



National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

SPD 2800.1 Rev. E
May 2017

COMPLIANCE IS MANDATORY

John C. Stennis Space Center Policy Directive

Provision of Institutionally Funded IT Resources and Services

Stennis Policy Directive	SPD 2800.1	E.
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	May 22, 2017
	Expiration Date:	May 22, 2022
Page 2 of 8		
Responsible Office: RA00/Center Operations Directorate		
SUBJECT: Provision of Institutionally Funded IT Resources and Services		

Document History Log

Status/Change/ Revision	Change Date	Originator/Phone	Description
Basic	September 2002	Gay Irby/1776	Initial Release
Rev. A	August 2003	Gay Irby	Revised to include new Center Operations Director policies
Rev. B	October 2004	Renay Nelson/1585	Revalidated per NASA Rules Review
Rev. C	July 2006	Renay Nelson	Revised to include additional IT resources available and policies
Rev. D	August 2011	Christopher Carmichael	Revised to include additional IT resources
Rev. E	May 2017	Christopher Carmichael	Revised to include additional IT resources and changes in policies

Stennis Policy Directive	SPD 2800.1	E.
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	May 22, 2017
	Expiration Date:	May 22, 2022
Page 3 of 8		
Responsible Office: RA00/Center Operations Directorate		
SUBJECT: Provision of Institutionally Funded IT Resources and Services		

1. POLICY

- a. Information Technology (IT) resources and services, funded by the National Aeronautics and Space Administration (NASA), John C. Stennis Space Center (SSC), Center Management and Operations (CMO) budget and managed by the SSC Chief Information Officer (CIO), shall be provided to efficiently and effectively accomplish Mission Support activities. These resources and services will be provided only to the minimum level required to accomplish work and/or job responsibilities. The objective is to contain costs and minimize shared charges associated with the provision of services.
- b. Resources and services will be provided according to baseline standards established in Appendix A. The levels of resources and services permitted in Appendix A will be based on levels of responsibility and requirements defined for each position category.
- c. Approval for services beyond base service levels as listed in Appendix A shall be made by the NASA SSC CIO.
- d. Levels of provisioning of resources and services shall be defined and maintained by the SSC Office of the CIO (OCIO).
- e. Certain functions and conditions (e.g., accessibility requirements specified by Section 508 of the Rehabilitation Act (29 U.S.C. 794d)) may require variations to the level of services identified by this policy. Special cases should be identified by the supervisor and the cognizant personnel office. Such requirements will be addressed on a case-by-case basis and coordinated through the proper organization(s).
- f. All services provided are subject to audit. Misuse of services may result in disciplinary actions and/or reimbursement to the government including administrative fees.
- g. The standard computing seat for civil servant personnel shall be a laptop/docking station configuration to support NASA's Work from Anywhere Program and SSC Continuity of Operations (COOP) activities. Unless defined in contractual stipulations, the standard computing seat for SSC Contractor personnel will be a standard desktop computing seat.

2. APPLICABILITY

- a. This policy directive is applicable to NASA SSC civil servant personnel performing services that are funded by SSC's CMO budget.
- b. This policy directive is applicable to NASA SSC Contractors or grant recipients, performing services that are funded by SSC's CMO budget, only to the extent specified or referenced in their respective contracts, grants, or agreements.

Stennis Policy Directive	SPD 2800.1	E.
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	May 22, 2017
	Expiration Date:	May 22, 2022
Page 4 of 8		
Responsible Office: RA00/Center Operations Directorate		
SUBJECT: Provision of Institutionally Funded IT Resources and Services		

3. AUTHORITY

- a. National Aeronautics and Space Act of 1958, as amended 51 U.S.C. § 20111 et seq
- b. The Clinger-Cohen Act of 1996 (Section 808 of Pub. L. 104-208, renaming in pertinent part the Information Technology Management Reform Act of 1996, Division E of Pub. L. 104-106, The National Defense Authorization Act of 1996), 40 U.S.C. 1401 et seq
- c. Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998
- d. OMB Circular A-130, *Management of Federal Information Resources*
- e. 18 U.S.C. 799 et. seq., Violation of Regulations of National Aeronautics and Space Administration
- f. NPR 1400.1, *NASA Directives and Charters Procedural Requirements*

4. APPLICABLE DOCUMENTS

All citations are assumed to be the latest version unless otherwise specified.

- a. NPD 2540.1, *Personal Use of Government Office Equipment Including Information Technology*
- b. NPD 2800.1, *Managing Information Technology*
- c. NPR 2800.1, *Managing Information Technology*

5. RESPONSIBILITY

The SSC CIO shall be responsible for:

- a. Developing, implementing and managing this SPD.
- b. Establishing a process for effective provisioning of IT resources.
- c. Planning, approving, and managing the provision of IT resources and services referenced in this SPD.
- d. Conducting periodic reviews of provided IT resources and services for continuing need and/or revalidation of requirements.

Stennis Policy Directive	SPD 2800.1	E.
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	May 22, 2017
	Expiration Date:	May 22, 2022
Page 5 of 8		
Responsible Office: RA00/Center Operations Directorate		
SUBJECT: Provision of Institutionally Funded IT Resources and Services		

SSC Directors, Managers, and Supervisors are responsible for:

- a. Planning, approving, and managing the acquisition and use of IT under their direct management control.
- b. Ensuring that requested IT resources and services are justified and are the minimum level necessary to fulfill requirements.
- c. Assuring compliance with Federal regulations and NASA SSC directives.
- d. Reviewing provided services and resources periodically for continuing need and/or revalidation of requirements.
- e. Cancelling services promptly upon changes in requirements, user responsibility, personnel transfers and terminations, or when resources are no longer needed.

6. MEASUREMENT/VERIFICATION

Compliance with the policy contained in this document will be verified through audits, observations and/or self-assessments by the SSC OCIO.

7. CANCELLATION

SPD 2800.1, Rev D.

Signature on File

Richard J. Gilbrech, Ph.D.
Director

DISTRIBUTION

Approved for public release via NODIS and TechDoc; distribution is unlimited.

Stennis Policy Directive	SPD 2800.1	E.
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	May 22, 2017
	Expiration Date:	May 22, 2022
Page 6 of 8		
Responsible Office: RA00/Center Operations Directorate		
SUBJECT: Provision of Institutionally Funded IT Resources and Services		

APPENDIX A. BASE SERVICE LEVELS

NASA SSC Civil Servant Base Service Levels

The following matrix identifies the base service levels available to NASA civil servant personnel.

Note: "Y" (Yes) indicates items are authorized, if required, at the particular employee level. A blank space indicates the service is not provided unless specifically approved. "N/A" indicates the item/service is not available at the particular employee level.

Service	Level I	Level IA	Level II	Level III	Level IV	Level V
Standard Computing Seat (Desktop)*	Y	Y	Y	Y	Y	Y
Standard Computing Seat (Laptop)*	Y	Y	Y	Y	Y	Y
Standard Desk Phone	Y	Y	Y	Y	Y	Y
Desk Phone w/speaker	Y	Y				
Desk Phone w/speaker & display	Y	Y				
Multi Line Phone (w/speaker & display)			Y			
Conference Room Phone	Y		Y			
Long Distance	Y	Y	Y	Y	Y	Y
Video Seat (TV)						
Radio (handheld)					Y	
Local Printer			Y			
MFD (B&W)(Color)	N/A	N/A	Y	N/A	N/A	N/A
Network Printer B&W)(Color)	N/A	N/A	Y	N/A	N/A	N/A
Cell phone						
Smartphone	Y	Y				Y
Mobile Wireless Hotspot (on phone or separate device)	Y					
Tablet (iPad, Surface, ...)	Y					
Dual Monitors	Y					
Third-Party Productivity Software not included in ACES builds**	Y					

* Employees will not receive more than one of the Standard Computing Seat (Desktop or Laptop) without justification.

** Third-Party Productivity Software currently includes Adobe Acrobat Professional, Microsoft Visio, and Microsoft Project.

Stennis Policy Directive	SPD 2800.1	E.
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	May 22, 2017
	Expiration Date:	May 22, 2022
Page 7 of 8		
Responsible Office: RA00/Center Operations Directorate		
SUBJECT: Provision of Institutionally Funded IT Resources and Services		

Level I: Includes the SSC Senior Management personnel as defined in SPD 1107.1 *SSC/NASA Organizations* as well as their designated deputies.

Level IA: Includes personnel that directly report to a SSC Office/Directorate Chief as well as their designated deputies and leads.

Level II: Includes personnel that serve as Management Support Assistants (or Administrative Assistants) in a directorate and/or office.

Level III: Includes non-supervisory personnel.

Level IV: Includes the personnel that perform a majority of their duties outside an office environment such as in a field setting.

Level V: Includes On-Call Employees (emergency or security-related). This category covers the personnel that are tasked with continual monitoring or need to be ready for rapid response if an issue arises with their respective focus area.

SSC Contractor Base Service Levels

The following matrix identifies the base service levels available to NASA Contractor personnel.

Note: "Y" (Yes) indicates items are authorized, if required, at the particular employee level.

A blank space indicates the service is not provided unless specifically approved.

"N/A" indicates the item/service is not available at the particular employee level.

These provisions shall not supersede contractual requirements or stipulations.

Service	Level I:	Level II:	Level III:	Level IV:	Level V:
Standard Computing Seat (Desktop)*	Y	Y	Y	Y	Y
Standard Computing Seat (Laptop)*					
Standard Desk Phone	Y	Y	Y	Y	Y
Desk Phone w/speaker	Y	Y			
Desk Phone w/speaker & display	Y	Y			
Multi Line Phone (w/speaker & display)		Y			
Conference Room Phone	Y	Y			
Long Distance	Y	Y	Y		
Video Seat (TV)					
Radio AR1 (handheld)				Y	
Local Printer		Y			
MFD (B&W)(Color)	N/A	Y	N/A	N/A	N/A
Network Printer(B&W)(Color)	N/A	Y	N/A	N/A	N/A
Cell phone					
Smartphone	Y				

Stennis Policy Directive	SPD 2800.1	E.
	<i>Number</i>	<i>Rev.</i>
	Effective Date:	May 22, 2017
	Expiration Date:	May 22, 2022
Page 8 of 8		
Responsible Office: RA00/Center Operations Directorate		
SUBJECT: Provision of Institutionally Funded IT Resources and Services		

Mobile Wireless Hotspot (on phone or separate device)					
Tablet (iPad, Surface, ...)					
Dual Monitors					
Third-Party Productivity Software not included in ACES builds *					

** Employees will not receive more than one of the Standard Computing Seat (Desktop or Laptop) without justification.*

***Third-Party Productivity Software currently includes Adobe Acrobat Professional, Microsoft Visio, and Microsoft Project.*

Level I: SSC Prime Contract Project Managers (PM) and Deputy Project Managers (DPM). This category covers project managers and their deputies for the prime support services contractors of NASA SSC.

Level II: Administrative support personnel. This category covers the personnel that perform and/or assist with a broad range of management, administrative, or clerical functions in support of the Prime Contract's mission.

Level III: Desk Employees. This category covers the personnel that perform a majority of their duties in an office environment, e.g., at a desk.

Level IV: Field Employees. This category covers the personnel that perform a majority of their duties outside an office environment such as in a field setting.

Level V: On-Call Employees (emergency or security related). This category covers the personnel that are tasked with continual monitoring or need to be ready for rapid response if an issue arises with their respective focus area.