Attachment J

REQUIREMENTS STATEMENTS LIST

February 27, 2026

National Aeronautics and Space Administration
Goddard Space Flight Center

DOCUMENT CHANGE LOG

Requirement Statement title	Revision	Date

REQUIREMENTS STATEMENTS

This requirements statements list consists of requirements that supplement the statement of work or performance work statement. These requirements are specific to agency-required procedures or protocols concerning matters related to contracts or other agreements; as a result, the following requirements are invoked by contract *TBD*.

Counterintelligence Briefings (AUG 2025)

If a contractor or subcontractor employee is going on official NASA travel to designated countries, included on the list of current designated countries at https://oiir.hq.nasa.gov/nasaecp/index.html, Russia and/or other high intelligence-threat locations, a pre- and post-travel Counterintelligence Threat Briefing and Debriefing is required, per NASA Procedural Requirements (NPR) 1660.1 entitled, "NASA Counterintelligence and Counterterrorism." These briefings include information on the threat from foreign intelligence services, the need to protect NASA classified and sensitive information, elicitation techniques and methods, the impact to NASA when classified and/or sensitive information is lost or stolen and any current State Department advisories or warnings regarding the country(ies) to be visited.

Contractor or subcontractor employees traveling to any designated countries, Russia and/or other high intelligence-threat locations, on official NASA business should receive the threat briefings from their company's security officials. When that is not possible or practicable, they shall contact the cognizant NASA Center Counterintelligence/Counter Terrorism (CI/CT) office at least two weeks prior to traveling to schedule a personalized foreign travel briefing. Contractor employees shall also schedule a debriefing within one week of returning from travel. The cognizant NASA CI/CT Office can be reached at christian.m.breil@nasa.gov (301-286-1533). Briefings and debriefings may be done in person, via teleconference or by phone as necessary and no paperwork is required.

Foreign Travel by Contractor Employees on NASA Official Business (AUG 2025)

Contractor employees (including subcontractors) traveling internationally in support of NASA official business must obtain a country clearance via the Department of State (DOS) electronic Country Clearance (eCC) process. DOS has the authority to grant, withhold, or limit permission for any personnel to travel internationally on U.S. Government official business.

Contractor employees traveling internationally on official NASA business are required to coordinate in advance with the contracting officer's representative (COR) and their Foreign Travel Coordinator (FTC) prior to traveling, as DOS international travel guidance/policies, and conditions in foreign countries, are subject to change.

In order to obtain a country clearance via the eCC process, travelers must complete a NASA Form (NF) 1908, NASA Advance Travel Notification Form (ATNF) for International Travel, and submit it to their FTC, along with a copy of the complete travel itinerary. The form must be submitted at least 30 business days prior to departure in order to obtain a DOS eCC approval. Forms submitted less than 10 business days prior to departure have a presumption of denial, and require justification signed by the Center Director or designated senior individual at the cognizant NASA Center. Travelers may request the NF1908, NASA ATNF from the their FTC. The list of Center FTCs can be accessed at https://nasa.sharepoint.com/sites/FTRP/SitePages/Home.aspx. (This link is behind the NASA firewall – contact the COR to get the FTC name if not able to access).

Contractor employees on NASA foreign travel may use the International Traveler Checklist (ITC) that provides a list of travel-related items the traveler should review prior to international travel. The traveler does not need to submit the ITC form to their FTC; the form is for the benefit of the traveler only. The

Center specific ITC can be obtained from the FTC.

In addition to specifying the NASA traveler's contact information, the eCC request must indicate that the traveler has taken the appropriate training, as follows:

Foreign Affairs Counter Threat E-Learning (eFACT): All contractor employees traveling internationally on NASA official business must complete the eFACT training course (formerly known as Counter Threat Awareness Training (CTAT)) regardless of destination. The eFACT course is available on DOS's learning management platform, Foreign Service Institute (FSI) Student Information System (SIS) at no cost at https://sis.fsi.state.gov/MySISWeb/s/. To register, send a completed SF182 form (and contractor memorandum if applicable) to DS-Registrar@state.gov.

For any additional questions regarding the enrollment process, contact the DOS Registrar's Office at: DS-Registrar@state.gov.

eFACT and CTAT course certification is valid for six years; CTAT validity is honored for individuals that completed the CTAT course prior to removal from NASA SATERN on December 31, 2025. NASA travelers should hand-carry a copy of their valid eFACT or CTAT completion certificate with them on all official international travel.

Foreign Affairs Counter Threat (FACT): Contractor employees traveling internationally in support of offical NASA business are not required to complete FACT training unless the requirement is specifically included elsewhere in this contract. However, depending on the country and other circumstances, the DOS Chief of Mission Authority may determine that this training is required for contractor employees on official U.S. Government business. The contractor must coordinate with the COR and FTC to determine if the contractor employee(s) must complete the FACT training. The FACT training is an in-person course. Travelers may go to the link below to review the most up-to-date DOS advisories prior to leaving: https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html. The course certification is valid for six years.

All NASA travelers are expected to comply with the current guidance and policies regarding health-related requirements in their destination country(ies), as well as the current requirements for reentry into the United States.

In accordance with NPR 2810.2, titled Possession and Use of NASA Information and Information Systems Outside of the United States and United States Territories; NASA official international travelers must take NASA IT devices or access NASA accounts only when authorized by the Center CIO or their designee, prior to travel. Travelers should follow their Center's international travel process in addition to this requirement statement.

Specific questions regarding foreign travel and guidance/policy updates may be directed to the FTC.

<u>Information Technology</u>

1. IT Purchase Authorization

    a. The contractor shall ensure all IT products and services direct charged to the contract are approved through the OCIO's Commercial IT Request (CITR) Application. This includes, but is not limited to, FITARA, Supply Chain Risk Management (SCRM), IPv6, and 508 compliance. No purchases of commercial IT products or services should be made prior to coordination and approval by the OCIO. Contractor shall report purchases monthly

utilizing Attachment C, DRD 3, CITAR.

b. This contract shall only be used to purchase software, software maintenance, hardware, or hardware maintenance necessary for the performance of this contract. NASA shall own the license(s) or subscriptions for any software or applications purchased. All hardware shall be titled to NASA.

2. Section 508 Conformance

a. The contractor shall ensure that all products, platforms, services, and communications delivered as part of this work statement that are Information and Communication Technology (ICT) or contain ICT, conform to the Revised Section 508 of the Rehabilitation Act Standards, 36 C.F.R. § 1194.1 & Apps. A, C & D. The Standards may be found at https://www.access-board.gov/ict/.

3. Records Management

a. The Contractor shall maintain all records created for Government use or created in the course of performing the contract and/or delivered to, or under the legal control of the Government and must be managed in accordance with Federal law, including but not limited to, the Federal Records Act (44 U.S.C. chs. 21, 29, 31, 33), NARA regulations at 36 CFR Chapter XII Subchapter B, as well as NASA records policies (NPD 1440.6, NASA Records Management Program, and NPR 1441.1, NASA Records Management Program Requirements).

b. The Contractor shall ensure that NASA-owned/Contractor-held records are segregated from contractor-owned records and from non-record materials and report holdings of NASA records.

c. The Contractor shall immediately notify the Contracting Officer and NASA Records Officer upon discovery of any inadvertent or unauthorized removal, defacing, alteration, or destruction of Federal records. Destruction of Federal Records is EXPRESSLY PROHIBITED unless in accordance with records retention schedules or as directed by the Contracting Officer.

d. All Contractor employees assigned to this contract who create, work with, or otherwise handle Federal Records are required to complete mandatory NASA- provided records management training. The Contractor shall ensure that training has been completed according to agency policies, including initial training and any required annual or refresher training.

e. The Contractor shall incorporate the substance of this clause, its terms and requirements including this paragraph, in all subcontracts under this contract, and require written subcontractor acknowledgment of same.

4. Use of Artificial Intelligence (AI) During Contract Performance

a. The contractor must disclose any potential or intended use of Artificial Intelligence (AI) technologies, tools, or systems in the performance of this contract. If it is unknown at the time of contract award whether AI will be used, the contractor must provide written notice to the Government prior to the deployment of any AI systems during contract

performance. If AI technologies are introduced after the commencement of contract performance, the contractor must notify the contracting officer in writing prior to the release or deployment of any AI component, capability, or system in the NASA environment.

b. The Government reserves the right to review, approve, or disapprove the proposed use of AI technology in the performance of this contract. The contractor must obtain written approval from the contracting office before implementing AI systems.

c. If any subcontractor intends to use AI technologies in the performance of work under this contract, the contractor must ensure that similar notification and disclosure requirements apply to all subcontractors. The contractor is responsible for collecting the notification and disclosure requirements from subcontractors and submitting them to the Government.