (5.1 through 5.9). Actual performance against the standards established in ATTACHMENT J-4 will then be utilized to determine the the award fee earned for each of these PWS sub-sections. All earned award fee for these areas will be utilized as part of the overall award fee evaluation process for the semi-annual reporting period.

C. Award Fee Percentage Conversion

The overall numerical score for each of the subjectively measured PWS sections is converted to an award fee percentage according to the chart in Attachment A-6.

D. Special Emphasis

As determined by the Government, areas requiring special attention may be designated as emphasis areas and may be assigned a portion of the available award fee for special evaluation periods. This portion of the award fee will be awarded based on performance in the designated emphasis area.

IV. EVALUATORS AND THEIR FUNCTION

A. Monitor's Instructions

The Monitor is expected to provide a factual evaluation of each criterion and subcriterion within his/her designated area. It is incumbent upon the Monitor to acquire data to substantiate why the contractor's performance is a strength or weakness by maintaining a daily knowledge of contractor performance in accordance with ATTACHMENT J-4, review of output production and reports, observations, problem resolution, discussion with the contractor, interface with the IT Manager of the principal organizations, and meetings with users. Information required for evaluation purposes that is not readily available from existing sources should be discussed with the COTR and written reports initiated as necessary to provide essential evaluation documentation. The Monitor will also utilize ATTACHMENT J-4-(I), UNITEs Quarterly/Semi-Annual Performance Evaluation Summary to assist in providing performance measurement for the objectively measured sections of the PWS.

Following the end of each quarterly evaluation period, the Monitor prepares a written evaluation relating factors under consideration to the specified evaluation criteria. Each Monitor maintains open communication with the contractor counterpart to permit mutual full understanding of progress under the contract.

Principal organizations for which the contractor provides support also have an opportunity to provide input to the quarterly evaluations. The users may submit written

or oral points to be considered in the contractor evaluation process through the Monitors or the COTR or the IT Manager for their respective organization. It is expected that the Monitor will contact the corresponding users and IT Managers to solicit their observations on a regular basis.

Strengths and weaknesses are to be stated in a manner to convey a clear understanding of the performance. Significant strengths and weaknesses are to be clearly delineated. Factors evaluated as needing improvement will require detailed review each period until the required level of performance is attained by the contractor.

B. Award Fee Coordinator Instructions

The COTR functions as the Award Fee Coordinator and has overall responsibility for evaluating the contractor's performance, preparation of the composite report to the PEB, and presentation of the evaluation results to the PEB. The COTR works closely with the Monitors to assure the evaluation process is equitably and systematically performed.

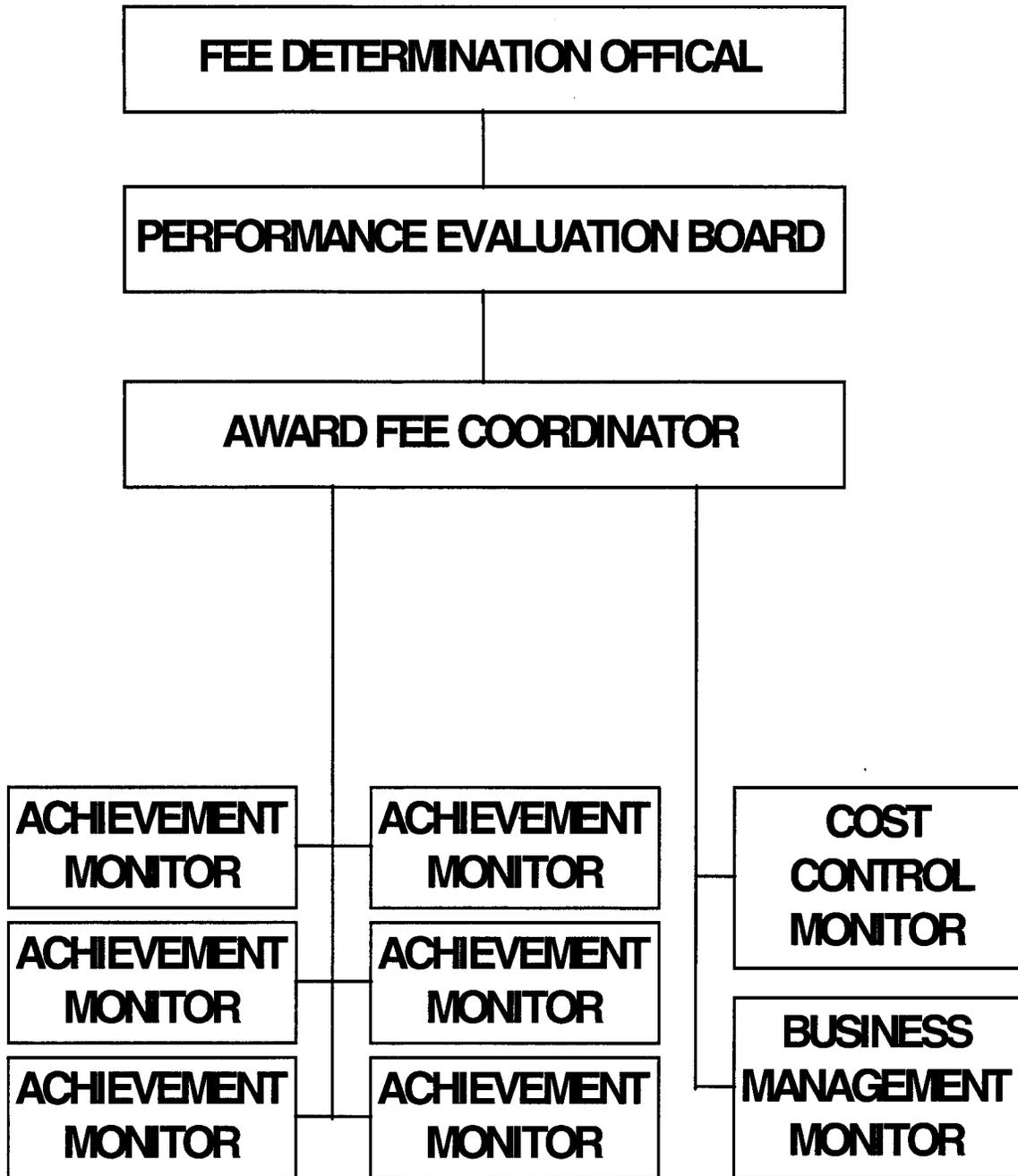
The COTR receives and reviews the Monitor's written reports and discusses the reports with each Monitor as required to gain a full understanding of the evaluation. The reports are provided to the contractor, and a quarterly evaluation meeting is held with the Monitors, COTR, contractor personnel, and representatives from user organizations.

A composite evaluation report is prepared on a semiannual basis and forwarded to the PEB Secretary.

V. REPORTING

A quarterly written performance evaluation report is prepared by the Monitors and furnished to the COTR. A semiannual performance evaluation report and presentation to the PEB is prepared by the COTR. This report includes a summary of strengths and weaknesses for each evaluation criterion; recommended ratings for each criterion and for the total performance utilizing the weighting factors, adjective, and numerical ratings described in Section III; and award fee recommended for the period. The COTR report and presentation charts are forwarded to the PEB Secretary. NASA Headquarters "Award Fee Contracting Guide" dated June 1994 and MWI 5116.1 provide detailed instructions concerning the structure of the Monitor and COTR reports and supporting documentation required.

ATTACHMENT A-1
PERFORMANCE EVALUATION ORGANIZATION



ATTACHMENT A-2

APPOINTMENT LETTER

TO: Distribution

FROM: [designated COTR]

SUBJECT: Appointment of Performance Evaluation Monitor for UNITEs Contract, **NNM04AA02C**

Pursuant to the responsibility and authority vested in me as Contracting Officer's Technical Representative (COTR) for management of Contract **NNM04AA02C**, I, [COTR], do hereby appoint and constitute _____ as a duly authorized Monitor of the performance of the Unified NASA Information Technology Services (UNITEs) contract with **TBD**.

Monitor's Responsibilities

- a. The Monitor will assume, for evaluation purposes, that the area of evaluation under his cognizance is of equal importance to areas assigned to other monitors. Therefore, each Monitor will develop an evaluation plan for his specific area of evaluation in which milestones, events, or other relevant items may be weighted in a manner best suited to the circumstances.
- b. Each Monitor will evaluate contractor performance within the confines of his area of evaluation by providing a brief narrative report consisting primarily of strengths and weaknesses with significant strengths and weaknesses clearly delineated.
- c. Evaluation will be conducted on a quarterly basis. Quarterly Monitor reports will be submitted according to a schedule provided by the COTR.
- d. Monitors will be responsible for maintaining appropriate working files of information utilized in the evaluation process throughout the life of the contract.

Operational Assistance to the COTR

Monitors will provide operational assistance and support to the COTR in the management and utilization of resources used under the contract. Specifically, the appointed Monitors will:

- a. Establish and maintain a working relationship with the contractor that will be conducive to good business environment and stimulate free exchange of relevant information.

b. Monitor all aspects of the work, interpret data and assigned portions of the contract scope of work, clarify requirements, and otherwise assist the contractor to understand the nature and extent of the work assigned. Differences of opinion will be referred to the COTR for resolution.

c. Establish priorities and sequence of work, as appropriate.

d. Notify the COTR of any irregularities that may disrupt service or constitute violations of labor laws or other applicable statutes or regulations.

This authorization does not include the power to execute or agree to any contract modification or to attempt to resolve any dispute concerning a question of fact arising under the contract, but is limited to the duties specified herein.

This appointment and its authority shall become effective immediately and shall remain in full force and effect until completion of this contract or until rescinded in writing by me, or my successor, or other duly constituted authority.

[COTR's Name]
Contracting Officer's Technical Representative
Contract **NNM04AA02C**

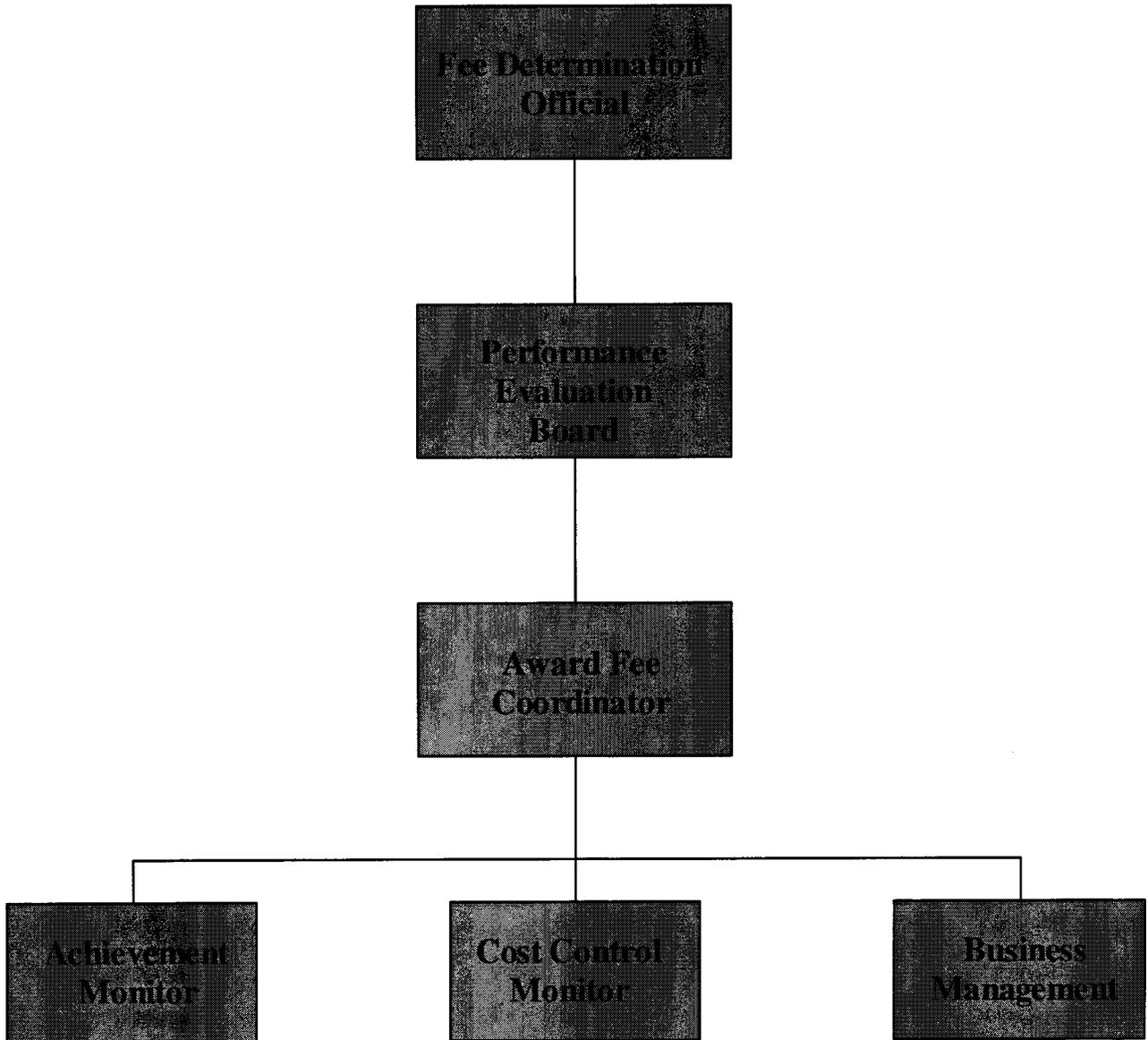
ATTACHMENT A-3
DEFINITION OF ADJECTIVE RATINGS

<u>Excellent</u>	Of exceptional merit; exemplary performance in a timely, efficient, and economical manner; very minor (if any) deficiencies with no adverse effect on overall performance.
<u>Very Good</u>	Very effective performance; fully responsive to contract; requirements accomplished in a timely, efficient, and economical manner for the most part. Only minor deficiencies.
<u>Good</u>	Effective performance; fully responsive to contract requirements; reportable deficiencies, but with little identifiable effect on overall performance.
<u>Satisfactory</u>	Meets or slightly exceeds minimum acceptable standards; adequate results. Reportable deficiencies with identifiable, but not substantial, effects on overall performance.
<u>Poor/Unsatisfactory</u>	Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; deficiencies in one or more areas which adversely affect overall performance.

ATTACHMENT A-4

**Office of the CIO Performance Evaluation of Contract NNM04AA02C
(UNITeS)**

Organization and Responsibility Flow Chart



- **Program Management**
- **Quality of Work Performed**
- **Use of resources**
- **Timeliness of Performance**
- **Customer Satisfaction**
- **Objective Criterion**

- **Adjustments to Cost/Funding Constraints and Information and Visibility**
- **Variances in Negotiated Cost and Negotiated Rates**

- **Business Decisions Affecting the Contract**
- **Compliance with Contract Provisions**

PEB/Award Fee Process Flow

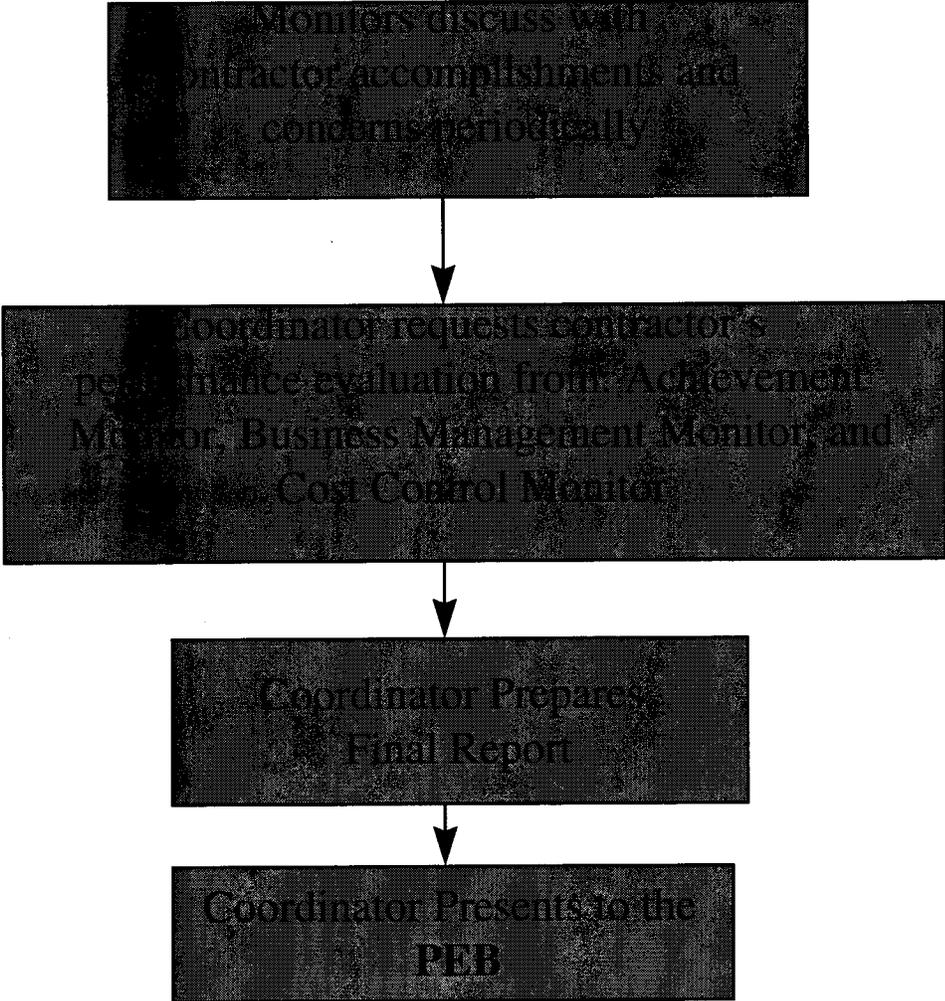


Fig. 2

Reviews

MSFC Customers

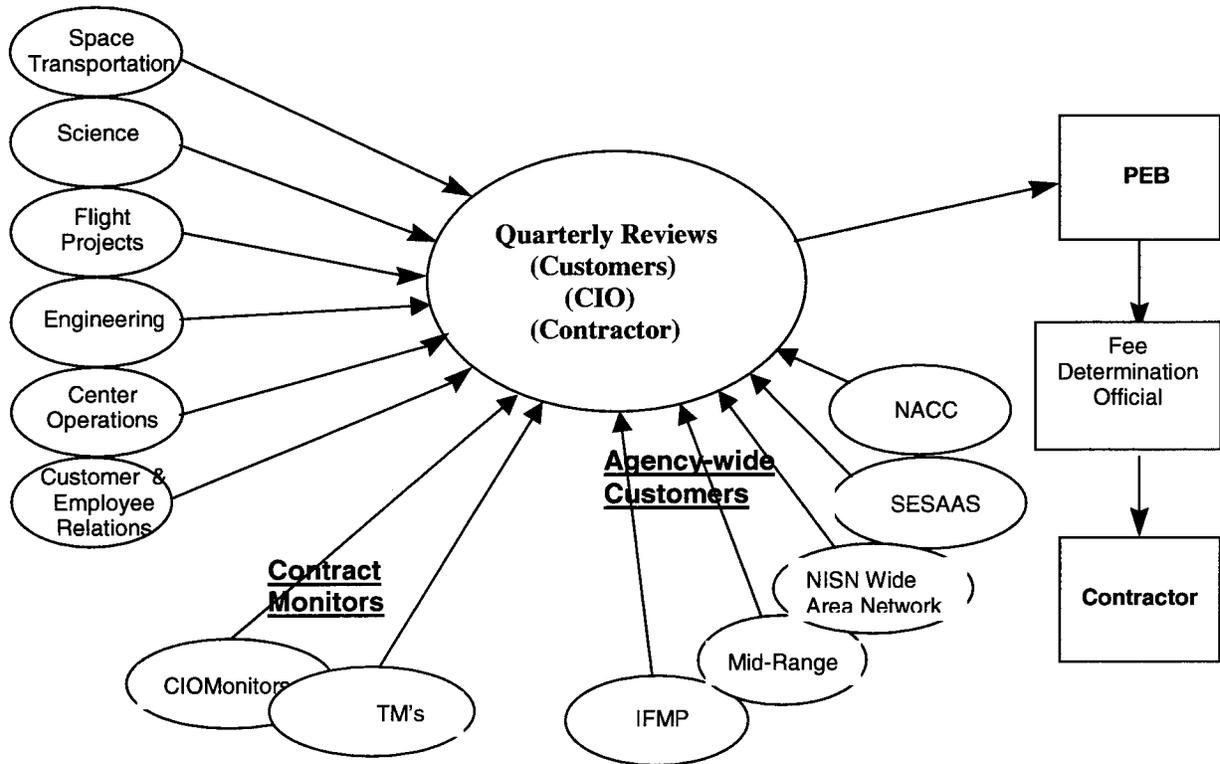


Fig. 3

**CUSTOMER SATISFACTION SURVEY FORM
ATTACHMENT A-5**

PWS Element _____
Technical Monitor ____/_____ Evaluation Period _____

TIMELINESS/RESPONSIVENESS

Comments:

Score (0-30 points) _____

UTILIZATION OF RESOURCES

Comments:

Score (0-30 points) _____

COMMUNICATIONS

Comments:

Score (0-20 points) _____

PROFESSIONALISM

Comments:

Score (0-20 points) _____

OTHER

Comments:

Score (0-20 points) _____

Total Assessment Score

Score (0-100 points) _____

CUSTOMER SATISFACTION

In assessing the Contractor's overall performance for each evaluation period under the UNITEs contract, each service requestor, Trouble Ticket initiator, and TM responsible for major IT projects will be responsible for evaluating the Contractor's performance in the areas of Timeliness/Responsiveness, Professionalism, Utilization of Resources and Communications and Other. These evaluation surveys will be provided by the contractor at the closing of each service request or Trouble Ticket for each quarter and semi-annual period of contract performance and the returned surveys will be compiled by the contractor into a format suitable for provision to the COTR for use in evaluating the contractor's customer satisfaction performance. In assigning numerical scores to each of these categories, the evaluator is requested to utilize the following definitions:

- A. **Timeliness/Responsiveness:** Assess the Contractor's overall ability to perform the required effort within the time period required to achieve customer requirements. Any delays attributable to the Contractor's inability to perform that were within the Contractor's control should also be assessed.
- B. **Utilization of Resources:** Assess the Contractor's overall ability to successfully utilize the existing personnel, equipment, financial or facilities (or other areas as applicable) resources to achieve the desired objectives, or the ability to obtain the necessary resources to accomplish the objectives.
- C. **Communications:** Assess the Contractor's overall ability to successfully communicate with customers, subcontractors or other applicable personnel in achieving the desired objectives. Any failures in communications resulting in the inability to achieve objectives should be reflected.
- D. **Professionalism:** Assess the Contractor's overall ability to successfully interact with customers, how well the Contractors displayed a cooperative and positive demeanor and how well the Contractor represented the Government in performance of the effort.
- E. **Other:** The other category will be used to assess contractor performance beyond expected levels of performance and to take into account extenuating circumstances leading to levels of performance in which the maximum score for a particular category could not be given. The total combined score of the completed survey will in no instance exceed a total of 100 points.

Submittal of completed survey forms are important in determining the contractor's earned fee for the applicable period.

CUSTOMER SATISFACTION RATING TABLE

ADJECTIVE RATING	DEFINITIONS	NUMERICAL SCORING AVERAGE
Excellent	Exceptional performance. No significant problems encountered.	95-100 points
Very Good + Very Good Very Good -	Performance which demonstrates overall competence and fulfillment of contract requirement. Quality of overall performance outbalances any problem encountered.	92-94 points 88-91 points 85-87 points
Good + Good Good -	Performance which shows reasonable fulfillment of contract requirements. As a whole, overall performance quality is not adversely affected by problems encountered.	82-84 points 78-81 points 75-77 points
Fair + Fair Fair -	Performance deficient in accomplishing contract requirement. Problems outweigh areas of quality performance.	72-74 points 68-71 points 65-67 points
Poor + Poor Poor -	Performance without substantive merit.	<= 64 points

ATTACHMENT A-6

AWARD FEE CONVERSION TABLE

<u>Adjective Rating</u>	<u>Numerical Rating</u>	<u>Award Fee Percent</u>
Excellent	91-100	91-100
Very Good	81-90	81-90
Good	71-80	71-80
Satisfactory	61-70	61-70
Poor/Unsatisfactory	<61	0

ATTACHMENT J-6

MAKE OR BUY PLAN

The Make or Buy Plan submitted with the Contractor's proposal is hereby incorporated by reference.

ATTACHMENT J-7

SMALL BUSINESS SUBCONTRACTING PLAN

(The Small Business Subcontracting Plan submitted with the contractor's proposal is hereby incorporated by reference).

ATTACHMENT J-8

GOVERNMENT-FURNISHED PROPERTY

Attachment J-8, List of Government-Furnished Property can be obtained at the following MSFC website: <http://unites.nasa.gov>, and is hereby incorporated by reference.

ATTACHMENT J-9

INSTALLATION-PROVIDED PROPERTY AND SERVICES

In addition to the items specified in Clause G.10, the Government will provide property, equipment, and services as available and necessary for performance pursuant to the contract Sections. The following property, equipment, and services will be available for onsite effort on a no-charge for use basis. This list may not be all-inclusive and may change depending on the Government's assessment of need.

- a. Instrumentation, Calibration and Repair, and Metrology
Calibration and Metrology services for portable, commercial test equipment.
- b. Photography
Photographic support services.
- c. Transportation
Day shift taxi for office personnel transportation around MSFC.
- d. Reproduction - Printing
Reproduction services for black and white large engineering prints. Quick copying machines will also be provided.
- e. Security
Base security services.
- f. Medical
 - (1) Ambulance service.
 - (2) Physical examinations for certifications as required by NASA/MSFC regulations.
- g. Refuse Collection
Refuse collection.
- h. Food Service
In addition to normal-hour cafeteria privileges, snack bars and vending machines are available.
- i. Mail Service
On-post mail service will be limited to a single onsite location.

- j. Safety Equipment
Special safety equipment will be provided; however, personal safety items, i.e., gloves, goggles, hats, coveralls, shoes, etc., will not be Government-furnished.
- k. Vehicle Maintenance
Maintenance and gasoline for Government-owned vehicles.
- l. Janitorial Services
Janitorial services and supplies for the Government provided facilities.
- m. Electrical Motors
Servicing and repairs, exclusive of controls.
- n. Supplies, Materials, and Spare Parts
From Government Stores Stock (MSFC Supply - Federal Groups 13 through 99) standard supplies and materials may be purchased by Contractors.
- o. Tools
Special tools and equipment as required. Hand tools will not be Government-furnished. (Personal tools will be provided by the Contractor.)
- p. ODIN Desktop Services
Workstations, networks, servers and supporting infrastructure.
- q. Installation Provided Property/Equipment
Attachment J-9, Installation Provided Property/Equipment, can be obtained at the following MSFC website: <http://unites.nasa.gov>, and is hereby incorporated by reference.
- r. Government-Owned Vehicles

1 Ford F-700 Cable Reel Truck, Fleet No. GT-254693,
VIN No. 1FDPK74CF4PVA27541

1 GMC T-8500 Television Studio Production Truck, Fleet No.
GT-367399, VIN No. 1GDT7C4C8XJ507100

ATTACHMENT J-10

APPLICABLE REGULATIONS AND PROCEDURES

In addition to the regulations and procedures identified elsewhere in this Request for Proposal, the following regulations and procedures, and the latest revision thereto are applicable to the Contractor in performing this contract. For proposal purposes, utilize the latest available version. This listing is not intended to relieve the Contractor of its responsibility for identification of applicable regulations and procedures and compliance therewith, when performing work for NASA under this contract.

EXECUTIVE ORDER

14 CFR 1221.1	NASA Seal, NASA Insignia, NASA Logotype, NASA Program Identifiers, NASA Flags, and the Agency's Unified Visual Communications System, dated February 7, 1996
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OMB CIRCULARS

Circular A-130	Management of Federal Information Resources
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NASA POLICY DIRECTIVES

NASA directives are available from the nasa online directives information system (nodis): http://nodis3.gsfc.nasa.gov/library/main_lib.html

NPD 1383.1	Release and Management of Audiovisual Products and Services
NPD 1383.2	NASA Assistance to Non-Government, Entertainment Oriented Motion Picture, Television, Video, and Multimedia Productions, Enterprises, and Advertising
NPD 1440.6	NASA Records Management
NPD 1490.1	NASA Printing, Duplicating, Copying, Forms and Mail Management
NPD 1600.2	NASA Security Policy

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NPD 1620.2	NASA Badging System
NPD 2190.1	NASA Export Control Program
NPD 2220.5	Management of NASA Scientific and Technical Information (STI)
NPD 2530.1	Monitoring or Recording of Telephone or Other Conversations
NPD 2540.1	Use of Government Telephones
NPD 2570.5	Radio Frequency Spectrum Management
NPD 2800.1	Managing Information Technology
NPD 2810.1	Security of Information Technology
NPD 2820.1	NASA Software Policies
NPD 4200.1	Equipment Management
NPD 4300.1	NASA Personal Property Disposal Policy
NPD 8610.6	Graphic Markings on Space Transportation Vehicles, U.S. Components of the International Space Station Component Systems, and Payloads
NPD 9501.1	NASA Contractor Financial Management Reporting System

NASA PROCEDURES AND GUIDELINES

NPG 1441.1	NASA Records Retention Schedules
NPG 1490.5	NASA Procedural Guidance for Printing, Duplication, and Copying Management
NPG 1620.1	Security Procedures and Guidelines
NPG 2200.2	Guidelines for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information (STI)
NPG 2800.1	Managing Information Technology

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NPG 2810.1	Security of Information Technology
NPG 4100.1	NASA Materials Inventory Management Manual
NPG 4200.1	NASA Equipment Management Manual
NPG 4200.2	Equipment Management Manual for Property Custodians
NPG 4300.1	NASA Personal Property Disposal Procedures and Guidelines
NPG 7120.5	Program and Project Management Processes and Requirements
NPG 8715.3	NASA Safety Manual
NPG 9501.2	NASA Contractor Financial Management Reporting

MARSHALL POLICY DIRECTIVES

MSFC Directories are available from the Directives Master List on the MSFC Integrated Document Library: <http://inside.msfc.nasa.gov/MIDL/>

MPD 1040.3	MSFC Emergency Program
MPD 1280.1	Marshall Management Manual
MPD 1380.1	Release of Information to News and Information Media
MPD 1394.1	Control of Audiovisual Products
MPD 1800.1	MSFC Smoking Policy
MPD 1840.1	MSFC Environmental Health Program
MPD 1840.2	MSFC Hearing Conservation Program
MPD 2190.1	MSFC Export Control Program
MPD 2210.1J	Documentation Input and Output of the MSFC Documentation Repository
MPD 2800.1	Management of Information Technology Systems and Services at MSFC

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MPD 2810.1	Security of Information Technolgoy
MPD 2810.2	Cleaning Information from Computer Equipment at MSFC
MPD 8500.1	MSFC Environmental Management Policy
MPD 8812.1	MSFC Facility Utilization Policy

MARSHALL PROCEDURES AND GUIDELINES

MPG 1410.2	Marshall Management Directives System
MPG 1420.1	MSFC Forms Management Program
MPG 1440.2	MSFC Records Management Program
MPG 1490.1	Printing, Reproduction, and Self-Service Copying Services
MPG 2220.1	Scientific and Technical Publications
MPG 2500.1	Maarshall Telecommunications Services
MPG 2800.1	Agency Information Technology Services
MPG 2800.2	Marshall information Technology Services
MPG 2810.1	Security of Information Technology

MARSHALL WORK INSTRUCTIONS

MWI 1380.1	Handling of Freedom of Information Act Requests
MWI 1500.1	Special Events Coordination
MWI 1520.1	Visual Aid, Graphic, and Publication Production Services
MWI 2210.1B	MSFC Documentation Repository Input/Output and Data Management Project Requests
MWI 4200.1	Equipment Control

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MWI 4220.1	Space Utilization, Communications, Furniture, Relocation, and Special Event Services
MWI 4300.1	Disposal Turn-Ins/Reutilization Screening
MWI 4500.1	Supply Management: Storage and Issue
MWI 4520.1	Receiving
MWI 5116.1	Evaluation of Contractor Performance under Contracts with Award Fee Provisions
MWI 7120.2	Data Requirements Identification/Definition
MWI 7120.5	Data Management Plans, Programs/Projects
MWI 8540.2	Affirmative Procurement Program for Environmentally Preferable Products
MWI 8550.1	Waste Management
MWI 8621.1	Close Call and Mishap Reporting and Investigation Program
MWI 8715.1	Electrical Safety
MWI 8715.2	Lockout/Tagout Program
MWI 8715.3	Hazard Warning Signs and Barricades
MWI 8715.4	Personal Protective Equipment (PPE)
MWI 8715.6	Hazardous Operations
MWI 8715.9	Occupational Safety Guidelines for MSFC Contractors
MWI 8715.11	Fire Safety Program
MWI 8715.13	Safety Concerns Reporting System (SCRS)

ORGANIZATIONAL WORK INSTRUCTIONS

AD30-OWI-003	Information Services Department Contractor Evaluation Process and Contractor Interactions
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AD30-OWI-006	Requirements Document Procedure for the Program Information Systems Mission Services (PrISMS) Contract
AD30-OWI-007	Office of the Chief Information Officer Flight Readiness Review (FRR) Procedures

GODDARD SPACE FLIGHT CENTER POLICY DIRECTIVES

GPD 8715.1	GSFC Safety Policy
GSFC 290-WI-8072.1.1	Communications Service Request Process
GSFC 290-WI-8072.1.2	NISN Implementation Service Request Process
GSFC 290-WI-1410.1.1	ISAT Division Document and Data Control
GSFC 290-WI-5340.2.1	Control of Minor Nonconforming Products

CSOC OPERATING PROCEDURES

*CSOC-MSFC-LOP-002931	NISN Trouble Reporting, Activity Scheduling, Mission Freeze, and Major Outage Notification
CSOC-MSFC-MPRC-001172	NISN Service Request Process

NISN POLICIES

*	Internet Protocol Operational Network (IONet) Access Protection Policy and Requirements, 290-004
	NISN Application Access Request Form
	NISN Services Document
*	IONet Security Plan
*	NISN Trouble Reporting, Activity Scheduling, Mission Freeze and Major Outage Notifications
*	IONet Access Control Compliance Checklist

CIO POLICIES

NASA-STD-2806	Network Protocol
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RUSSIA IT SERVICES POLICIES AND PROCEDURES

*200.1	Handling Security Violations
*200.3	NT Systems Backup
*200.18	Creating, modifying, and deleting user accounts on UNIX systems.
*200.19	Configuring Stonebeat High Availability fail-over Software
*200.21	Email Administration Procedures
*200.22	Installing Stonbeat High Availability fail-over Software
*200.25	SCNI-RUSSIA Microsoft Domain Trust Relationships Procedure
*200.26	PSCNI-RUSSIA Microsoft Remote Access Admin (RAS) Administration
*200.31	HOW TO BACKUP A SUN SYSTEM TO TAPE
*200.33	DNS Build Document
*200.35	Penta Hotel Networking Instructions
*200.40	Firewall Rule Creation
*200.41	Firewall Rule Modification
*200.42	Firewall Rule Deletion
*200.43	Firewall Log Viewer Operations
*300.1	Optimizing the IDNX Mission Network
*300.2	Optimizing the Admin Network
*300.3	IDNX Mission Card Reset/Trouble Shooting Procedure
*300.4	Returning from satellite to fiber transatlantic circuit
*300.5	Opening responsibilities
*300.6	Closing responsibilities
*300.7	Mission Routers
*300.8	VITS - Site Configuration
*300.9	Call out assistance
*300.10	Outage Notification
*300.11	Connecting to N203 via Modem
*300.12	Activating Baikonur services
*300.13	Gathering Network Stats
*300.14	Global One Trouble Reporting
*300.15	Vendor Support Contact Numbers
*300.16	Optimizing for One Transatlantic Admin E-1
*300.17	Optimizing Services when Mission E-1 is Down
*300.18	Outage of Building 4207
*300.19	Penta Port Activation/Deactivation
*300.20	On Call Engineering/Technical Support

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NACC POLICIES AND PROCEDURES

*OP A-101	Operating Procedure For Data-Base Management System Software Release Installation
*OP A-103	Operating Procedure For Installation Of Application Software
*OP A-104	Operating Procedure For Nacc Operating System Policies
*OP C-201	Operating Procedure For Computer Network Technology (CNT) Channel Extender Checkout
*OP C-202	Operating Procedure For Communications Testing
*OP C-203	Operating Procedure For Nacc Network Operations
*OP M-301	Operating Procedure For Preparation Of Nacc Operating Procedures
*OP M-302	Operating Procedure For Nacc Documentation Development And Maintenance
*OP M-310	Operating Procedure For Performance Metric Development
*OP M-311	Operating Procedure For Submittal And Processing Of Nacc Change Requests
*OP M-312	Operating Procedure For Nasa Automated Data Processing (ADP) Consolidation Center (NACC) Acronyms And Terms
*OP M-314	Operating Procedure For Generation And Maintenance Of Nasa Automated Data Processing (ADP) Consolidation Center (NACC) Computer Operations Documentation/Procedures
*OP M-317	Operating Procedure For NACC Help Desk Procedure
*OP M-318	OPERATING PROCEDURE FOR Escalation/Notification Procedures For NACC Operational Problems
*OP O-401	Operating Procedure For NACC Hardware Power Up/Down Procedures
*OP O-402	Facility (MAF) Production/Development Logical Partitions (LPAR'S)
*OP O-403	Operating Procedure For Stennis Space Center (SSC) Production Domain
*OP O-404	Operating Procedure For ARTEMIS LPAR (SDEV)
*OP O-405	Operating Procedure For Marshall Space Flight Center (MSFC) Logical Partitions (LPAR'S)
*OP O-406	Operating Procedure For Kennedy Space Center (KSC) Administrative (Admin) Domains
*OP O-407	Operating Procedure For Nasa Headquarters (HQ) Computer Center (NHCC) Domains
*OP O-408	Operating Procedure For Dryden Flight Research Center (DFRC) Production Logical Partition (LPAR)
*OP O-409	Operating Procedure For Time Change Procedures
*OP O-412	Operating Procedure For Hardware And Maintenance Procedures

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*OP O-417	Operating Procedure For Security Access To The Nacc Computer Operations Area
*OP O-418	Operating Procedure For System Intervention Policy For Nacc Operating Systems
*OP O-419	Operating Procedure For Nacc Maintenance Activities
*OP O-420	Operating Procedure For Langley Research Center (Larc) Logical Partitions (Lpar's
*OP O-421	Operating Procedure For GODDARD SPACE FLIGHT CENTER (GSFC) LOGICAL PARTITION (LPAR)
*OP O-422	Operating Procedure for AMES RESEARCH CENTER (ARC) LOGICAL PARTITION (LPAR)
*OP O-425	Operating Procedure For JSC CIS-D/MVS Domain
*OP O-426	Operating Procedure For JSC IMIC_A LPAR
*OP O-427	Operating Procedure For JSC IMIC_B LPAR
*OP O-428	Operating Procedure For JSC CIS-D/VM LPAR
*OP O-429	Operating Procedure For Annual Key-Card Access Review
*OP O-430	Operating Procedure For NACC Tape Library Inventories
*OP O-431	Operating Procedure For NACC Annual Facilities Building Code Review
*OP O-433	Operating Procedure For NACC Activity Scheduling (Including System Outages)
*OP O-434	Operating Procedure For Nacc Production (Naprod) Logical Partition (Lpar)
*OP O-435	Operating Procedure For NACC Common (Nacomn) Logical Partition (Lpar)
*OP O-436	Operating Procedure For Preparing And Excessing NACC Data Storage Equipment And Media
*OP O-437	Operating Procedure For NACC Vault Procedure
*OP O-438	Operating Procedure For Nacc Library Station (NALIB01) Logical Partition (LPAR)
*OP O-439	Operating Procedure For Standalone Dump Procedure For All Nacc Logical Partitions (LPAR's)
*OP O-444	Operating Procedures For Media Library Procedures
*OP O-445	Operating Procedure For Reporting Service Interruptions For Equipment Covered Under Maintenance Contracts Of External Vendors
*OP S-501	Operating Procedure For Load Balance/Performance Monitoring
*OP S-505	Operating Procedure For Software Maintenance Procedures
*OP S-506	Operating Procedure For Tape Library Management

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MISCELLANEOUS POLICIES AND PROCEDURES

ANSI/AIIM MS23	Practice for Operational Procedures/Inspection and Quality Control of First-Generation, Silver-Gelatin Microfilm of Documents
ANSI/AIIM MS5	Microfiche Standard
ANSI/ISO 9001:2000	Quality Management Systems - Requirements
NASAGraphic Standards	Graphics Standards WWW Manual (http://www.hq.nasa.gov/office/pao/insignia/)
	MSFC Writing Guide (http://starbase.msfc.nasa.gov/techinfo/techpubl.html)
	Marshall Editing Guide Technical Reports and Publications (http://starbase.msfc.nasa.gov/techinfo/techpubl.html)
	General Records Schedules (Available from the National Archives and Records Administration Home Page, "Records Management – Publications": http://ardor.nara.gov/grs/index.html)

PrISMS STANDARD OPERATING PROCEDURES

1B101	Processing of Standard Operating Procedures
1B110	Facility Work
1B114	Substore Requisitions and Petty Cash Procedures
1B131	Limitations of Funds Notice
1B139	Scheduling and Operations of Conference Facilities at Marshall Space Flight Center
1B143	Work Breakdown Structure Update Process

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1B203	Operation, Control, and Dispatch of Vehicles
1B218	Cellular Telephone Delivery and Operation
1B219	Movement of PrISMS Property
1B220	Sales or Exchange of Equipment
1B221	Equipment Condition Coding
1B222	Requirements Documents
*1B223	Resetting Passwords and Lockouts for NACC and Office of the CIO Managed Systems
*302-001	Handling IT Security Violations
*302-002	NID Registration
*302-003	Roles and Responsibilities While On-Call
*302-004	Adding A Center to the TCP Dump Console
*302-005	How to Operate TCPDump/SHADOW
*302-006	How to Operate NID 2.2.1
*302-007	How to Operate RealSecure
*302-008	NASIRC After-Hours Phone Support
*302-009	How to Add Tape Drive Without Rebooting
*302-010	How to Copy Data from Disk Using “dd”
*302-011	How to Use the TCPDump Data Console
*302-012	NID Mail Alert File, and Alert Notification Update
*302-013	How to Install the TCPDump Data Console
*302-014	How to Handle a Compromised System
*302-015	Installing Macros for the Daily Incident Report
*302-016	Conducting Penetration Testing
*302-017	How to Perform Keyword Searches with Encase

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*302-018	Forensic Data Gathering Forms
*302-019	Basic Steps in Forensic Analysis
*302-020	Disaster Recovery Implementation Plan
*302-021	End-of-Month ID/IR Team Duties
*302-022	How to Add a new TCPDump Sensor to the Shadow Pages
*302-024	Encase Data Gathering Form
*302-025	Evidence Control and Chain of Custody Form
*302-026	IP Address Blocking on the WAN Router
*302-027	IP Address Blocking on an MSFC-Managed Firewall
*302-028	Initializing and Running the TCPDump Command Files
*302-029	Determining a Tape Drive's SCSI ID
*302-030	Performing N-SOC Shift Responsibilities
*302-031	Entering Case Information into the Remedy Database
*302-032	Hard-Closing Trouble Tickets
*302-033	Transferring Trouble Tickets
*302-034	Performing Probes on the NSSTC Network
*302-035	Handling Planned and Unplanned N-SOC Absences (Phone Forwarding)
*302-036	Handling SPAM
*302-037	Ensuring IDS Operations (N-SOC)
*302-038	Using the NID Filter Manager
*302-041	Handling Trouble Tickets that are Transferred to IT Security
*302-042	Restarting NID
*302-043	Restarting I-watch and Malert
*302-044	Controlling ID/IR Nonconforming Product
*302-045	Using the Incident Metrics to Reduce MSFC System Vulnerabilities
*302-046	Using the Incident Metrics to Modify Filters and Inform Other Centers
*302-047	IT Security LAN Disaster Recovery Implementation Plan
*302-048	Determining if a System has Been Compromised
*302-049	Consolidated and Remote Site Daily Summary Reports
*302-050	How to Check NID Alerts
*302-051	How to Use DaBoard
*302-052	How to Install Ikonboard on Unix for DaBoard
*302-053	Release of IT Information
*302-054	Agency Network Radius Contingency Plan
*302-055	User Access to the NSOC Network VPN
*302-056	Ruleset Installation for the NSOC PIX Firewall
*302-057	Agency Network VPN Contingency Plan
*302-058	User Access to the Agency Network VPN
*302-059	Administrative Access to the Agency Network VPN
*302-060	Accessing the NISN/ IT Security IDS Systems

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*RSGV 301-001	Russian Services Procedure and Guidelines AD33 Security of Information Technology
2B9	Testing of the Emergency Warning System
2B18	Personnel Relocations
3B5	Operation and Maintenance of the Employee Television System
4B3	Morris Auditorium Audio/Video Control
4B6	Audio/Video Production
4B10	Duplicating Copyrighted Video Tapes and Films
4B17	Operations of Imaging Services
5B9	Marshall Space Flight Center Media Relations Mission Communications Support Requirements
5B21	Impoundment of Data
6B5	Fiber-Optics Outside Cable Plant Procedure
7B7	Mobile Radio Moves and Frequency Changes at Marshall Space Flight Center and Michoud Assembly Facility
9B4	Telecommunications Manholes Entry
9B5	Safety Equipment and Usage
9B9	Hazardous Facilities, Operations, and Equipment
9B13	Fire Prevention Program
9B14	Severe Weather Emergencies
9B15	Material Handling and Equipment
9B16	Asbestos Hazardous Operations
9B17	Communications Towers Safety Criteria
9B22	Performance Metrics Maintenance and Reporting

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9B26	Ergonomics Program
9B32	Safety Inspections and Remedial Action Plans
9B36	Confined Space Entry
9B37	Safety Criteria for Elevated Work Surfaces
9B39	Personnel Training and Certification
9B40	Control of Hazardous Chemicals, Substances, and Materials
502.01	Service Order Control Desk
502.02	Still Photography
502.03	Still and Digital Laboratory
502.4	Instrumentation and Engineering
502.5	Test Area Video Documentation
502.6	Motion Picture Laboratory Services
502.7	Film-to-Tape Transfer
502.8	Conference Facilities Support
502.9	Impoundment of Data
502.10	SRS and ROM Procedures
502.11	Contingency Plan for Imaging Server
503.1	Live Shot
503.2	Video File
503.3	Tape Duplication
503.4	OSS POC Cut-in
503.5	Marshall Continual Learning Channel
503.6	Morris Auditorium Event

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503.7	Mission Ops
503.8	Audio Equipment Inventory and Checkout
10B101	Preparing the MSFC Telephone Directory
10B103	The Attendant Telephone Console
10B201	Operations of the Marshall Space Flight Center Communications Message Center
*10B211	Emergency Plan for Physical Security of the Marshall Space Flight Center Communications Facilities
10B213	Secure Facsimile Messages
*10B214	Access and Control for the Marshall Space Flight Center Communications Message Center
*10B218	Handling of Classified Documents Within the Communications Message Center
10B220	Maintenance and Configuration Control of Red Equipment and Circuits
10B221	Assessment of Dial-up Modems
10B228	Destruction of Sensitive Applications Data
10B230	Flash Teletype Traffic Notification List
*11B113	Creating, Modifying, and Deleting User Identifications
13B503	Administrative Telephone Service at MSFC
13B504	Administrative Telephone Service at MAF
14B101	Processing Trouble Reports
14B102	Support of Facilities Outages Affecting Telecommunications at Marshall Space Flight Center
14B120	Bomb Threats

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16B101	Audio and Video Distribution, Playback, and Testing at the Central Distribution Center
16B103	Verification of Audio and Video Levels Within Marshall Space Flight Center Television System
*16B104	Up-linking to Domestic Satellite
*16B107	Acceptance of Video Signal to and from Common Carriers
16B114	Distribution of Television for Space Shuttle Missions
*19B102	MSFC Integrated Business Exchange Disaster Recovery Activities
*19B105	NASA Information Support Center (NISC) Disaster Recovery
*19B111	Midrange Data Center (Building 4663) Disaster Recovery Procedure

IS STANDARD OPERATING PROCEDURES

IS-CS-001	Graphics Service
IS-CS-002	Scientific and Technical Information (STI) Services
IS-CS-003	Publications and Presentations Services
IS-CS-005	Providing Dedicated and Collocated Graphics Support
IS-CS-006	Backup and Safeguarding of Electronic Files
IS-CS-007	Determination of In-Scope Versus Out-of-Scope Work
IS-CS-009	Forms

IFMP STANDARD OPERATING PROCEDURES

All IFMP Standard Operating Procedures are restricted access documents, accessible only from the IFMP Integration Project's internal web site.

*SAP - 001	SAP Basis Support Package Application and Approval Process
*SAP - 002	Core Financial Project Production Build Process

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*SAP - 003	Transport Procedures
*SAP - 004	OSS Note Procedure
*SAP - 005	SAP R/3 Core Financials Problem Solving
*SAP - 006	Daily Process Checklist
*SAP - 007	Defining Connections
*SAP - 008	SAP Monitoring
*SAP - 009	System Profile Maintenance
*SAP - 011	BW Support and Maintenance
*SAP - 012	SAP R/3 Client Refresh Procedures
*UNIX-001	SAP Recovery Plan - Draft
*UNIX-003	Sun E10K Run Book
*UNIX-004	Runbook Access
*UNIX-005	IFMPMSFC1 and IFMPMSFC2 (REBOOT)
*UNIX-006	NETBACKUP CHECK after IPL.DOC
*DB-001	Storage Management
*DB-002	Basis Software Upgrade Process
*NT-001	IFMP NT Procedures
*NT-002	NASA StARS Reports Installation
*NT-003	Resumix Checklist Prior To Upgrade or New Install
*NT-004	Resumix Citrix Application Server Module Installation Order
*NT-005	Resumix Database Upgrade Load Order
*NT-006	Resumix KnowledgeBase Installation
*NT-007	Resumix v6.3 Customizer & Re-extractor Installation
*NT-008	Resumix v6.3 Database Profiler
*NT-009	Resumix v6.3 Database Upgrade
*NT-010	Resumix v6.3 Extractor Server Upgrade Instructions
*NT-011	Resumix v6.3 Miscellaneous Information
*NT-012	Resumix v6.3 Operator Services Installation
*NT-013	Resumix v6.3 Recruiter's Desktop Installation
*NT-014	Installing Entrust Certificate on an NT Server
*ITS - 001	ITS Runbook
*BR - 001	Veritas Runbook
*BR - 002	System Backup
*EM - 002	Core Financials Event Management Procedures
*OM-001	SAP Printers Runbook
*SEC-001	ClearQuest Account and Password Management
*SEC-002	EAI Servers Windows 2000 Account and Password Management
*SEC-003	IFMP Security Monitoring
*SEC-004	Citrix Accounts - Pathfinder and ClearCase Account Management
*SEC-005	Citrix Passwords - Pathfinder and ClearCase Password

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	Management
*SEC-006	Travel Manager Account and Password Management
*SEC-007	EAI e*Gate Account and Password Management
*SEC-008	SAP R/3 - Creating User IDs and Assigning Roles
*SEC-009	Creating P-Card User Accounts
*SEC-010	SAP R/3 - Creating Business Warehouse User Accounts
*SEC-011	Establishing OSS Connections
*SEC-012	Registering SAP Developers and Objects
*DR - 001	IFMP Disaster Recovery Plan

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OTHER

General Records Schedules are available from the National Archives and Records Administration home page, "Records Management – Publications" at <http://www.nara.gov/records/index/html>

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ATTACHMENT J-12

SAFETY AND HEALTH PLAN

(The Safety and Health Plan provided with the Contractor's proposal is hereby incorporated by reference).

ATTACHMENT J-13

ACRONYMS AND ABBREVIATIONS

A	Annually
ABAP	Advanced Business Applications Programming
ACO	Administrative Contracting Officer
ADE	Agencywide Distributed (or Development?)Environment
ADMD	Administrative Management Domain
ADMIN	Administrative
AdminSTAR	Administrative Schedule*Track*Access*Report
ADP	Automated Data Processing
ADPCM	Adaptive Differential Pulse Code Modulation
ADPE	Automated Data Processing Equipment
ADSR	AIM Document Specifications Revision
AEE	Advanced Engineering Environment
AFL	American Federal of Labor
AIM	Automated Information Management
AIS	Automated Information Security
AMS	Acquisition Management System
ANSI	American National Standards Institute
ANTL	Ames Network Technology Laboratory
AO	Announcement of Opportunity
AOPNS	Activity and Outrage Posting and Notification System
API	Application Programs Information
APRS	Automated Procurement Request System
APS	Automated Power Supply
AR	As Required Acceptance Review
ARC	Ames Research Center
ARIN	American Registry for Internet Numbers
ARS	Action Request System
ASCII	American Standard Code for Information Interchange
ASME	American Society of Mechanical Engineers
ASNs	Autonomous System Numbers
ASQC	American Society for Quality Control
ASTER	Advanced Spaceborne Thermal Emission and Reflection Radiometer
ATM	Asynchronous Transfer Mode
ATP	Authority to Proceed
AT&T	American Telephone and Telegraph
AUTODIN	Automated Data Information Network
AXAF	Advanced X-ray Astrophysics Facility
BAA	Business Area Architecture
B&P	Bid and Proposal

ATTACHMENT J-13
ACRONYMS AND ABBREVIATIONS

B&W	Black and White
BATSE	Burst and Transient Source Experiment
Bckbn	Backbone
BGP	Border Gateway Protocol
BW	Business Information Warehouse
Bldg	Building
BMG	Business Management Group
bps	Bits per second
BRI	Basic Rate Interface
CA	Contracts Administration
CACS	Computer Access Control System
CAD	Computer Aided Design
CAITS	Centerwide Action Item Tracking System
CAM	Computer Aided Manufacturing
CAP	Contractor Acquired Property
CAPPS	Consolidated Agencywide Personnel/Payroll System
CAS	Cost Accounting System
CASE	Computer Aided System Engineering Computer Aided Software Engineering
CBA	Collective Bargaining Agreement
CBL	Commercial Bill of Lading
CC	Competency Center
CCB	Configuration Control Board
CCAAMS	Computing and Communications Asset Information Management System
CCCMs	Center Customer Commitment Managers
CCFF	Cape Canaveral Forecast Facility
CCITT	Consultative Committee for International Telegraph and Telephone
CCTV	Closed Circuit Television
CD	Compact Disk Contractual Data
CD-ROM	Compact Disk - Read Only Memory
CDC	Central Distribution Center
CDR	Critical Design Review
CERTRAK	MSFC Certification Database
CFD	Computational Fluid Dynamics
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CFS	Common File Subsystem
CICS	Customer Information Control System
CIG	Customer Interface Group
CIO	Chief Information Officer
CIS	Russia, Commonwealth of Independent 9 States

CLIN	Contract Line Item Number
CM	Configuration Management
CMP	Configuration Management Plan
CMMS	Computerized Maintenance Management System
CNES	Centre National d'Etudes Spatiales (French National Center for Space Studies)
CO	Contracting Officer Center Operations
COB	Close of Business
COBOL	Common Business Oriented Language
COFR	Certification of Flight Readiness
COM	Communications Cost of Money
COMSEC	Communications Security
CONUS	Continental United States
COS	Common Output System
COSMIS	Center Operations Services Management Information System
COTR	Contracting Officer's Technical Representative
COTS	Commercial off-the-shelf
CPAF	Cost-Plus-Award-Fee
CPR	Cardiopulmonary Resuscitation Core Process Requirement
CPTAS	Change Process, Tracking, and Accounting System
CPU	Central Processing Unit
CR	Change Request
CRM	Continuous Risk Management Customer Relationship Manager
CS	Civil Service
CSA	Canadian Space Agency
CSC	Computer Sciences Corporation
CSOC	Consolidated Space Operations Contract
CSRs	Customer Service Representatives
CSU	Channel Service Units
CTI	Computer Telephone Integration
CTRWIDE	Centerwide
CWA	Communication Workers of America
DA	Data Administration
DARPA	Defense Advanced Research Project Agency
DARTS	Dryden Accounting and Resource Tracking System
DASD	Data Access Storage Device
DB	Database
DBMS	Database Management Systems

**ATTACHMENT J-13
ACRONYMS AND ABBREVIATIONS**

DCAA	Defense Contract Audit Agency
DCL	Document Change Log
DCMA	Defense Contracting Management Agency
DCM	Data Communications Module
DDS	Data Dictionary System
DEC	Digital Equipment Corporation
DED	Dedicated
DEE	Data Entry Equipment
DES	Data Encryption Standard
DF/HSM	Data Facility/Hierarchical Storage Manager
DFRC	Dryden Flight Research Center
DHCP	Dynamic Host Control Protocol
	Dynamic Host Configuration Protocol
DI	Development Installation
DISA	Defense Information Services Agency
DMZ	Demilitarized Zone
DNS	Domain Name Server
DoD	Department of Defense
DOI	Department of Interior
DOL	Department of Labor
DOS	Denial of Service
DP	Data Processing
DPD	Data Procurement Document
DR	Data Requirement
	Discrepancy Report
DRD	Data Requirements Description
DRL	Data Requirements List
DSU	Digital Service Units
DTS	Dedicated Transmission Services
DTV	Digital Television
DVD	Digital Video Disc
EAD	Equipment Acquisition Document
EADS	Engineering Analysis and Data System
	European Aeronautic Defense & Space Company of North America
EAI	Enterprise Application Integration
EAR	Export Administration Regulations
ECP	Engineering Change Proposal
ECR	Engineering Change Request
EEO	Equal Opportunity Office
EDMS	Electronic Document Management System
EIGRP	Enhanced Interior Gateway Routing Protocol
EIT	Electronic and Information Technology

EMC	Electromagnetic Compatibility
EMS	Electronic Meeting System
ENG	Engineering
ENMC	Enterprise Network Management Center
ENMS	Enterprise Network Management System
EOC	Emergency Operation Center
EOQ	Economic Order Quantity
EOS	Earth Observation System
EPA	Environmental Protection Agency
ERP	Enterprise Resource Planning
ERSDAC	Earth Remote Sensing Data Center
ESA	European Space Agency
ESDIS	Earth Science and Data Information Project
ESDOTS	Expert System for Design, Operations, and Technology Studies
ESI	Electro Space Incorporated
ESMO	Earth Sciences Mission Office
ESOC	European Space Operation Center
ESTEC	European Space Research Technology Center
ET	External Tank
EWS	Emergency Warning System
FAR	Federal Acquisition Regulation
FBI	Federal Bureau of Investigation
FBO	Federal Business Opportunities
FCO	Field Change Order
FDO	Fee Determination Official
FED	Federal
FedCIRC	Federal Computer Incident Response Capability
FEP	Front End Processor
FERs	Freeze Exemption Requests
FFT	Fast Fourier Transform
FIX	Federal Network Exchange
FIP	Federal Information Processing
FLSA	Fair Labor Standards Act
FMEA	Failure Modes and Effects Analysis
FOB	Free on Board
FOIA	Freedom of Information Act
FORTTRAN	Formula Translation
FRF	Flight Readiness Firing
FSAMs	Final Service Advisory Messages
FSD	Full Scale Development
FSS	Fire Surveillance System
FTA	Fault Tree Analysis
FTE	Full Time Equivalent

**ATTACHMENT J-13
ACRONYMS AND ABBREVIATIONS**

FTP	File Transfer Protocol
FTS2001	Federal Technology Service 2001
FX	Foreign Exchange
FY	Fiscal Year
G&A	General and Administrative
GAO	General Accounting Office
GB	Gigabyte
GBL	Government Bill of Lading
GCTC	Gagarin Cosmonaut Training Center
GDS	Ground Data System
GFP	Government Furnished Property
GNMP	Government Management Profile
GOSIP	Government Open Systems Interconnection Profile
GPC	General Purpose Computer
GP DAS	General Purpose Data Acquisition System
GPO	Government Printing Office
GRAM	Global Reference Atmospheric Model
GRC	Glenn Research Center at Lewis Field
GSA	General Services Administration
GSBCA	General Services Board of Contract Appeals
GSFC	Goddard Space Flight Center
HA	Hazard Analysis
Hdbk	Handbook
HDTV	High Definition Television
HOSC	Huntsville Operations Support Center
HP	Hewlett Packard
HPGL	Hewlett Packard Graphic Language
HQ	Headquarters
HR	Human Resources
HSR	Houston Support Room
HSVP	High Speed Vector Processor
http	hypertext transfer protocol
httpd	hypertext transfer protocol daemon
https	hypertext transfer protocol secure
HVAC	Heating, Ventilation, and Air Conditioning
HW	Hardware
I/O	Input/Output
IAM	Integrated Asset Management
IAN	Institutional Area Network
IBM	International Business Machines
IBMP	Institute of Biomedical Problems
ICD	Interface Control Documents

ICE	Shuttle External Tank Ice Video
ID	Identification
IDEA	ISS Downlink Enhanced Architecture Project
IDGS	Interim Document Generation System
ID/IQ	Indefinite Delivery/Indefinite Quantity
IDNX	Integrated Digital Network Exchange
IDS	Incident Detection System
IES	Integrated Engineering System
IF	Interface
IFM	Integrated Financial Management
IFMCC	Integrated Financial Management (IFM) Competency Center
IFMP	Integrated Financial Management Program
IG	Inspector General
IGW	Interactive Graphics Workstation
IIS	Integrated Information Services
IIT	International Interagency Telecommunications
IKI	Space Research Institute, Russian Academy of Sciences
IMC	Image Motion Compensator
IMCC	Information Mission Control Center
IMPACS	Integrated Manufacturing Project Planning and Control System
IMS	Integrated Manufacturing System
INL	Integrated Network Laboratory
INRM	Intelligent Network Resource Manager
IOC	Initial Operating Capability
IP	Internet Protocol
IPNOC	Internet Protocol (IP) Network Operations Center
IPO	Integration Project Office
IPSC	Integration Project Steering Committee
IPT	Integrated Product Team
IPX	Internet Packet Exchange
IR&D	Independent Research and Development
IRIG	Interrange Instrumentation Group
IRM	Information Resource Management
IRS	Internal Revenue Service
IRSPC	Information Resource Strategic Planning Committee
ISD	Information Services Department
ISDN	Integrated Services Digital Network
ISIS	Integrated Security Information System
ISM	Infrastructure Systems Management
ISO	International Organization for Standardization
ISS	International Space Station
IT	Information Technology
ITAR	International Traffic in Arms Regulations

**ATTACHMENT J-13
ACRONYMS AND ABBREVIATIONS**

ITMC	International Telecommunication Management Center
ITS	Information Technology Security
ITSP	Information Technology Security Plan
ITU	International Teleconferencing Union
IUS	Inertial Upper Stage
IV&V	Independent Validation and Verification
IVR	Interactive Voice Reorganization
JCP	Joint Committee on Printing
JD/Q	Job Description/Qualification
JES	Job Entry System
JOFOC	Justification for Other than Full and Open Competition
JSDMVS	JSC (Johnson Space Center) Distributed Multiple Virtual Systems
JSIMIC	JSC (Johnson Space Center) Integrated Management Information Center
JPL	Jet Propulsion Laboratory
JSP	Java
JSC	Johnson Space Center
KP	Key Personnel
KSC	Kennedy Space Center
LABOR	Labor Distribution and Tracking System
LAN	Local Area Network
LaRC	Langley Research Center
LBV	Low Bandwidth Video Teleconferencing
LCD	Liquid Crystal Processor
LLP	Lightning Location and Protection
LMSOC	Lockheed Martin Space Operations Company
LPS	Launch Processing System
LS	Logistics/Support
LSA	Labor Surplus Area
LTIR	Lost Time Incident Report
LTM	LAN Traffic Monitor
MA	Management
MAC	Move Add Change
MACS	Marshall Access Control System
MADR	Max Allowable Defect Rate
MAE	Metropolitan Area Exchange
MAF	Michoud Assembly Facility
MAPROD	MAF (Michoud Assembly Facility) Production
MAPTIS	Materials and Processes Technical Information System

MARTS	MSFC Accounting and Resource Tracking System
Mbps	Megabits per Second
MCC-H	Mission Control Center at Johnson Space Flight Center, Houston
MCC-M	Mission Control Center-Moscow
McIDAS	Man Computer Interactive Data System
MCIP	Mission Critical IP
MCMS	Marshall Calibration Management System
MCNP	Monte Carlo Neutron Photon
MEDIS	MSFC Employee Data Information System
MHz	Megahertz per Second
MIB	Mishap Investigation Board
MIC	Management Information Center
MICS	Management Information and Control System
MIDDS	Meteorological Interactive Data Display System
MIS	Management Information System
MiX	Marshall image Exchange
MIX	Multicast Exchange
MAO	Memorandums of Agreement
MCU	Multipoint Control Unit
MONS	Mission Outage Notification System
MORRIS	Monthly Online Records and Reports of Information Technology Services
MOU	Memorandum of Understanding
MPG	Marshall Procedures and Guidelines
MPD	Marshall Policy Directive
MPIS	Marshall Personnel Information System
MRPT	MSFC Resources Planning Tool
MPV	Manual Procedure Viewer
MROG	Modular Room Operation Guide
MSFC	Marshall Space Flight Center
MSN	Mission
MSOA	Monthly Statement of Account
MSR	Mission Support Room
MSU	Measurement Stimuli Unit
MTBF	Mean Time Between Failures
MTLO	Moscow Technical Liaison Office
MTRS	MSFC Technical Report Server
MTTR	Mean Time to Repair Mean Time to Restore
MUX	Multiplexer
MVS	Multiple Virtual Storage
MWI	Marshall Work Instruction

ATTACHMENT J-13
ACRONYMS AND ABBREVIATIONS

N/A	Not Applicable
NAARTEMIS	NACC (NASA ADP Consolidation Center) ARTEMIS
NAC	National Agency Check
NACC	NASA ADP Consolidation Center
NAFIS	NASA Accounting and Financial Information System
NAICS	North American Industry Classification System
NAIS	NASA Acquisition Internet Services
NARA	National Archives and Records Administration
NASA	National Aeronautics and Space Administration
NASCOM	NASA Communications (Network)
NASDA	National Space Development Agency (Japan)
NASIRC	NASA Incident Response Center
NASTRAN	NASA Structural Analysis
NBS	NASA Budget System
NCARS	NASA Cyber Attack Response System
NCC	Network Control Center
NCCS	Network Controller Communication Subsystem NASA Computing and Communications Services
NCI	NASA Collaborative Infrastructure
NCR	National Cash Register
NDM	Network Data Mover
NEBA	NASA Employees Benefit Association
NEMS	NASA Equipment Management System
NESS	NF 1018 Electronic Submission System
NET	Network Equipment Technologies
NETMGT	Network Management
NF	NASA Form
NFPA	National Fire Protection Association
NFS	NASA FAR Supplement
NGIX	Next Generation Internet Exchange
NILE	Network Integration Laboratory Environment
NISC	NASA Information Support Center
NISN	NASA Integrated Services Network
NISSU	NASA Information Systems Services Utility
NIST	National Institute of Standards and Technology
NIX	NASA Image Exchange
NLRB	National Labor Relations Board
NLS	National Launch System
NMC	Network Management Center
NMCS	Network Management Control System
NMLO	NASA Moscow Liaison Office
NMS	Network Management System
NOAA	National Oceanic and Atmospheric Administration
NOMC	NASCOM Operations Management Center
NORS	NASA On-line Registration System

NOSC	NASA Online Supply Catalog
NPD	NASA Policy Directive
NPDMS	NASA Property Disposal Management System
NPG	NASA Procedures and Guidelines
NPN	NASA Prototype Network
NPSS	NASA Personnel/Payroll System
NPSS	NASA Packet Switching System
NRA	NASA Research Announcement
NRCMS	NASA Requirements & Cost Management System
NREN	NASA Research and Education Network
NSA	National Security Agency
NSAP	Network Service Assurance Plan
NSD	NISN Service Document
NSG	Network Services Group
NSF	National Science Foundation
NSMS	NASA Supply Management System
NSN	NASA Secure Network
NSOC	NASA Security Operations Center
NSR	NISN Service Request
NSSTC	National Space Science & Technology Center
NTDS	NASA Training and Development System

O&SS	Operations and Sustaining Support
OCR	Optical Character Recognition
ODC	Other Direct Costs
ODIN	Outsourcing Desktop Initiative for NASA
OELA	Oracle Enterprise License Agreement
OEM	Original Equipment Manufacturer
OF	Office
OI	Operational Instrumentation
OLA	Operational Level Agreement
OMB	Office of Management and Budget
OPGUID	Optimum Guidance
OPM	Office of Personnel Management
OPX	Off-premise Extensions
OSHA	Occupational Safety and Health Administration
OSI	Open Systems Interconnection
OSPF	Open Shortest Path First
OWI	Organizational Work Instructions

P&W	Pratt and Whitney
PABX	Private Automatic Branch Exchange
PAD	Packet Assembler and Disassembler
Para	Paragraph

**ATTACHMENT J-13
ACRONYMS AND ABBREVIATIONS**

PAS	Personnel Awards System
PBC	Performance Based Contracting
PBX	Private Branch Exchange
PC	Personal Computer
PCA	Program Commitment Agreement
PCCA	Principal Center for Communications Architecture
PCI	Protocol Converter Interface
PDF	Portable Document File/Format
PDM	Product Data Management
PDR	Preliminary Design Review
PDWS	Procurement Data Warehouse System
PEB	Performance Based Board
PEM	Patrol Enterprise Monitor
pgs	Pages
PIN	Personal Identification Number
PIP	Premium IP
PK	Park
PKI	Public Key Infrastructure
PM	Preventive Maintenance Performance Management
PMA	Photo Marketing Association President's Management Agenda
PMC	Program Management Council Performance Measurement Criteria
PMDS	Problem Management and Dispatch System
PPE	Personnel Protective Equipment
PPM	Principle Periods of Maintenance
PO	Purchase Order
POC	Payload Operation Center Point of Contact
POP	Program Operating Plan
POS	Packet Over SONET
POSIX	Portable Operating System Interface for Computer Environment
PPDB	Past Performance Data Base
PPM	Principle Periods of Maintenance
PR	Problem Reports
PRA	Probability Risk Assessment
PRI	Primary Rate Interface
PrISMS	Program Information Systems Mission Services
PRL	Page Revision Log
PROD	Productivity
PRS	Performance Requirements Summary

PSAMs	Preliminary Service Advisory Messages
PSLAs	Project Service Level Agreements
PSTN	Public Switched Telephone Network
PWS	Performance Work Statement
QA	Quality Assurance
QATAP	Quality Assurance Through Attributes Program
RAs	Registration Authority
RAS	Remote Access Service
RAD	Rapid Application Development
RAM	Random Access Memory
RAS	Retirement Annuity System
RCIP	Real-Time Critical IP
Rev	Revision
RF	Radio Frequency
RFI	Radio Frequency Interference
RFP	Request for Proposal
RID	Review Item Discrepancy
RIP	Routing Information Protocol
	Raster Image Processor
RM	Remedial Maintenance
	Risk Manager
	Reliability and Maintainability
Rm	Room
RMA	Reliability, Maintainability, and Availability
ROM	Rough Order of Magnitude
RSA	Russian Space Agency/ROSAVIAKOSMOS
	Records Staging Area
RSC-E	Rocket Space Corporation - Energia
RSIC	Redstone Scientific Information Center
RSVG	Russian Services Group
RTS	Request for Service Tracking System
S&MA	Safety and Mission Assurance
SA	Safety
	Semiannually
	Systems Analyst
SAFE	Secure Advanced Federated Environment
SAP	Service Access Point
SB	Small Business
SBA	Small Business Administration
SDB	Small Disadvantaged Business
SCA	Service Contract Act
SCDS	Space Communications and Data Services

**ATTACHMENT J-13
ACRONYMS AND ABBREVIATIONS**

	Space Communications and Data Systems
SCI	Sensitive Compartmented Info
SCM	Software Configuration Management
SCORM	Sharable Content Object Reference Model
SDB	Small Disadvantaged Business
SDP	Software Development Plan
SDS	Switched Data Services
SDTV	Standard Definition Television
S/E	System Engineering
SE&RD	Systems Engineering and Requirements Definition
SEB	Source Evaluation Board
SEC	Special Events Coordinator
SEI	Software Engineering Institute
SEMO	Supply and Equipment Management Officer
SESAAS	Sustaining Engineering Support for Agencywide Administrative Systems
SF	Standard Form
SGI	Silicon Graphics Inc.
SHE	Safety, Health & Environment
SI	International System of Units
SIC	Standard Industrial Classifications
SINDA	Systems Improved Numerical Differencing Analyzer
SIP	Standard IP
SLA	Service Level Agreement
SLI	Space Launch Initiative
SLTMAS	Structural Load Test Measurement Acquisition
SMCDS	Space Missions Communication Data Services
SMDS	Switched Multimegabit Digital Service
SME	Subject Matter Expert
SMLSATEPS	Small Satellite Electrical Power System
SMTP	Simple Mail Transport Protocol
SNA	Systems Network Architecture
SNMP	Simple Network Management Protocol
SOC	Standard Occupational Codes
SOLAR	Site for On-line Learning and Resources
SOMO	Space Operations Management Office
SONET	Synchronous Optical Network
SOP	Standard Operating Procedure
SOW	Statement of Work
SPI	Standard Policy Instructions
SQL	Structured Query Language
SRB	Solid Rocket Booster
SRS	Service Request System
SS	Space Shuttle

SSA	Source Selection Authority
SSC	Stennis Space Center
SSWP	Supervisors Safety Web Page
STD	Standard
STE	Secure Telephone Equipment
STI	Scientific and Technical Information
STK	Storage Technology
STU	Secure Telephone Unit
SVS	Switched Voice Services
SW	Software
TADS	Time and Attendance and Distribution System
TBD	To Be Determined
TBQ	Taxonomy-Based Questionnaire
TCP/IP	Transmission Control Protocol/Internet Protocol
TCU	Telecommunications Control Unit
TDA	Tandberg Desktop Appliance
TDRS	Tracking and Data Relay Satellite
TDRSS	Tracking and Data Relay Satellite System
TIN	Taxpayer Identification Number
TLP	Test Level Point
TM	Technical Monitor
TO	Task Orders
TRASYS	Thermal Radiation System
TSO	Time Sharing Option
TT	Trouble Ticket
UAH	University of Alabama at Huntsville
UARS	Upper Atmospheric Research Satellite
UCS	Utility Control System
UNITeS	Unified NASA Information Technology Services
UPS	Uninterruptible Power Supply
URL	Uniform Resource Locator
US	United States
USC	United States Code
USDA	United States Department of Agriculture
USDOL	United States Department of Labor
VAFB	Vandenberg Air Force Base

ATTACHMENT J-13
ACRONYMS AND ABBREVIATIONS

VAX	Virtual Address Extension
VCR	Videocassette Recorder
VCRS	Video Conferencing Reservation System
ViTS	Video Teleconferencing System
VLAB	Virtual Laboratory
VMACS	Video Marshall Access Control System
VMFS	Virtual Memory Files
VMS	Virtual Memory System
VoIP	Voice over IP
VoTS	Voice Teleconferencing System
VPN	Virtual Private Network
VRA	ViTS Roll About
VRC	Virtual Research Center
VSS	Voice Switching System
VTC	Video Teleconferencing Center
VVC	Virtual ViTS Connection
WAN	Wide Area Network
WBS	Work Breakdown Structure
WebTADS	Web Time and Attendance Distribution System
WFF	Wallops Flight Facility
WINS	Windows Internet Naming Server
	Window Internet Naming Services
WPET	Work Package Evaluation Team
WPS	Workstation Presentation Services
WSC	White Sands Complex
WSTF	White Sands Test Facility
www	world wide web
XNS	Xerox Network Systems