

Science Inbrief Scheduling, McMurdo Station

OP-M-063

Revision 0

Approved by [REDACTED]

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NSF Science Representative
NSF Administrative Coordinator
Science Support*

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Purpose

This procedure specifies the steps taken in scheduling Science Inbriefs for arriving grantees. Science Inbriefs are held by the National Science Foundation, and are therefore scheduled by the NSF Administrative Coordinator. These meetings provide an opportunity for incoming science personnel (grantees) to meet the NSF Representatives and RPSC Science Support POCs and to become familiar with the Science Support work centers and their resources. Similarly, the meeting provides an opportunity for NSF and RPSC personnel to meet the grantees and learn more about their science support needs. The meetings are typically held in the Chalet on the morning after the grantees arrive at McMurdo Station.

Scope/Applicability

This procedure applies to the NSF Administrative Coordinator—the individual responsible for determining the need for the Science Inbrief meeting, who should be invited, and what date and time to schedule the meeting.

Terms and Definitions

Annual Science Planning Summary

A publication that lists all of the Science Groups, Principal Investigators, and grantees involved with scientific research projects at USAP Stations. The book is published yearly. Planning summaries can also be found under “Science” via the McMurdo Intranet home page or via “U.S. Antarctic Program Services” at <http://www.polar.org>.

APA

Advance Passenger Advisory – A list of flights and passengers expected to arrive on-site

Chalet

Building 167 at McMurdo Station; offices for senior NSF and RPSC representatives

Grantee

Scientist or other individual affiliated with an NSF-sponsored science event

NSF

U.S. National Science Foundation

PI

Principal Investigator: lead grantee for a particular science event

POC

Point of Contact

POLAR ICE

A web-based program used for planning field support for Antarctic research projects

RPSC

Raytheon Polar Services Company

RSP

Research Support Plan – document that defines the level of support approved by NSF for a science project's field research in Antarctica

Science Event Number (SEN)

A tracking designator assigned to each science group, consisting of a code letter (scientific discipline) followed by a sequential number and a station locator code.

Responsibilities

The NSF Administrative Coordinator is responsible for scheduling Science Inbrief meetings. The Coordinator sends out electronic meeting invitations to the NSF Science Representative and the RPSC Science Support supervisors and managers, or to individuals designated by the Science Support work centers to attend the inbriefs. Distribution lists for these meetings are found in the NSF Administrative Coordinator's Outlook Contacts Lists, under "Inbrief Attendees" and "Optional Inbrief Attendees."

Discussion

Following is an outline of the steps for determining which arriving science groups need to attend a Science Inbrief, and then proceeding with the scheduling and invitation process. Also included are additional responsibilities related to the Science Inbrief Process.

Determine the Need for an Inbrief Meeting

There is usually one inbrief meeting per science group each season. It is the NSF Administrative Coordinator's responsibility to use the following tools in determining the need for an inbrief meeting:

Advance Passenger Advisory (APA)

As flight manifests are processed daily, Advance Passenger Advisories (APAs) are published and sent out via e-mail, informing the community of expected flights and passengers enroute to McMurdo. The NSF Administrative Coordinator is on the e-mail distribution list to receive these advisories.

Review APAs daily to determine what grantees/events are expected to arrive in McMurdo. There can be multiple groups arriving, with several grantees in each group. Be especially attentive to the date when the flight is scheduled to arrive in McMurdo. (Note: Inbriefs are always scheduled for the day FOLLOWING the arrival of a flight.) Once you have reviewed the APA and identified incoming science groups, contact the Field Science Support Manager to confirm with him or her which groups need to be scheduled.

Note Grantees are identified on the APA by a Science Event Number, or SEN (e.g. B-027-M) next to their name. The SEN identifies the particular science project that NSF has funded for research in Antarctica. There may be several grantees involved with a project, and also several different projects or event numbers manifested on any given flight. Please refer to the Annual Science Planning Summary for a complete list of science projects, Principal Investigators (PIs), and grantees that are anticipated for the year.

Schedule the Meeting and Invite Attendees

Once the Field Science Support Manager has concurred with your list of grantees/groups that will need inbriefs, send out a meeting invitation to the individuals on the "Inbrief Attendees" and "Optional Inbrief Attendees" distribution lists in the NSF Admin's e-mail account.

Note It is best to wait and send the invitation until after the actual Departure Message for the flight is posted. There can often be flight delays, cancellations, or changes to manifests which may involve deletions/additions of passengers.

The meeting is usually scheduled for 9:30am, the day following the arrival of the flight. Typically, this time is kept clear on the NSF Representative's calendar for inbriefs. If the NSF Representative is not able to attend the meeting, the NSF Science Representative provides the NSF presence at the inbrief.

Notify the NSF Station Manager

The NSF Administrative Coordinator notifies the NSF Station Manager which science groups will be arriving on the next incoming flight, and which groups will need an inbrief. The NSF Station Manager provides this information to the arriving groups at the Arrival Brief, telling them the location (Chalet) date (day following arrival) and time (usually 9:30am) of the Science Inbrief.

Research Support Plans (RSPs)

Research Support Plans (RSPs) are documents that define the level of support approved by NSF for each science project's field research in Antarctica. A hard copy of each science group's RSP should be provided to the NSF Representative for reference during the science inbrief. Copies are obtained from the NSF Administrative Coordinator's POLAR ICE account. The NSF Administrative Coordinator needs to ensure at the beginning of the season that she/he has access to POLAR ICE. After the science inbrief, the NSF Representative returns the RSP to the NSF Administrative Coordinator, who keeps the hard copies on file.

Recordkeeping

It is helpful to keep track of inbriefs that are completed throughout the season, to prevent the scheduling of science groups more than once. Even though multiple members from science groups continue to arrive throughout the season, it is generally accepted that the first arriving grantees of a particular group will receive the inbrief, and pass on information to grantees arriving later. Generally, the Field Science Support Manager will advise of any changes to inbrief scheduling. The list should be maintained on the Local Area Network, under Science Briefings/Inbriefs in the NSF Admin's "H drive."

References

NSF Administrative Coordinator's Outlook (e-mail) Account

Science Planning Summary

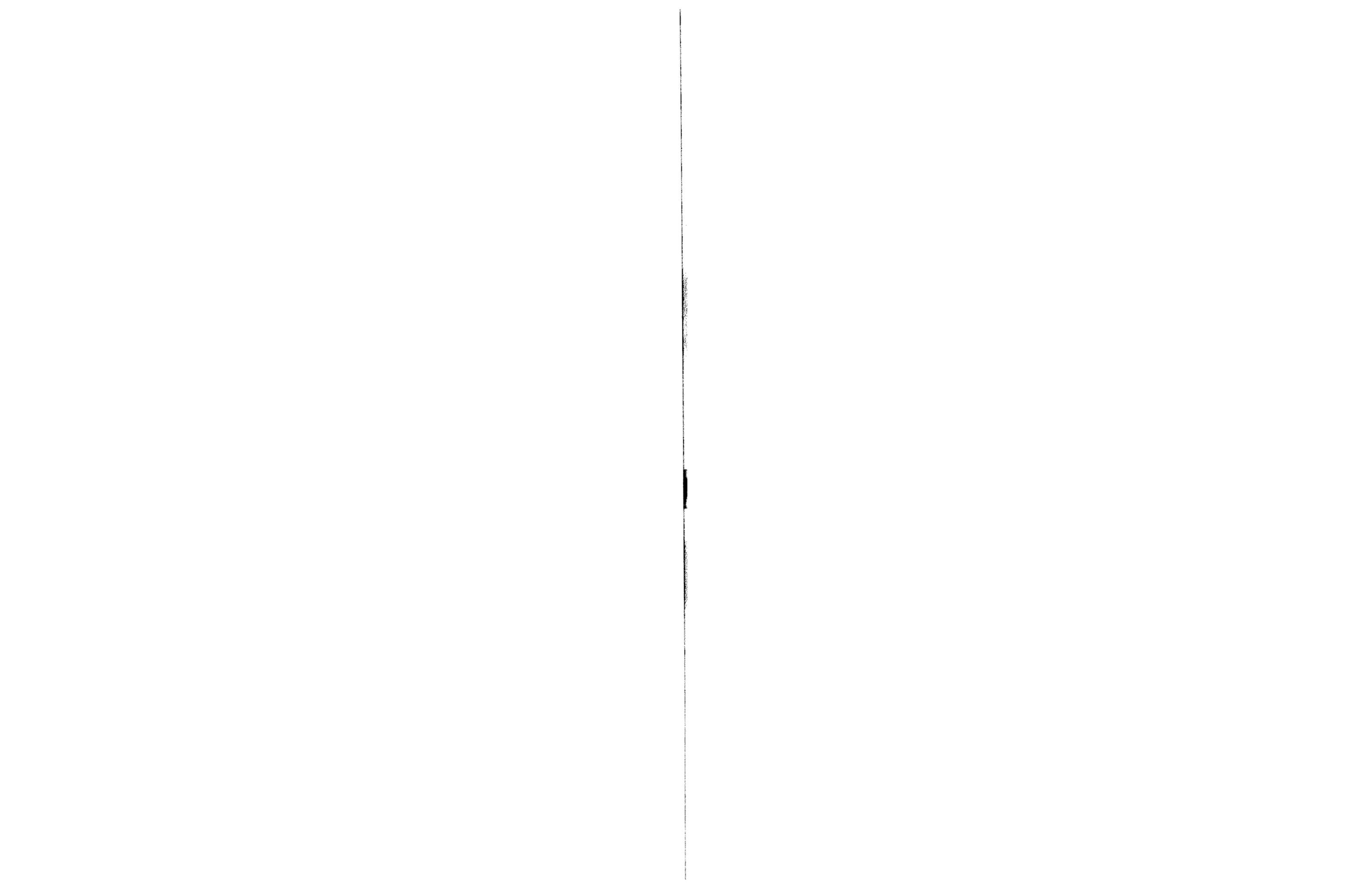
POLAR ICE

Records

Record Identification, Format, & Owner	Active Location Storage, Protection, & Retrieval	Facility Storage, Protection & Retrieval	Retention Time (Active and/or Facilities Storage)	Ultimate Disposition
Inbriefs Scheduled, Electronic, NSF Administrative Coordinator	NSF Coordinator's computer. (H:/ Science Briefings/ Inbriefs) Computer is password protected, retrieved by NSF Coordinator	N/A	Active: 1 year Facilities: N/A	Delete

Attachments, Appendices

None.



Safety Training Tracking

All spreadsheets are now on the Common Drive: Safety Training Tracking and under 2002-2003 Summer Season. All Departments are responsible for updating their own spreadsheets, adding names of new personnel and adding new columns to the Department Specific Training and Department Safety Topics sheets. A designated Administrative Coordinator or staff person from each department will be given the modify password to edit the spreadsheets.

Do not delete the names of personnel who leave the station, but leave their names in the spreadsheet. Winter and Summer (includes WINFLY) participants are on separate spreadsheets. The Winter Spreadsheet will be archived at the end of winter and the summer spreadsheet will be archived at the end of summer.. Winter Personnel are currently listed under Common Drive: Safety Training Tracking/Winter 2002. As new personnel arrive for the summer season, add their names to your spreadsheet.

This list reflects the password to modify for each department. Please only modify your own department's spreadsheet and personnel and be selective on distributing your password. The passwords are as follows and must be typed exactly as shown without using a CAPS lock key.

AGE	AGE1
Area Mgmt	Area
ATO	ATO2
ATO Pax Ops	Pax10
BFC	BFC3
Crary	Crary4
Field Support Safety	Field 26
Fixed Wing Ops	Fixed27
Fleet Ops	Fleet5
Food Service	Food6
Fuels	Fuels7
Helo Ops	Helo 24
Housing	Housing8
IT&C	IT9
Labor Pool	Labor22
McMurdo	Station
MEC	MEC10
Medical	Medical20
Power/Water	PowerWater
Recreation	Recreation12
Retail	Retail23
Supply	Supply14
USAP Cargo	USAP21
VMF	VMF15
Waste Mgmt	Waste16

The Chalet Administrative Coordinator will update the All Station and Special Workbook spreadsheets as new flights arrive. At the end of the season, this list will include everyone who has stayed at McMurdo Station and received safety or any other training.

Please save your spreadsheet periodically throughout the summer. Do not delete your spreadsheet at the end of the summer season!!! These records will be stored and accessed by RPSC Area Directors, managers, Denver Headquarters and Human Resources.

