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**Responsible Office: Office of the Chief Information Officer (OCIO)**

**SUBJECT: Management of Information Systems and Services at the Langley Research Center**

## **1. POLICY**

- a. All LaRC Information Technology (IT), systems, products and services shall be acquired and managed in compliance with established NASA policy.
- b. In accordance with NPD 1000.3, "*The NASA Organization*," the Office of the Chief Information Officer (CIO) is chartered as the provider of the information systems, products and services that comprise the Center's Information Infrastructure. The Langley Research Center (LaRC) Information Infrastructure is the combined set of networks, facilities, hardware and software systems, information collections, processes and services that support the management of the life cycle for technical and management information at LaRC. This life cycle includes information capture, collection, organization, presentation, dissemination, protection, archival, and retrieval. The obligation for information management is without regard to the mechanisms used to capture, transport, or store the information.
- c. Specific functional areas comprising the Information Infrastructure are listed in Attachment A. All LaRC Mission and Mission Support organizations shall engage the Office of the CIO to provide services to satisfy such requirements.
- d. All LaRC organizations shall use only existing Agency and/or Center contracts to acquire any information technology, systems, products and services to the extent that those contracts can meet organizational requirements and have been approved by the CIO to meet those requirements. Information on current contracts is given in Attachment C. In the event that a requirement cannot be met using an existing contract, a waiver (LF 51, "Waiver Submittal Form," or equivalent), granted by the LaRC CIO or designee and documented in writing, shall be required before acquiring through an alternative source.
- e. IT purchases made with Government Credit Cards shall be made only through Agency contracts and are subject to the same waiver process prior to purchasing through an alternative source.

## **2. APPLICABILITY**

This LAPD is applicable to all LaRC organizations, as well as contractors and subcontractors as defined in contract terms and conditions.

## **3. AUTHORITY**

- a. NPD 1000.3, "The NASA Organization."

- b. NPD 2800.1, "Managing Information Technology."
- c. NPD 1490.1, "NASA Printing, Duplicating, and Copy Management."
- d. NPD 2200.1, "Management of NASA Scientific and Technical Information."
- e. NPD 2810.1, "NASA Information Security Policy."
- f. Memorandum from Associate Administrator, July 9, 2007, "Mission Focus Review (MFR) Decision Memorandum for Phase 1 Recommendations 7, 100, and 137"

#### 4. APPLICABLE DOCUMENTS

- a. NPD 2540.1, "Personal Use of Government Office Equipment including IT."
- b. NPR 2800.1, "Managing Information Technology."
- c. NPR 2810.1, "Security of Information Technology."
- d. NASA Information Resources Management Strategic Plan  
[http://insidenasa.nasa.gov/ocio\\_lib/pdf/1013514main\\_OCIO\\_IRM\\_Strategic\\_Plan-Sep\\_2007.pdf](http://insidenasa.nasa.gov/ocio_lib/pdf/1013514main_OCIO_IRM_Strategic_Plan-Sep_2007.pdf)
- e. LF 51, "Waiver Submittal Form."

#### 5. RESPONSIBILITY

- a. The LaRC CIO shall:
  - (1) Ensure that Center IT policy and related procedures and guidance are established and maintained consistent with Agency issuances.
  - (2) Be the sole approver of any waivers to this policy.
- b. The Office of the CIO shall:
  - (1) Manage the Center's IT Security Program and ensure compliance with Agency policy.
  - (2) Be responsible for developing, implementing and maintaining information infrastructure systems and services at LaRC.
- c. Office of Procurement shall:
  - (1) Halt the purchase of items and services not in compliance with this policy.
  - (2) Ensure that requirements for all new on-site or near-site contracts whose execution requires access to the LaRC information infrastructure includes the requirement for compliance with this policy.

d. Credit card holders shall ensure that items within the scope of this policy that are purchased with credit cards are acquired through the appropriate Agency contracts unless granted a waiver by the OCIO.

**6. DELEGATION OF AUTHORITY**

None

**7. MEASUREMENTS**

Compliance with and effectiveness of this policy will be determined by the performance indicators defined in the OCIO Organizational Unit Plan.

**8. CANCELLATIONS**

LAPD 2400.3, "LaRC Computer Networks for Data Communication."

Lesa B. Roe  
Director

Attachments A-C

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**DISTRIBUTION:**

Approved for public release via the Langley Management System; distribution is unlimited.

**Attachment A: LaRC Information Infrastructure**

- (a) Desktop, Workstation and Server Services, including printers, other peripherals, and mobile computing devices
- (b) Messaging and Directory Services
- (c) Data Network services
- (d) Voice Network Services, including calling cards and cell phones
- (e) Data Center Services, including application hosting and system housing
- (f) Media Services, including printing, video production, photography and audio/visual services
- (g) Web Design and Development Process
- (h) Section 508 Compliance Management
- (i) Technical Publications Process
- (j) Technical Library Systems and Services
- (k) Information Archival
- (l) Privacy Act Management
- (m) Records Management
- (n) External Software Release Process
- (o) IT Security

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**Attachment B: Reference Documents**

- (a) 44 U.S.C. 3601 et seq., E-Government Act of 2002 (Public Law 107-347), as amended.
- (b) 40 U.S.C. 1401, et seq., section 808 of Public Law 104-208, the Clinger-Cohen Act of 1996 [renaming, in pertinent part, the Information Technology Management Reform Act (ITMRA), Division E of Public Law 104-106.]
- (c) LaRC OCIO Web Site <http://ocio.larc.nasa.gov>
- (d) LPR 1440.7, "Langley Research Center (LaRC) Records Management Procedural Requirements."
- (e) LMS-CP-1723, "Approval for External Software Release."
- (f) LMS-CP-1724, "External Release of NASA Software."
- (g) LMS-CP-2310, "Electronic Storage and Archival System (Draft)"
- (h) LMS-CP-5518, "Granting Foreign Nationals and Foreign Representatives Computer Accounts."
- (i) LMS-CP-5519, "Requesting Information Technology Services."
- (j) LMS-CP-5521, "Managing Facility and Large-Scale LaRCNET Connection Requests."
- (k) LMS-CP-5541, "Processing Requests for Voice Communications Services."
- (l) LMS-CP-5549, "Responding to Reports of IT Security Incidents and Inappropriate Activity."
- (m) LMS-CP-5550, "Cleaning and Excess of Computer Hard Drives and other IT-Related Nonvolatile Storage Devices."
- (n) LMS-CP-5630, "Requesting, Modifying, or Restoring a Public Key Infrastructure (PKI) Certificate."
- (o) LMS-CP-5631, "Suspending or Revoking a Public Key Infrastructure (PKI) Certificate."
- (p) LMS-CP-5696, "Accessing Network Services through the Center Firewall."
- (q) LMS-CP-5904, "Review and Approval of NASA Scientific and Technical Information (STI) for Publication or Presentation."
- (r) LMS-CP-5906, "Processing Requests for Media Services."

- (s) LMS-CP-5909, "Web Site Development, Deployment, Maintenance, and Removal."
- (t) LMS-CP-5915, "Obtaining Two-Factor Authentication Credentials and a Virtual private network (VPN) Account."

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## **Attachment C: Information on Current Agency and Center Contracts**

### **Outsourcing Desktop Initiative for NASA (ODIN)**

ODIN is an Agency-wide contract, with services managed at the Center level. The contract can deliver comprehensive, end-to-end desktop, server, and intra-Center communications services, including associated capital infrastructure improvements, as well as maintenance and enhancements to that infrastructure.

In general, desktop services are provided on a per “seat” basis where all required service components are bundled. For all of the services, management of the necessary LAN communications infrastructure is bundled with each service offered. Server services provide capacity and functionality which are not already specifically bundled with the Desktop Services. A variety of communication services are also provided, including local video, fax, and land-line and cell telephone services. These services are offered distinct from the bundled seat desktop services and server services as well as from each other. For all of these communications services, management of the necessary infrastructure is bundled with each service offered.

In addition to these standard seat services, the ODIN contract includes the capability to order a broad range of commercially available IT products and services from a comprehensive catalog that is continually updated to ensure availability of current technology.

The LaRC plan for expanding usage of this contract as directed by the *Memorandum from Associate Administrator, July 9, 2007, “Mission Focus Review (MFR) Decision Memorandum for Phase 1 Recommendations 7, 100, and 137”* can be found at <http://nxout.larc.nasa.gov/?c=6749&f=18742>

Additional information about this contract can be found at: <https://www.odin.lmit.com/larc/> or by contacting the COTR, Sue Lemon, at [Susan.J.Lemon@nasa.gov](mailto:Susan.J.Lemon@nasa.gov) or 757-864-6965.

### **Solutions for Enterprise-Wide Procurement (SEWP)**

Solutions for Enterprise-Wide Procurement (SEWP, pronounced 'soup'), is a Government-Wide Acquisition Contract (GWAC) vehicle managed by NASA that consists of 39 contract holders. These contracts offer a wide range of advanced technology including UNIX-, Linux-, and Windows-based workstations and servers, along with peripherals, network equipment, storage devices, security tools, software, and other IT products and solutions to all federal agencies and authorized federal agency contractors. SEWP focuses on IT products. Labor services other than site planning, installation and initial implementation may be purchased using the Service CLINs on the contract, provided that all such services are firm fixed price and directly support the associated equipment purchased on that delivery and provided that these additional services do not exceed 10% of the price of the associated

equipment/products. Additional information about this contract can be found at:  
<http://sewp.nasa.gov>

### **Consolidated Information Technology Services (ConITS)**

This LaRC contract provides support to operate and maintain most of the Facility 1268 Data Center, and provides system administration support to computing and data reduction systems. In addition, the contract scope includes application system development, implementation and maintenance support; end-user computing support; technical support for data base/data communications, networking and operating systems; computer center support for job scheduling, computer operations, data entry, and ADP equipment maintenance; hardware and software acquisitions; and management of the Information System (I.S.) program applicable to business and administrative computing. It also provides support for computer science-related activities across all research disciplines at LaRC including supercomputer and massively parallel processor applications utilities, mathematical software, surface modeling and grid generation, graphics, image processing, mission software and training. This contract also provides direct computational analysis and programming services for broad research areas in support of the LaRC mission.

For additional information about this contract, contact the COTR, Sue Lemon, at [Susan.J.Lemon@nasa.gov](mailto:Susan.J.Lemon@nasa.gov) or 757-864-6965.

### **Consolidated, Logistics Administrative, and Scientific Information Support Services (CLASIC)**

This LaRC contract provides a broad spectrum of support services for logistics, administrative functions, and scientific and technical information management. Examples of support provided for the LaRC Information Infrastructure include technical library support, report preparation, editing, graphics support, photo lab support, and reproduction.

For additional information about this contract, contact the COTR, Tom Brinkley, at [Thomas.H.Brinkley@nasa.gov](mailto:Thomas.H.Brinkley@nasa.gov) or 757-864-2507.