

<b>NASA Johnson Space Center Bioastronautics Contract</b>	
<b>Employing Agency/Company:</b> Wyle Laboratories, Inc.	
<b>Points of Contact:</b>	
Jamie Downs, Contractual Lead 1290 Hercules, Houston, TX 77058 Phone: 281-204-1630/Fax: 281-212-1336 jdowns@wylehou.com	Jim Kula, Technical Lead 1290 Hercules, Houston, TX 77058 Phone: 281.212.1344/Fax: 281-212-1210 jkukla@wylehou.com
<b>Contract Description:</b> This contract supported the JSC Human Health and Performance Directorate. The scope of work includes biomedical research, biotechnology development, operational space medicine, clinical laboratories, human factors engineering, project management and facilitation, bonded storage, records and data management, space food laboratory development, biomedical engineering, biomedical hardware design, fabrication, testing, and payload and hardware integration with Space Shuttle and the International Space Station (ISS).	
<b>Place of Performance:</b> NASA JSC and Wyle, Houston, TX	<b>Period of Performance:</b> 08/01/2006-10/31/2015

### 3.21.1 Clerical and Administrative Support

We provided administrative and clerical services to the Test Subject Screening (TSS) facility, where we receive, log, and track responses to calls and maintain a national telephone recruitment number for new test participants. Our TSS team prepared and tracked routine correspondence to JSC labs, private investigators, and other contract team personnel. On average, our team processed 8,000 applications and phone calls annually for long-term bed rest studies. Our TSS staff collected, stored, and evaluated data related to test subject recruitment, screening, scheduling, testing, admissions, and subject demographics for trending, .

We coordinated the badging process and received visitors for the TSS. Our team maintained calendars to track and schedule screenings for subjects. We coordinated and prioritized meetings in accordance with study objectives for support of the Flight Analogs Project deadlines. We were responsible for maintaining highly sensitive medical records for all potential and cleared test subjects who have been processed through the TSS.

<b>NASA Johnson Space Center Human Health Performance Contract (HHPC)</b>	
<b>Employing Agency/Company:</b> Wyle Laboratories, Inc.	
<b>Points of Contact:</b>	
Jamie Downs, Contractual Lead 1290 Hercules, Houston, TX 77058 Phone: 281-204-1630/Fax: 281-212-1336 jdowns@wylehou.com	Jim Kula, Technical Lead 1290 Hercules, Houston, TX 77058 Phone: 281.212.1344/Fax: 281-212-1210 jkukla@wylehou.com
<b>Contract Description:</b> This contract supports human spaceflight activities, including fundamental and applied biomedical research; operational space medicine; occupational health and medicine at the Johnson Space Center and the White Sands Test Facility; management of clinical, biomedical, space food and environmental laboratories; design, fabrication, testing and operation of biomedical flight hardware; and payload and hardware integration with the International Space Station.	

<b>Place of Performance:</b> NASA JSC and Wyle, Houston, TX	<b>Period of Performance:</b> 11/01/2015-Present
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### 3.21.1 Clerical and Administrative Support

We provide administrative and clerical services to the TSS, where we receive, log, and track responses to calls and maintain a national telephone recruitment number for new test participants. Our TSS team prepares and tracks routine correspondence to JSC labs, private investigators, and other contract team personnel. On average, our team processes 8,000 applications and phone calls annually for long-term bed rest studies. Our TSS staff collects, stores, and evaluates data related to test subject recruitment, screening, scheduling, testing, admissions, and subject demographics for trending. .

We coordinate the badging process and receive visitors for the TSS. Our team maintains calendars to track and schedule screenings for subjects. We coordinate and prioritize meetings in accordance with study objectives for support of the Flight Analogs Project deadlines. We are responsible for maintaining highly sensitive medical records for all potential and cleared test subjects who have been processed through the TSS.

NASA Johnson Space Center Safety and Mission Assurance (S&MA) Contract	
<b>Employing Agency/Company:</b> SAIC	
<b>Points of Contact:</b>	
Barbara Eadie, Contractual Lead 2450 NASA Parkway, Houston, TX 77058 Phone: 281-335-2018/Fax: 281-335-2476 barbara.a.eadie@saic.com	Eric Clark, Technical Lead 2450 NASA Parkway, Houston, TX 77058 Phone: 281-335-2095/Fax: 281-335-2476 eric.h.clark@saic.com
<b>Contract Description:</b> This contract provided Safety and Mission Assurance (S&MA) services for the Space Shuttle Program, International Space Station (ISS), Constellation Program, and later the Orion Multi-Purpose Crew Vehicle (MPCV), Extravehicular Project Office, and all JSC Government Furnished Equipment.	
<b>Place of Performance:</b> NASA JSC and SAIC, Houston, TX	<b>Period of Performance:</b> 07/15/2006-10/31/2013

### 3.21.1 Clerical and Administrative Support

We scheduled meetings, arranged conference rooms, maintained agendas, tracked action items, and communicated with participants. We scheduled over 2,200 Shuttle and ISS board/panel meetings during the course of this contract. We received data packages from meeting participants, cataloged data, posted in protected databases, and archived data. JES Tech technical writers prepared minutes and action items and maintain configuration control of board/panel documentation. We supported meetings that included different divisions across NASA JSC, contractors, other NASA agencies, International Partners, and Commercial Spaceflight Companies. This required attentiveness to the critical risk of disclosing private, classified, sensitive, sensitive but unclassified information, and company proprietary information.

We provided administrative support to the Safety & Mission Assurance (S&MA) Flight Safety Office, which involved meeting coordination, document preparation and design, document

production, and distribution. We also coordinated and provided primary administrative and meeting logistics for the prominent S&MA Mission Success Review meetings.

JES Tech maintained, logged, and archived quality records in JSC’s QARC. We supported Quality and Engineering personnel by processing the Quality Work Authorization Documents (WADs), Acceptance Data Packages (ADPs), and Shipping and Receiving Documents across seven JSC locations.

<b>NASA Johnson Space Center Safety Mission Assurance Engineering Contract (SMAEC)</b>	
<b>Employing Agency/Company:</b> SAIC	
<b>Points of Contact:</b>	
Barbara Eadie, Contractual Lead 2450 NASA Parkway, Houston, TX 77058 Phone: 281-335-2018/Fax: 281-335-2476 barbara.a.eadie@saic.com	Eric Clark, Technical Lead 2450 NASA Parkway, Houston, TX 77058 Phone: 281-335-2095/Fax: 281-335-2476 eric.h.clark@saic.com
<b>Contract Description:</b> This contract provided Safety and Mission Assurance (S&MA) services for the Space Shuttle Program, International Space Station (ISS), Constellation Program, and later the Orion Multi-Purpose Crew Vehicle (MPCV), Extravehicular Project Office, and all JSC Government Furnished Equipment.	
<b>Place of Performance:</b> NASA JSC and SAIC, Houston, TX	<b>Period of Performance:</b> 07/15/2006-10/31/2013

### 3.21.1 Clerical and Administrative Support

JES Tech maintains over 600,000 quality records our team enters and maintains in JSC’s Quality Assurance Record Center. We support Quality and Engineering personnel by entering, processing, and scanning Quality Work Authorization Documents (WADs), Acceptance Data Packages (ADPs), and Shipping and Receiving Documents.

<b>Department of Energy Oak Ridge Office – Business Administrative Services (BASS) Contract</b>	
<b>Employing Agency/Company:</b> Department of Energy	
<b>Points of Contact:</b>	
Natasha White, Contractual Lead US Department of Energy 200 Administration Road Oak Ridge, TN 37830 Phone: 865-241-6411/Fax: 865-576-3375 whiten@oro.doe.gov	
<b>Contract Description:</b> This contract provided business and administrative support services including Financial Service Center and Planning and Budget Division Support Services, Emergency Management Security Services, personnel security tracking, procurement support, financial assistance, and property support.	

<b>Place of Performance:</b> Department of Energy Oak Ridge Office, Oak Ridge, TN	<b>Period of Performance:</b> 01/18/2011-4/30/2016
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### **3.21.1 Clerical and Administrative Support**

JES Tech's team coordinated meetings, teleconferences, conference rooms, and WebEx conferencing for offices across the laboratory. This included coordinating and setting up telecommunications and computer equipment, as well as catering.

Our Diversity Programs Office personnel coordinate quarterly contractor meetings for Diversity Programs, Diversity Plans, Equal Employment Opportunity, and employee concerns. These meetings include DOE officials and contractors and are conducted both onsite and offsite. We coordinate an average of six to eight meetings per week. We record meeting minutes and set up telecommunications and computer equipment.

We operated the laboratory Mail Room which provides daily support to 4 offsite facilities. This includes pick-up and delivery of classified records from the RHA. We handled about 300 pieces of mail per day. We also distributed mail originating from the Mail Room. We scanned mail to PDF format and enter them into a Sonar database, and distribute them either electronically or by regular mail.

Our team operated mail and information services for the Environmental Management Mail Room, where parcels are received from the laboratory distribution center. Our staff sorted and distributed mail, plus prepared items to be mailed. For the Reproduction section, we printed, prepared, and distributed materials such as reports, presentations, and correspondence. Services included copies, binding, stapling, color copying, and printing of books, manuals, printing, oversized papers, and drawings.

We performed a wide range of copying, graphics, scanning, and photo services. We also processed roughly 100 copy requests per week. We operated Classified Fax Machines and Secure Fax Machine to maintain secure data transmission. We scanned on average 1,000 documents per month across multiple areas.

We managed over 8,500 records in the RHA retirement storage facility. We prepared and sent records to the National Archives and Records Administration following DOE requirements for creating and preserving records of organization, policies, decisions, procedures, and essential transactions. We maintained 13,000 files for active security clearances and 3,000 active HSPD 12 files. Our Central Library COMSEC team managed over 4,000 active Secret Restrictive Data records.

We performed word processing for departments across the laboratory, responding in two days to approximately twenty requests each day to convert drafts or hand drawn notes into finished documents and/or presentations, often on a priority basis. Our team created document and presentations using Microsoft Excel, Microsoft PowerPoint, and Visio. Our team in the Photography and Graphics Departments provided desktop publishing of high quality digital photographs, graphics, illustrations, maps, and drawings for presentations and media used throughout the laboratory and DOE Headquarters.

Our financial service staff provided payment document processing, tracking, and control for payments to all areas of DOE, amounting to \$9 billion. We entered and track roughly 5,000 invoices a month in the Vendor Invoicing Payments Electronic Reporting System.

Our administrative support staff processed 30-50 foreign travel requests per day through the DOE Foreign Travel Management System. We coordinated DOE project manager approval, trip justification, regulation compliance, trip preparation, and travel close out.

The JES Tech team maintained current inventory of all Communications Security equipment and materials which includes key tape, firefly keys, electronic keys, Secure Data Network System products, and Security Telephones. We performed a semi-annual inventory or when a custodial change or compromise occurs. We were the COMSEC Custodian for classified phones for all laboratory users. Our staff issued the phone, key and access card for ninety phones. We appointed and trained the custodians and performed an annual inventory. We also tracked government vehicle keys.

