

## STATEMENT OF WORK

ORDER No.: [REDACTED]

SUBJECT OF WORK: SCA N Spectrum Policy and Planning Division Support [REDACTED]

### 1. BACKGROUND & DESCRIPTION OF WORK TO BE PERFORMED:

#### Background:

NASA's Spectrum Managers need to be prepared to address the challenges posed by sharing spectrum in an ever increasingly congested spectrum environment. The Spectrum Education Awareness (SPEARS) initiative is a NASA Space Communications and Navigation (SCaN) Program Office strategic initiative to increase the awareness and understanding of the use and management of the radio frequency spectrum. The SPEARS Initiative is comprised of multiple activities/tasks targeted for various stakeholders within and external to NASA and spans domains in the domestic and international spectrum and non-spectrum communities.

#### Requirements:

During this period of performance, the contractor shall support the execution of the following SPEARS [REDACTED] activities:

- i. Spectrum Management Engagement:** The Contractor shall support NASA spectrum management communications efforts with internal and external entities through collaboration with NASA Centers other government organizations on spectrum awareness and education; development of a presentation for Spectrum Managers to use in communicating with the missions (the spectrum users) on the importance of considering spectrum issues and requirements early in the mission planning phase; and creation of promotional materials such as posters and pamphlets on SPEARS and NASA Spectrum Management functions and capabilities.
- ii. Spectrum Management Training:** The Contractor shall maintain a list of existing in-person and on-line training opportunities available to the NASA SM community, including a listing and short synopsis of courses available from government and commercial sources. The Contractor shall develop training material when needed and not otherwise available.
- iii. Assessment of Spectrum Impacts of SCA N and NASA Technology Initiatives:** The Contractor shall continue to review SCA N technology and other NASA Directorate program Initiatives to determine whether any spectrum management actions are required. The Contractor shall recommend courses of action to NASA on required spectrum actions (domestic and international). The Contractor shall initiate and execute recommended actions as directed by NASA. The Contractor shall brief NASA Spectrum Managers on SCA N technology initiatives and any spectrum implications.
- iv. Spectrum Management Knowledge Base.** The Contractor shall begin the process of capturing the experience of NASA's senior spectrum management staff to use as a resource

in succession planning/training. This encompasses all NASA senior spectrum management staff across the agency.

**v. Student Internship Job Development:** The Contractor shall continue to support creation of internship tasks that have meaningful milestones and can be accomplished in nominal 10-week intervals. The Contractor shall support completion of pre-work needed before they can be reasonably handed off to a student intern.

**vi. IEEE/AIAA Student Chapters Spectrum Management Presentation.** The Contractor shall coordinate spectrum events with local AIAA and IEEE chapters and develop a presentation package for these and other similar events.

**vii. Other SPEARS Activities:** The Contractor shall provide support in the execution of other SPEARS activities that have not be explicitly described above.

The Contractor support requires senior and mid-level engineering personnel and technical personnel that fulfil one or more of the following criteria:

- a. Relevant experience with one or more of the SCan major projects (i.e., Space Network (SN), Deep Space Network (DSN), Near Earth Network (NEN), etc.)
- b. Strong understanding of NASA engineering and management processes
- c. Experience in developing and implementing strategic initiatives for NASA and other agencies
- d. Experience in writing and disseminating technical information.

## 2. SPECIAL REQUIREMENTS OR OTHER INFORMATION

- a. Travel will be required in support of this task and all travel shall be approved by NASA and the contractor prior to travel.
- b. ODC will be required in support of this task and shall be approved by NASA prior to procurement.

3. PERIOD OF PERFORMANCE: [REDACTED]

## 4. DELIVERABLES & SCHEDULE

- a. SPEARS – All SPEARS deliverables will be per-coordinated with the task lead.

## 5. TASK MONITOR

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]