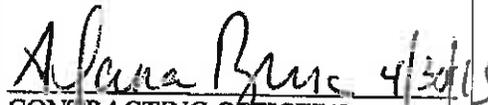


GODDARD SPACE FLIGHT CENTER		TASK ORDER (Instructions and Distribution on Reverse)		PAGE 1 OF 2
1. CONTRACTOR: SSAI	2. CONTRACT NO.: NNG12HP08C	3. TASK/REVISION NO.: Task Order #026		
4. JOB ORDER NO./PROJECT:	5. FLIGHT HARDWARE /SOFTWARE; CRITICAL GSA (IF, YES, OBTAIN BLOCK 16 CONCURRENCE): YES X NO	6. DESIGNATED FLIGHT ASSURANCE MGR.:		
7. DESCRIPTION OF WORK TO BE PERFORMED (OBJECTIVES OR RESULTS DESIRED): Administrative Support to Atmospheric Chemistry & Dynamics Branch				
8. TASK DOCUMENTATION REQUIREMENTS/DELIVERABLE ITEMS: (See Attached Task Order Plan)				
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 Plan)				
12. OTHER (FUNDING, NTE, HOURS, ETC.): Total Cost: Fee: Total Price: \$254,101				
13. TASK ORIGINATOR/MONITOR/CODE/PHONE: Jose Rodriguez/614.0/ 4.5736		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. Brisson		
16. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE: Joel Susskind		_____ Contracting Officer TYPED OR PRINTED NAME		
17. CONTRACTOR SIGNATURE:				

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

Task Order Number: 026_Rev0

Task Order Title: Administrative Support to Atmospheric Chemistry & Dynamics Branch

1.0 Task Monitor (TM):

Name: Jose Rodriguez
Organization: 614: Atmospheric Chemistry and Dynamics Laboratory
Email Address: jose.m.rodriguez@nasa.gov

2.0 Description of Work to be Performed

2.1 Administrative Support to Atmospheric Chemistry & Dynamics Branch

Perform clerical and administrative duties for the Branch. These duties include:

- preparing and tracking purchase orders,
- maintenance and shipment of equipment, tracking and excessing equipment,
- support for visitors and new employees,
- tracking office space and helping with office moves
- organizing Branch seminars
- dealing with IT security issues
- Copier and Fax support
- Prepare and maintain eDAA reports on abstracts, presentations and publications
- other administrative duties defined by the Branch Head

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

- Monthly Branch administrative reports
- Branch meeting schedules as required
- Timely Property Management Reports and Inventory Assessments
- Manpower and fiscal data budgets to meet review cycles
- Special reports and logistics (eg. Financial and Facilities), as necessary
- Monthly and quarterly progress reports Reports documenting participation in conferences, workshops, symposia, working groups and field activities.

6.0 Other Information Needed for Performance of Task

No travel is required for this task.

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.