

**U.S. GEOLOGICAL SURVEY/EROS CENTER
TECHNICAL REQUIREMENTS DOCUMENT
for
TECHNICAL SUPPORT SERVICES CONTRACT SOLICITATION**

TRD NUMBER

021

PERFORMANCE PERIOD

Contract Base Year: April 1, 2010 thru March 31, 2011

PROJECT NAME

Remote Sensing Consultation and Coordination
(CEOS Support and Remote Sensing Education and Training – EROS)

TECHNICAL REQUIREMENTS DOCUMENT

Remote Sensing Consultation and Coordination Project (CEOS Support and Remote Sensing Education and Training – EROS)

Scope:

The USGS must ensure better coordination of our participation in agency-level committees and related activities and better coordinate all our remote sensing and training activities. The coordination efforts must include: merging all CEOS-related activities into one proposal and managed activity that we can: (1) bring greater visibility to all CEOS support activities, (2) improve communication and coordination among the elements, and (3) improve CEOS planning and budgeting processes and reporting of accomplishments; establishing a Land Imaging Program Advisory Committee that advises and provides guidance to the Federal Government, through the Office of the Secretary, Department of the Interior (DOI), on the societal benefits of the U.S. Land Imaging Program, representing the interests of the public, including but not limited to, Federal, State and other government agencies, professional and technical societies, the academic community, and the private sector in meeting the Nation's land imaging needs; expanding and enhancing the beneficial use of remotely sensed data and remote sensing technology by USGS and other scientists through a Remote Sensing Education and Training Program.

This project will coordinate EROS participation in agency-level committees and related activities. Specifically in FY 2009, the Remote Sensing Consultation and Coordination (RSCC) Project will support the Bureau's responsibilities as the CEOS Land Surface Imaging (LSI) Constellation and the associated CEOS working group tasks. The working group tasks include: Working Group on Information Systems and Services (WGISS), Working Group on Calibration and Validation (WGCV), Working Group on Education (WGEdu), and LSI Support. Participation includes activities and expenses related to attending and participating in regular Working Group meetings. Labor expenses will be charged for preparation, participation and follow-up work.

Deliverables:

CEOS Support: All CEOS subgroup meetings requiring TSSC support will require, as a deliverable, a USGS Weekly Highlight at least two-weeks prior to the event and a trip report following the activity. No contract support is required to support WGISS, WGEdu, and the LSI Constellation activities.

- **CEOS-WGCV** - Contractor support will be to work with the USGS to establish a strong operational test site calibration process. Provide deliverables for CEOS and GEO calibration validation workshops and meetings. Develop interface with ESA Cal/Val group and web portal and develop. Attend CEOS WGCV during the current performance period

Remote Sensing Education and Training - EROS: TSSC labor support is needed to develop training materials (power point presentations) in hard copy and on CD for one workshop during the current performance period. The specific workshop topics or dates have not been finalized.

Support is needed for the following tasks:

1. Organize the technical aspects of the workshop, including access to necessary software, computer accounts, meeting space, etc..
2. Prior to the workshop, organize and gather data sets, if applicable.
3. Provide instruction and presentations on topics, if applicable.
4. Assist workshop participants in their daily activities.

USGS will provide subject matter requirements when available. Specific requirements for development of the training material include a: **Cover Page** (An explanation of a specific component/topic), **Learning Objective** (Example: After completing this module the student can - list learning objectives using proactive language including: explain, outline, list, describe, make the case for, implement, locate, access, integrate, create, publish, etc.), **Background** (A statement or description of the *topic*, *the purpose and/or role*) and **Summary** (Reinforcement of the key elements and the specific way in which they support the understanding of remote sensing technologies).

All reports and services are to be delivered in a professional, timely manner.

Schedule:

To ensure that the project requirements are met in a timely and efficient manner:

- Status meetings will be scheduled as needed, but no less than quarterly.
- USGS Weekly Highlight at least two-weeks prior to the event
- Trip report following the activity.
- Training material shall be completed at least 2 weeks prior to the workshop.

Communications Requirements:

Interaction with a TSSC work manager will help to ensure that communication is documented, well understood, and tracked. The as needed meetings and reports will be held in conference rooms or in government. The means to provide information to the government will be through the use of Office type products or new approaches approved by the government. It is expected that all communication, whether oral, written or softcopy, that lends direction, guidance or policy to an activity, will be documented through formal written or email means.

The task expects to work through a TSSC work manager for all work anticipated.

The government will periodically need to change the scope or nature of the activities to address changing needs of the Agency, the Discipline, and EROS.