



January 3, 2005

TO: NASA Medical and Environmental
Contracting Officer Technical Representatives

FROM Director, Occupational Health
Office of the Chief Health and Medical Officer

SUBJECT: Model Statements of Work

After many months and many revisions, the Occupational Health Model Statements of Work (SOWs) are enclosed for your reference. They will be posted on the Agency's Occupational Health website in the near future. As part of the Occupational Health three-year Strategic Plan, the release of the Model SOWs is seen as a critical part of the long-term goal of standardization and program quality assurance.

The SOWs were vetted to the appropriate discipline communities during their development over the past two years. They were more recently reviewed and edited by the Office of the Chief Health and Medical Officer (OCHMO) and subsequently reviewed by the NASA Occupational Health Assessment Team. Final OCHMO review and approval occurred last week.

This project took on increased significance with the conversion of Agency procedure and guideline documents to requirements documents. Safety and health were real-time examples of functional requirements that were verifiable through an assessment/audit process.

It is our intention that the Occupational Health Model SOWs will be living documents scheduled for formal update every two years. In the future, updates shall occur in even-numbered fiscal years.

If you have any questions, please contact the appropriate Occupational Health discipline manager through Ms. Janine Scoville (321-867-2961).

A handwritten signature in blue ink that reads "Catherine M. Angotti".

Catherine M. Angotti, RD, LD

Enclosures