

# ACITS-3 FORM

## PART I – TASK ORDER INFORMATION

<b>Contract No:</b> NNA13AB88C		<b>Contract Title:</b> ACITS 3 NASA AMES		
<b>Date:</b> 9/22/2015		<b>Task Title:</b> Test Subject Recruitment Office		
<b>Task Order No.:</b> T21	<b>Task Mod No.:</b> Original	<b>Service Request No.:</b>	<b>Customer Code:</b> NASA/Ames	<b>SOW Reference:</b> C.3.1.5
<b>Task Requester Email:</b> (b) (6)		<b>Name:</b> Trent Thrush		<b>Phone:</b> (b) (6)
<b>Financial Manager Email:</b> (b) (6)		<b>Name:</b> Edith Peters		<b>Phone:</b> (b) (6)
<b>Computer Security Officer Email:</b> (b) (6)		<b>Name:</b> Jeffrey McCandless		<b>Phone:</b> (b) (6)
		<b>Name:</b>		<b>Phone:</b>
		<b>Name:</b>		<b>Phone:</b>
		<b>Name:</b>		<b>Phone:</b>
<b>Task previously covered by another contract other than predecessor to incumbent? (If YES, provide in SOW)</b>				<b>YES</b>
<b>Does the task require access to government databases? (If YES, indicate in SOW)</b>				<b>NO</b>
<b>SECTION 508, ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY COMPLIANCE (EITAC)</b>				
<b>Does the task include EIT items? (Please review the EITAC documentation)</b>				<b>NO</b>
<p>Upon receipt of this task order request, the contractor shall review the task requirement(s) and inform the Government, as part of its task order/modification response, any discrepancies between standards initially cited and those the contractor proposes to deliver to the Government. Examples of discrepancies include ODCs for which some other standard might be or become applicable and, as a result, require citation in the task order, as well as any cited standards that the contractor believes is not applicable (provide rationale). Note: If, by mistake, the task, including and ODC of the task, should not meet an applicable standard not cited by the requester, it is the requester, not the contractor who is a fault; and the requester must find a way (e.g., by modifying the task request) to bring the task into compliance. In such cases the requester shall complete the required agency forms (or equivalent) before the task order/modification is approved.</p>				
<b>GOVERNMENT FURNISHED EQUIPMENT (GFE)</b>				
<p>Government will provide all appropriate equipment and software necessary for the performance of this task unless otherwise noted in this task order. The contractor, in accordance with the contract can acquire equipment not presently available as GFE. Equipment identified as task unique will be expensed to the task in accordance with ASRC Federal Accounting policy, and will be defined as GFE in the Government inventory. All other equipment purchases will be depreciated and become contractor property. The contractor shall follow agency rules regarding assignment of government owned equipment and other government supplied equipment. The contractor shall provide information, such as, Property Assignments, Property Location and Unused Equipment, upon request.</p>				
<b>AFFIRMATIVE PROCUREMENT (See <a href="http://www.epa.gov/cpg/products.htm">http://www.epa.gov/cpg/products.htm</a>)</b>				
<p>The item(s) being purchased are NOT on any of the EPA's Comprehensive Procurement Guideline lists. - AND -</p> <p>They meet the minimum recycled/recovered content.</p>				
<b>COTR SIGNATURE:</b>		<b>CO SIGNATURE:</b>		

### ACITS-3 FORM (Continued)

PART 2 - TASK ORDER PLAN PROPOSAL				
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Categories	Current Request	Prior Cumulative Estimate Without Current Request	Total Cumulative Task Estimate	
Onsite Hours	(b) (4)			
Offsite Hours				
Total Hours				
Onsite Labor				
Offsite Labor				
Subtotal ARTS Labor				
Teammate/Subcontractor Labor				
Subtotal Teammate/Sub Labor				
Total Labor				
Materials				
Equipment				
Travel				
Training				
Miscellaneous				
Other Direct Costs Subtotal				
Total Cost				
PMO				
Fee				
Total Price				

### ACITS-3 FORM (Continued)

PART 3 - APPROVAL SUMMARY				
<b>Contract No:</b> NNA13AB88C		<b>Contract Title:</b> ACITS 3 NASA AMES		
<b>Date:</b> 9/22/2015		<b>Task Title:</b> Test Subject Recruitment Office		
<b>Task Order No.:</b> T21		<b>Task Mod No.:</b> 0	<b>Service Request No.:</b>	<b>Customer Code:</b> NASA/Ames
				<b>SOW Reference:</b> C.3.1.5
<b>Approved By</b>	<b>Name</b>	<b>Date</b>	<b>Email</b>	<b>Phone</b>
1. COTR Thrush	Kirsten Nagel	9/22/2015	(b) (6)	(b) (6)
2. CO Thrush	Anjennette Contreras-Rodriguez	9/22/2015		

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<b># of PEs:</b> Cost Plus Fixed Fee		<b>Funding Level:</b> Subtask Level Funding		
<b>Task Background:</b>				

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**Task Order Description:**

This task will provide IT database development and management of the Research Subject Database, and research Test Subject recruitment and scheduling for the Human Systems Integration Division, code TH. This support is a critical aspect of the research being performed in Code TH, as human test subjects are used to not only test software, hardware, and simulation capabilities developed by resident software engineers, but to participate in experimental studies by NASA researchers where data is collected, analyzed and published.

A large percentage of the support under this task includes IT database development and management activities. The timely recruitment and scheduling of specially qualified human test subjects for use in human factors research experiments conducted by the Division or as authorized by the Task Requester is critical. These subjects are used as participants in experiments and simulations in which data is collected, and analyzed for both 1) evaluation of the simulation hardware and software, and 2) where data analyses will be used in verification of research hypotheses, and is an essential requirement of research papers and technical publications. Examples of human factors experiments in which human subjects have been used are: flight deck and airspace operations simulations, cockpit display technologies, distributed team decision-making studies, human centered systems studies, vision research, and spatial auditory displays research.

The Test Subject Database contains critical information that allows subjects to be chosen based on the study protocols. Continual updates to this database is critical to the work being supported.

**Specific task requirements:**

A) Division's Test Subject Database: This database contains highly relevant, very specific information on human subjects by classification (commercial pilot, air traffic controller, regular, etc) and all details related to their qualifications (contact data, type of aircraft, glass cockpit, flight hours, Captain, First Officer, company, right/left handed, vision, etc). Task requirements are to maintain, verify, and update this critical database to allow timely and accurate recruiting of qualified human subjects.

B) Provide human subjects for research studies conducted by Principal Investigators (PIs) in Code TH to match exactly research requirements.

C) Test Subject labor and expense costs are estimates and could vary significantly depending on actual usage. This will require close monitoring of actual expenditures and the providing of mo status data to the Task Requester including expenditures reported against charge points (pg 4).

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<b>Specific Deliverables and Deliverable Dates</b>				
<b>No.</b>	<b>Type of Deliverable</b>	<b>Description of Deliverable</b>		<b>Date Required</b>
1.	Performance	Recruit and provide qualified human subjects that satisfy study		
2.	Performance	Generate and provide pre-study estimates to be delivered to the customer within 10 working days of the pre-study request		
3.	Performance	Generate and provide post-study documentation to be delivered to the customer within 10 working days of study conclusion		
4.	Performance	Maintain and update Recruiting Database with information on domain expert commercial pilots, air traffic controllers, general aviation pilots, general non-skilled subjects		

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<b>Work Breakdown Structure (WBS) Charge Points</b>				
<b>Charge Point</b>	<b>Title</b>			
001	Test Subject Recruitment			
002	Support Research (Foyle)			
003	Support Research (Johnson)			
004	Support Research (Jorgensen - TI)			
005	Support Research (Shively)			
006	Support Research (N Smith/Palmer/Prevot)			
007	Support Research (Sweet)			
008	Support Research (Wenzel)			
009	Support Research (Feary)			
010	Support Research (Kaneshige - TI)			
011	Support Research (Zaal)			
012	Support Research (Marquez)			
013	Support Research (Kaiser)			
014	Support Research (Verma -AF)			
015	Support Research (Lozito- AF)			
016	Support Research (Liston)			
017	Support Research (Hobbs/Beard)			

**ACITS-3 FORM (Continued)**

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**IT Security Requirements:**

a. Are this task's activities covered under an organizational IT Security Plan?: NO

b. Does this task support applications that have been designated as a "Special Management Attention" application?: NO  
If yes, please describe:

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

d. Is a security clearance needed for any personnel on this task?: NO  
If yes, what level of clearance is required?:

e. IT Security Deliverables associated with this task:

- IT Risk Assessment: NO
- IT Security Plan: NO
- IT Contingency Plan: NO
- IT Security Vulnerability Test Results: NO
- Results of Periodic IT Security Reviews: NO
- Other Documentation as Follows: Report of Status of IT Security Plan, Contingency Plan, and Risk Assessment of Critical Services: NO
- Other Documentation:



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**IT Security Requirements (Continued):**

- f. Periodic reviews of IT Security measures are necessary. What is the role of the contractor under this task in areas such as review of user accounts, account management, data backup and restoration, use of warning banner, use of encryption, vulnerability scanning, and security tools?**

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

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

Title	Name	Phone
System Owner (Responsible for the applicable IT Security Plan)	Trent Thrush	(b) (6)
Organization's Computer Security Official	Jeffrey McCandless	
Alternate System Owner		