

GODDARD SPACE FLIGHT CENTER		<b>TASK ORDER</b> (Instructions and Distribution on Reverse)		PAGE 1 OF 2
1. CONTRACTOR: <b>SSAI</b>	2. CONTRACT NO.: <b>NNG12HP08C</b>	3. TASK/REVISION NO.: Task Order #013		
4. JOB ORDER NO./PROJECT:	5. FLIGHT HARDWARE /SOFTWARE; CRITICAL GSA (IF, YES, OBTAIN BLOCK 16 CONCURRENCE): YES <input checked="" type="checkbox"/> NO	6. DESIGNATED FLIGHT ASSURANCE MGR.:		
7. DESCRIPTION OF WORK TO BE PERFORMED (OBJECTIVES OR RESULTS DESIRED):  Mesoscale Atmospheric Process Laboratory/612 Support				
8. TASK DOCUMENTATION REQUIREMENTS/DELIVERABLE ITEMS:  (See Attached Task Order)				
9. PERFORMANCE/MILESTONE SCHEDULE:  May 1, 2015 – April 30, 2016				
10. QUALITY ASSURANCE REQUIREMENTS:  N/A				
11. TRAVEL, MATERIALS, ETC., KNOWN TO BE REQUIRED:  (See Attached Task Order)				
12. OTHER (FUNDING, NTE, HOURS, ETC.):  Total Cost: Fee: Total Price:                      \$54,426				
13. TASK ORIGINATOR/MONITOR/CODE/PHONE:  Gail Jackson/612.0/4-5720		18. THIS TASK ORDER IS ISSUED PURSUANT TO THE TERMS OF THE CONTRACT.		
14. BRANCH APPROVAL:	15. DIVISION CONCURRENCE:	 CONTRACTING OFFICER'S SIGNATURE/ DATE        Ayana A. Briscoe Contracting Officer		
16. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE:  Joel Susskind				
17. CONTRACTOR SIGNATURE:		Ayana A. Briscoe TYPED OR PRINTED NAME		

Science Systems and Applications, Inc.  
NNG12HP08C  
Task Order Statement of Work

Task Order Number: CY4\_013\_Rev0

Task Order Title: Mesoscale Atmospheric Process Laboratory/612 Support

### 1.0 Task Monitor (TM):

Name: Gail Jackson  
Organization: 612: Mesoscale Atmospheric Processes Laboratory  
Email Address: gail.s.jackson@nasa.gov

### 2.0 Description of Work to be Performed

- Provide general administrative support to the Mesoscale Atmospheric Process Laboratory/612
- Maintain up-to-date list of Lab members, including affiliation, office location and phone number, both on Lab web site and Lab data base listing.
- Maintain up-to-date database of published articles (Lab web page) and, separately, submitted articles.
- Generate required DAA documentation and initiate routing for submitted papers and external CS presentations. Transmit Popular summaries to appropriate officials.
- Maintain up-to-date inventory list of Lab equipment, and required documentation for equipment moves and excess, including preparation of property passes. Prepare for and respond to annual property audit.
- Generate purchase requests as necessary, monitor progress of those purchases, and keep an up-to-date log of purchase request actions.
- Arrange time/location for regular Lab general meetings, and provide notification to Lab members as necessary. Similarly, arrange for occasional special seminars and meetings as necessary. Make arrangements for telecoms as necessary.
- Arrange for badging of visitors and new employees as necessary, i.e., make sure it gets done. Brief new employees and visitors on Lab procedures and protocols as necessary.
- Other correspondence and duties as necessary, such as pickup and distribution of mail, timely ordering of general office supplies, timely ordering of printer and copier paper and supplies, initiating key requests, ensuring that office and poster boards are properly labeled, making arrangements for office moves (e.g., phones) or repairs, and general support of the Lab Chief.
- Provide requested summary information on required items for 610AT Annual Report.

3.0 Special Requirements: None

4.0 Performance/Milestone Schedule

The SAS Contract Year 4 POP is May 01, 2015 - April 30, 2016

## 5.0 Deliverables/Reporting Requirements

- Lab publication database. DAA documentation for submitted papers and external CS presentations.
- Current Lab equipment inventory list and required documentation for equipment moves and excess.
- Purchase request log
- Reports on computer system administration, usage, statistics and support provided.
- Software and hardware documentation.
- Quarterly and annual reports.

## 6.0 Other Information Needed for Performance of Task

No travel is required or needed.

## 7.0 Data Rights: N/A

## 8.0 Safety

Staff on this task shall comply with federal, state, local, and center safety regulations. This shall be accomplished through management emphasis, technical training, and personal responsibility. Staff shall participate in safety orientation and training in accordance with the contract Safety and Health Plan, and work within the requirements of that plan.

## 9.0 Risks

Contractor shall provide ongoing risk assessment and mitigation in performance of the Task Order. Priorities shall be re-evaluated as appropriate with the TM. Cost and schedule performance shall be assessed on a regular basis (no less frequently than monthly) and significant variations discussed and acted on in consultation with the TM and COR.

## 10.0 Proposed Cost and Fixed Fee

In accordance with Paragraph B.8 of the contract, propose the Cost and Fixed Fee amount.