

MEMORANDUM OF AGREEMENT  
BETWEEN  
THE NATIONAL MUSEUM OF NATURAL HISTORY,  
SMITHSONIAN INSTITUTION  
AND  
WALTER REED ARMY INSTITUTE OF RESEARCH

SUBJECT: Memorandum of Agreement ("MOA" or "Agreement") establishing a collaborative relationship between the Smithsonian Institution (SI) Office of the Chief Information Officer (OCIO), National Museum of Natural History (NMNH), and the Walter Reed Biosystematics Unit (WRBU), an off-site component of the Walter Reed Army Institute of Research (WRAIR), for the hosting and support of the WRBU website known as "VectorMap".

1.0 REFERENCES.

- a) Economy Act, 31 U.S. Code 1535.
- b) Primary Partner Points of Contact (Appendix A)
- c) WRAIR will comply with, in connection with DOD's obligations under this MOA:
  - 1. DOD Instruction 4000.19, Interservice and Intergovernmental Support, revised 25 April 2013.
  - 2. Army Regulation 380-5, Department of Army Information Security Program.
- d) Smithsonian will comply with, in connection with Smithsonian's obligations under this MOA:
  - 1. Smithsonian Directive (SD) 118, Privacy Policy
  - 2. SD 119, Privacy Breach Notification Policy.
  - 3. SD 610, Digitization and Digital Asset Management Policy
  - 4. SD 807 Requests for Smithsonian Institution Information.
  - 5. SD 950, Management of the Smithsonian Web

2.0 PURPOSE.

The Smithsonian Institution and WRAIR hereby enter into a collaborative relationship for the purpose of defining the web hosting and related technology infrastructure support agreement provisions between the Parties for the hosting and support of the WRBU website known as "VectorMap".

3.0 BACKGROUND.

The Walter Reed Biosystematics Unit (WRBU), an off-site component of the Walter Reed Army Institute of Research (WRAIR), and the Department of Entomology (DOE), National Museum of Natural History (NMNH), Smithsonian Institution (SI), have worked together

effectively since 1961. During that time, the NMNH Mosquito Collection has developed into the largest in the world, comprising over 1.5 million specimens. The missions of these organizations are separate and distinct, though complementary. Both groups of scientists conduct basic research and provide critical information and scientific services to academic visitors, government agencies and the general public. In addition, WRBU has the further charge of enhancing research tools and information dissemination on medically important arthropods of interest to the Military. A *separate* Memorandum of Understanding (MOU) between the Parties outlines the basis for this cooperation, delineating responsibilities and describing the types of contributions expected by both parties; and it also provides a formal definition governing the exceptionally positive and productive 54-year long relationship between the WRBU and the NMNH.

Under this Memorandum of Agreement (MOA or "Agreement"), the Parties agree that in accordance with SD-950, WRAIR may request and SI will permit websites and/ or web products of WRBU to be hosted on SI servers only after each site is individually reviewed by the SI Office of the Chief Information Officer (OCIO) and approved for use by SI by the 0010 Technology Review Board.

WRBU/WRAIR websites and tools that are hosted by SI will have the option to utilize the domain [www.si.edu](http://www.si.edu) and have access to information technology (IT) support from SI's Office of the Chief Information Officer (OCIO) for website maintenance, as defined in the OCIO Customer Service Handbook (IT-970-01), with additional support by NMNH IT, as defined below. In exchange, SI may make full use of all educational resources contained in WRBU/ WRAIR websites.

SI will provide server space to WRAIR; in exchange. SI may make full use of all educational resources contained in WRBU websites. SI OCIO will be responsible for maintaining the server space including data backups and WRBU will be responsible for publishing all data, images and other media as well as correspondence with the user community for each website. In the event of a loss of funding for any WRBU website hosted by SI or the termination of this Agreement, WRAIR will be responsible for the final deposition and storage of all data in accordance with SD 610. If desired, relevant, feasible, appropriate or permissible, SI hosted websites can be linked to the USMRMC, WRAIR, WRBU or other official sites within the ".mil" domain, e.g. Armed Forces Pest Management Board (AFPMB), an Office of the Secretary of Defense (OSD) agency.

#### 4.0 UNDERSTANDINGS.

a) SI agrees to:

1. Facilitate the transfer of the WRBU mapping tool "VectorMap" from the University of Kansas, to the Smithsonian Institution server and within the "[si.edu](http://www.si.edu)" domain.

2. Provide server space and host the publically accessible WRBU website known as VectorMap on SI supported hardware and associated hardware systems in accordance with SD-950, Management of the Smithsonian Web. Additional requests to host additional WRAIR or WRBU websites or applications at SI or through SI supported systems will be subject to independent SI/OCIO Technical Review Board (TRB) processing.
3. Provide appropriate network and server access to approved WRBU IT staff and contractors for the management and maintenance of the VectorMap website and associated application dependences in adherence with standard SI user account protocols and rules.
4. Provide domain name support within "[si.edu](http://si.edu)" or other agreed domain name resolutions or redirects in adherence to SI domain name protocols and rules.
5. SI will be responsible for maintaining the hardware and OS software, infrastructure, server updates, OS security patches and data backup/recovery support in accordance with the OCIO Customer Services Handbook as defined in the OCIO Customer Service Handbook (IT-970-01), with additional coordination support by NMNH IT.
6. Provide website performance testing, application security scanning and vulnerability reports to WRBU.
7. Provide geographic information system (GIS) software coordination and liaison support from the SI GIS Coordinator.
8. Provide WRBU access to use ArcGIS software and appropriate related application products through SI's academic site license in accordance with licensing rules and agreements between SI and GIS software systems vendors, at no cost to WRBU/WRAIR.
9. Provide WRBU/WRAIR contacts with copies of all applicable SI security policies, directives, standards and other documentation required to host the VectorMap website.

b) WRAIR (WRBU) agrees to:

1. Provide funding to SI in accordance with Section 11.0 (TRANSFER OF FUNDS) below. SI's performance of the activities set forth in this Section 4.0 (UNDERSTANDINGS) is contingent upon WRBU's transfer of funds in the amount set forth in Section 11. Unless otherwise agreed to in this Agreement, if any new specialized software or hardware is introduced and/or required to support the VectorMap website that is unsupported by SI, WRBU/WRAIR will agree to fully fund, acquire and manage and support it in adherence with all appropriate SI technical standards and policies.
2. Ensure that all VectorMap software will comply with OCIO Technical Reference Model (TRM) or if required request a waiver through the OCIO approval process.
3. Provide high-level Fiscal Year (FY) visit metrics of site activity for purposes

of SI performance monitoring and systems migration preparedness.

4. Manage all website content, including data, images, and other media (content) and assure that all content has been approved via MPMC PAO and OPS EC (in accordance with AR 25-1 and AR 530-1 ) before being loaded onto website.
5. Manage communications with the VectorMap website user community.
6. Prepare and maintain an SI Digital Asset Management Plan (DAMP) in accordance with the parameters in SD 610, Digitization and Digital Asset Management Policy.
7. Execute the terms of the DAMP in the event of the removal of any WRBU/WRAIR websites hosted at SI and/or the termination of this Agreement.
8. Not collect any personally identifiable information (PII) from users of the VectorMap website without consulting with the NMNH IT Privacy Liaison to ensure that collection of PII adheres to the Smithsonian Directive (SD) 118, Privacy Policy, and SD 119, Privacy Breach Notification Policy.
9. Provide SI with appropriate high-level application and website documentation and systems configuration information.
10. Agrees that the launch of the website will not precede a clean security scan by the OCIO security team.
11. Remediate any initially discovered and future application security vulnerabilities in accordance with SI security policies and standards.

#### 5.0 INFORMATION ASSURANCE AND DATA MANAGEMENT.

The parties to this Agreement acknowledge that all data exchanged under this Agreement, to include data accessed from the VectorMap site, will be available in the public domain. Furthermore, the parties acknowledge that no confidential data (including PII) will be exchanged under this Agreement. If at any point the parties amend this Agreement in a manner that would require the exchange of confidential data, that amendment must address information assurance and data management and, where necessary, include a data use agreement (DUA).

#### 6.0 PUBLICATIONS.

In all written or oral publications that may result from work performed pursuant to this Agreement, each Party's contribution is to be expressly noted either by acknowledgement or co-authorship, as appropriate. Each party shall send draft abstracts or manuscripts to the other for review and editorial comment, and any suggested editorial changes will be returned within a timeframe that allows the project schedule to be met, but in no case longer than 45 calendar days of receipt.

## 7.0 INTELLECTUAL PROPERTY.

Federal law will govern the rights to all intellectual property arising from the projects/programs under the terms of this Agreement. If there is a conflict between the terms of this Agreement and the terms of any other applicable agreements, the terms of this Agreement will prevail to the extent feasible. Inventions arising under this agreement will be governed by Section H of the renewed Memorandum of Understanding between WRAIR and SI entered into by the parties as of 1 September 2015.

## 8.0 LIABILITY.

Both Parties are responsible for the acts and omissions of their respective employees, contractors and agents and assume liability for personal injury or property damage only to the extent provided under the Federal Torts Claims Act, 28 U.S.C. Ch. 171. Nothing in this agreement constitutes a waiver of either party's sovereign immunities.

## 9.0 DISPUTES.

In the event any disagreement concerning research progress, scientific priorities and the emphasis of the research focus, and/or administration management, guidance will be sought initially from the scientific points of contact. If resolution is not possible, the conflict shall be referred for settlement to the signatories of this Agreement.

10.0 FINANCIAL. WRAIR will provide funding for this effort upon signature of this Agreement. WRAIR will provide reimbursable support to NMNH in the amount of \$5000 per year, starting in FY2016, for the life of this agreement.

## 11.0 TRANSFER OF FUNDS.

The service will be paid via IPAC.

A SI

Treasury Account symbol (TAS)/appropriation code  
DUNS/BPN 0032661880  
EIN: 53-0206027  
Agency Location Code (ALC):33010001  
BETC: COLL

B WRAIR

Treasury Account Symbol (TAS)/Appropriation Code: 021201520160240000

DUNS/BPN: 12-9615428

EIN: 16-1470391

Agency Location Code (ALC): 00008522

BETC: DISB

10.0 TERMINATION. This MOA may be terminated by either party by giving at least 60 days advance written notice.

11.0 MODIFICATIONS. This MOA may be amended at any time upon mutual consent as agreed upon by both parties

12.0 EFFECTIVE PERIOD. This MOA shall be effective upon the signature of parties listed below and will automatically expire 9 (nine) years from the effective date unless written notice and mutual agreement revise it.

IN WITNESS WHEREOF, the Parties have caused this agreement to be executed by their duly authorized representatives as follows:


For the WRAIR:

Validity unknown

Digitally signed by RENTA, DANA.KAY.1066977940  
Date: 2016.03.17 07:52:44 -04:00

Dana K. Renta  
Colonel, US Army  
Commanding

For Smithsonian Institution:



Kirk Johnson  
Sant Director  
NMNH

Date

Date

3-29-16

**APPENDIX A. PRIMARY PARTNER POINTS OF CONTACTS.**

**WRAIR Contacts:**

a) WRAIR Tech Transfer Office POC

Gabriela Zollner, Ph.D.  
Office of Research and Technology Applications  
Walter Reed Army Institute of Research (WRAIR)  
503 Robert Grant Avenue  
Silver Spring, MD 20910  
Phone: 301-319-3182  
Email: [gabriela.z.romero.civmail.mil](mailto:gabriela.z.romero.civmail.mil)

b) WRAIR POC:

MAJ Jeff Clark, Ph.D. or his successor Chief.  
WRBU, Entomology Branch, WRAIR 503  
Robert Grant Avenue  
Silver Spring, MD 20910-7500  
Phone: 301-319-3065  
Email: [jeffrey.w.clark1.mil@mail.mil](mailto:jeffrey.w.clark1.mil@mail.mil)

c) WRAIR Financial Administrative Contact:

William Ward  
Senior Budget Analyst  
Resource Management Branch, WRAIR  
503 Robert Grant Avenue  
Silver Spring, MD 20910  
Phone: 301-319-9478  
Fax: 301-319-9899  
Email: [william.h.ward68.civ@mail.mil](mailto:william.h.ward68.civ@mail.mil)

**The Smithsonian Institution Contacts:**

A. SI Technology Contacts:

**SI OCIO:**

Jigesh Patel (Project Manager)

Michael Tuttle (Supervisory IT Specialist)

DucPhong (Ducky) Nguyen (Special Assistant for Planning and Project Management)

**SI-NMNH IT:**

Dan Cole (GIS Coordinator)

Dennis Hasch (Supervisory IT Specialist)

Lauren Greenstein (Senior Systems Architect, IT System Security Specialist and OCIO Liaison)

B. Natural History Museum POC:

Wendy J. Wiswall, Ph.D.

Assistant Director for Science Programs

National Museum of Natural History

NHB MRC 106, P.O. Box 37012,

Smithsonian Institution

Washington, DC 20013-7012

Phone: (202) 633-0831

Fax: (202) 633-0181

Email: [wiswallwsi.edu](mailto:wiswallwsi.edu)

C. Natural History Museum Authorized Official:

Kirk Johnson, Ph.D.

Sant Director

Office of the Director

National Museum of Natural History

Smithsonian Institution

MRC 106, P.O. Box 37012

Washington, DC 20013-7012

Phone: (202) 633-2664

Email: [JohnsonKR@si.edu](mailto:JohnsonKR@si.edu)