



National Aeronautics and
Space Administration

John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

SPD 2800.1 Rev. D
August 2011

COMPLIANCE IS MANDATORY

John C. Stennis Space Center Provision of Institutionally Funded IT Resources and Services

Stennis Policy Directive	SPD 2800.1	D
	Number	Rev.
	Effective Date	August 31, 2011
	Expiration Date:	August 30, 2016
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Responsible Office: Center Operations Directorate, Office of Chief Information Officer		
SUBJECT: Provision of Institutionally Funded IT Resources and Services		

1. POLICY

a. In order to effectively manage government resources, information technology (IT) resources and services that are funded by the Stennis Space Center (SSC) institutional (Center Operations Directorate) budget will be provided only to the minimum level required to accomplish work requirements and/or job responsibilities. The objective is to contain costs and minimize shared charges associated with the provision of services.

b. Provision of telecommunications, computer resources, and other IT services funded by the institutional budget will be approved or disapproved in accordance with this policy.

c. Resources and services will be provided according to baseline standards established in Attachment A for the categories of positions and requirements described below. The levels of resources and services permitted in Attachment A will be based on levels of responsibility and requirements defined for each position/requirements category. While variations in position responsibilities and requirements may occur between and within organizations, these definitions represent reasonable groupings of services to accomplish general functions and requirements.

(1) Center Director (CD) and Center Director Direct Reports (CDDR). This category covers the personnel in the center’s top management tier including their deputies.

(2) 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.

(3) Division Chief/Manager. These are the personnel that report to a Director/Contract Project Manager. Also may be called Office Lead. This includes officially named Deputies.

(4) Secretary. This category covers all official organizational secretaries and Management Support Assistants (MSA).

(5) Desk Employee. These employees perform a majority of their duties in an office environment, e.g., at a desk.

(6) Field Employee. These employees perform a majority of their duties outside an office environment such as in a field setting.

(7) Conference Rooms. This category identifies services that may be provided to an officially recognized conference room.

(8) Special Cases. These include public areas and special function areas. These are addressed on a case-by-case basis. Examples include the Emergency Operations Center, security vehicles,

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guard gates and elevators. Students and faculty services are handled also on a case-by-case basis per work assignments.

(9) Laptop Loaner Pool. The laptop loaner pool covered by institutional funding is available to NASA civil servants and contractors only for performing NASA/SSC business. These are available for a two week time period and can only be waived for a longer duration by the NASA Desktop Services Manager, Chief Information Officer (CIO) or designees.

(10) Smartphone Loaner Pool. The Smartphone loaner pool covered by institutional funding is available to NASA civil servants and contractors only for performing NASA/SSC business while on official travel.

d. The Attachment A services matrix represents baseline standards for generally defined positions. Some positions may require less or more services to perform specific work functions. Requirements for services other than those depicted will be addressed and approved on a case-by-case basis. Refer to paragraph 1.j for the approval process. Requests for such services must include complete justifications and must be approved by the immediate supervisor.

e. The levels of service definitions approved by NASA/SSC management for each position/category in the Attachment A services matrix will be maintained and periodically updated by the Office of the CIO (OCIO).

f. Establishment of a baseline service standard does not preclude management responsibility and vigilance in maintaining more appropriate minimum service levels for positions under their purview. If a particular service is not required for an employee to accomplish official duties, it should not be requested.

g. The NASA/SSC CIO reserves the right to deny requests for services deemed not necessary or in the best interest of the Government. Requests for waiver to this policy and associated standards must be justified in writing and submitted to the NASA SSC OCIO.

h. Certain functions and conditions (e.g., accessibility requirements specified by Section 508 of the Rehabilitation Act (29 U.S.C. 794d) as amended and for which other standards may be developed) may require variations to the level of services identified by this policy. Special cases should be identified and/or will be known 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.

i. All services provided are subject to audit. Misuse of services may result in disciplinary actions and/or reimbursement to the government including administrative fees.

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j. Requests for different services or appeals for denial of service requests should be submitted to the below representatives in the order depicted below. Requests must include a requirements statement signed by the immediate supervisor.

- (1) Desktop Services Manager
- (2) Chief Information Officer, Office of the CIO
- (3) Director, Center Operations Directorate

2. APPLICABILITY

- a. This policy applies to NASA and NASA contractors at SSC performing services that are funded by the Institution (Center Operations Directorate).
- b. This policy covers all IT services such as telephones, Federal Telephone System (FTS) Long Distance Service, desktop, laptop, tablet, tablet pc, e-mail, radio, video, facsimile, cell phones, Smartphones, etc.

3. AUTHORITY

- a. 42 U.S.C 2473(c)(1), Section 203(c)(1), of the National Aeronautics and Space Act of 1958, as amended.
- b. 40 U.S.C 1401 et seq., The Clinger-Cohen Act (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).
- c. OMB Circular A-130, Management of Federal Information Resources, Information Technology Management Reform Act of 1996.
- d. 18 U.S.C. 799 et. seq., Violation of Regulations of National Aeronautics and Space Administration.

4. REFERENCES

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

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

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5. RESPONSIBILITY

- a. Office of the Chief Information Officer (OCIO). The CIO, Center Operations Directorate is responsible for the development, implementation, and management of this SPD.
- b. SSC Directors, Managers, and Supervisors. SSC Directors, Managers, and Supervisors are responsible for:
- (1) Planning, approving, and managing the acquisition and use of IT under their direct management control.
 - (2) Ensuring that requested IT resources and services are justified and are the minimum level necessary to fulfill requirements.
 - (3) Obtaining the approval of the appropriate Cost Center Funding Authority for the acquisition of requested services and incurring of associated charges.
 - (4) Assuring compliance with Federal regulations, NASA/SSC directives.
 - (5) Periodic review of provided services and resources for continuing need and/or revalidation of requirements.
 - (6) Prompt cancellation of services upon changes in requirements, user responsibility, personnel transfers and terminations, or when resources are no longer needed.

6. MEASUREMENTS

Spot checks and re-justifications may be performed to determine types and distributions of services. Services may be added, changed or reworked accordingly.

7. CANCELLATION

SPD 2800.1, Rev C.



Patrick E. Scheuermann
Director

Attachment: Approved Institutionally Funded Levels of Service

DISTRIBUTION

Approved for public release via NODIS; distribution is unlimited.

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Attachment A

Approved Institutionally Funded Levels of Service For Position Responsibilities and Requirements¹

Position	Phone Options	Cell ²	SP ⁴	TB	FTS	Desktop	Local Fax	Local B/W Printer	Local Color Printer	Radio	Video Drop ⁵	Enhanced Desktop Options ³	DS	Guest Wireless Network
CD/CDDR	PH2 / Speaker, Display	Y	Y	Y	Y	Y	N	O	N	O	Y	Y	Y	N
PM/DPM	PH2/Speaker, Display	Y	Y	O	Y	Y	N	O	N	O	O	O	O	N
Division Chief	PH2 / Speaker, Display	Y	Y	O	Y	Y	N	N	N	O	O	O	O	N
Secretary/MSA	PH3/Speaker, Display	N	N	N	Y	Y	Y Group	Y	Y Group	N	N	O	O	N
Desk Employee	PH2	N	N	N	O	Y	N	N	N	O	N	O	O	N
Field Employee	N	N	N	N	N	O Group	N	N	N	O	N	O	O	N
Conference Room	PH1/ Speaker or PH4	N	N	N	O	Y	N	N	N	N	Y	O	N	Y

- Requirements for services other than those depicted must be fully justified and validated. Such requests will be addressed and approved on a case-by-case basis.
- Cell Phones, Smartphones, or other wireless assistant tools are only issued to NASA employees for official government business.
- Any IT augmentations that add cost to the basic seat price.
- Personnel may be issued either a cell phone or a Smartphone but not both.
- Only includes the video connection, not the equipment itself. Purchase of the equipment is funded by the appropriate source.

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KEY

PH1, PH2, PH3, and PH4 are types of telephones with specific associated features or services. Detailed descriptions may be found on the ODIN web page.

DS is docking station configuration.

SP is Smartphone, a high-end mobile phone, a smartphone combines the functions of a personal digital assistant (PDA) and a mobile phone.

TB is Tablet, a complete mobile computer, larger than a mobile phone or personal digital assistant, integrated into a flat touch screen and primarily operated by touching the screen.

TB is Tablet, includes iPad style devices.

Cell is a cellular telephone.

Y is Yes the service is provided if required.

N is No the service is not provided unless specifically approved.

O is an Optional service provided if approved by the employee's technical and funding approving authorities.

Group indicates that this service may be installed in a group area and is intended for use by that group.

CD is Center Director.

CDDR is Center Directors Direct Report (and Deputies).

PM is Project Manager.

DPM is Deputy Project Manager.