

DATE: September 10, 2012

LOCATION: Regents Park III

SUBJECT: HSF NSG Denied SHO Splinter Minutes

ATTENDANCE:

Last Name	First Name	Email Address	Affiliation	Telephone Number
Bangerter	James	James.A.Bangerter@nasa.gov	GSFC/NASA/ HSF ND	301-286-7306
Banks	Turonald	turonald.banks.contractor@ exelisinc.com	GSFC/HSF	301-823-2563
Baum	Earl	earl.j.baum@nasa.gov	JSC/NOIT	281-483-2321
Bethke	Pete	pbethke@mail.wsc.nasa.gov	WSC/SN/TDRS	575-527-7057
Blizzard	Melissa	Melissa.Blizzard@exelisinc.com	GSFC/HSF	301-823-2622
Boggs	Tom	harry.t.boggs@nasa.gov	GSFC/CSO	301-286-5590
Booker	Harrison	Harrison.Booker@exelisinc.com	GSFC/HSF	301-823-2627
Booth	Mike	Michael.S.Booth@nasa.gov	GSFC/ASRC/HSF	301-826-6192
Calhoun	Melvin	Melvin.Calhoun@exelisinc.com	GSFC/HSF	301-823-2644
Clark	Elizabeth	Elizabeth.Clark@exelisinc.com	GSFC/HSF	301-823-2625
Custodio	Arian	custodio_arian@bah.com	SCaN	703-589-7517
Deutsch	Leslie	leslie.j.deutsch@jpl.nasa.gov	NASA/DSN	818-354-3845
Douglas	Scott	Scott.C.Douglas@nasa.gov	GSFC/NASA/CSO	301-286-9550
Erickson	Jim	James.K.Erickson@jpl.nasa.gov	JPL/DSN	818-393-1529
Foster	William	william.m.foster-1@nasa.gov	JSC/GC Office	281-483-0640
Gardea	Ray	rgardea@wsc.nasa.gov	WSC	515-527-7377
Glasscock	David	David.O.Glasscock@nasa.gov	WSC	575-527-7035
Hervey	Jewel	jewel.r.hervey@nasa.gov	JSC/NASA/SCIO	281-483-0359
Kraesig	Richard	Richard.Kraesig@exelisinc.com	GSFC/HSF	301-823-2569
Levin	Ryan	ryan.m.levin@nasa.gov	GSFC/SCNS/OSC	301-823-2641

Last Name	First Name	Email Address	Affiliation	Telephone Number
Marriott	Robert	Robert.R.Marriott@nasa.gov	JSC/NOIT	281-483-6879
May	Jennifer	jennifer.may.contractor@exelisinc.com	GSFC/HSF	301-823-2629
Morse	Gary	Gary.A.Morse@nasa.gov	NASA HQ/SCaN	202-358-0504
Pifer	Fred	fred.pifer.contractor@exelisinc.com	GSFC/HSF	301-823-2646
Ramirez	Crystal	Crystal.E.Ramirez@nasa.gov	GSFC/FDF	301-286-2197
Tai	Wallace	Wallace.S.Tai@jpl.nasa.gov	JPL/NASA	818-574-0137
Testoff	Steven	Steven.B.Testoff@nasa.gov	GSFC/ASRC/HSF	301-286-6538
Whitney	Joe	joseph.l.whitney@nasa.gov	JSC/GC Office	281-483-6878

INTRODUCTION

Messrs. Rick Kraesig and Joe Whitney convened the September 10, 2012, Human Space Flight (HSF) Network Support Group (NSG) Denied Scheduling Order (SHO) Elevation Local Operating Procedure (LOP) meeting to discuss the denied SHO elevation LOP.

MEETING

- A. Mr. Kraesig stated that there have been some issues with the process. He reviewed the steps in the procedure.
1. Step 1. The Ground Controller (GC) receives a Flight Note for a Tracking and Data Relay Satellite (TDRS) SHO Modification. The GC processes the requests where TDRS Unscheduled Time (TUT) is available and schedules or modifies the events per the International Space Station (ISS) LOP 1.101 and 1.102.
 2. Step 2. If no TUT is available, the GC generates an e-mail that contains only portions of the time that is not in the TUT and addresses the e-mail to White Sands Complex (WSC) Space Network (SN) Scheduling only. The "CC" line will be addressed to the Spaceflight Mission Manager (SMM) and GCs. Mr. Jim Bangerter emphasized that it is important that the GCs use good descriptors to simplify the process and to save time.
 3. Step 3. The GC will advise WSC SN Scheduling via the voice loop that an e-mail containing the requested TDRS events has been sent.
 4. Step 4. WSC SN Scheduling will confirm receipt of the e-mail with the GC.
 5. Step 5. WSC SN Scheduling will attempt to resolve any conflicts.
 6. Step 6. WSC SN Scheduling will advise the GC of the TDRS event resolutions and identify events that could not be resolved via e-mail.
 7. Step 7. The GC will identify the critical events that need to be elevated and advise the Network Director (ND) and the SMM.
 - a. The GC will advise the ND and SMM via e-mail that Tracking and Data Relay Satellite System (TDRSS) events have been requested and denied, that no TUT is available, and all internal efforts to provide TDRS time have been exhausted. The "To" line will be addressed to the ND and the "CC" line will be addressed to the SMM and GCs. Mr. Bangerter emphasized that WSC SN Scheduling is not to be included on this e-mail.
 - b. For requests that need approval in less than 72 hours or during the weekend, the GC will follow up the e-mail with a phone call to the SMM.
 8. Step 8. The SMM will reply all to the e-mail acknowledging receipt and that the request has been elevated. Ms. Melissa Blizzard stated that this needs to be an immediate response.
 9. Step 9. The ND or his representative will work with WSC to resolve the conflict.
 10. Step 10. The ND or the SMM will provide the status of the request to the GC via e-mail. In near real-time situations, the status may be provided by phone, and will be followed up by e-mail.
 11. Step 11. Once resolved, the WSC SN Scheduler will contact the GC and advise the GC that the time is available and to submit the event, or that the request has been denied by the ND and no further action will be taken.
- B. Mr. Kraesig reviewed an example of a Flight Note Summary e-mail. Mr. Bangerter stated that it is insufficient to reference the Flight Notes in the e-mail. The e-mail needs

to contain a thorough explanation for the request. Mr. Kraesig accepted an action item to update the Denied SHO LOP with a better example summary e-mail and to move the statement to the Step 2 in the LOP where the email is being sent to WSC Scheduling (**action item 091012-Denied SHO-01**).

- C. Mr. Kraesig accepted an action item to update the LOP to add a second example summary for the e-mail to the ND (**action item 091012-Denied SHO-01**).
- D. Mr. Bangerter stated that the purpose is to ensure that everyone understands that the issue is being worked and will be resolved as quickly as possible.
- E. Mr. Bangerter stated that during a recent conversation, he was told that an agreement had been made which stipulated that if ATV could be used for Debris Avoidance Maneuvers (DAMs), ATV would be guaranteed TDRS time. He replied that the only way to guarantee TDRS time would be to declare a spacecraft emergency, and a DAM would be considered an emergency.
- F. Mr. Joe Whitney stated that the agreement was to give up International Space Station (ISS) time for the ATV event. He noted that per ISS procedures, a DAM is not considered an emergency, but it would be an emergency if the ISS is hit by debris.
- G. Mr. Bangerter stated that if the ISS needed to avoid debris, it would be a good reason for an emergency. It could be considered a TDRSS or Network emergency. Mr. Bill Foster concurred. Mr. Whitney agreed to consider a modification to the ISS emergency procedures.

ACTION ITEM REVIEW

The following action items were assigned at the September 10, 2012, HSF NSG Denied SHO status splinter meeting:

091012-Denied SHO-01	Rick Kraesig/GSFC HSF
Action:	Update the Denied SHO LOP with a better example statement and move the statement to the step in the LOP where the email is being sent to WSC Scheduling.
Response:	Update to LOP completed
Status:	Closed
091012-Denied SHO-02	Rick Kraesig/GSFC HSF
Action:	Update the Denied SHO LOP to add a second example summary for the email to the ND
Response:	Update to LOP completed
Status:	Closed

(Original Approved By)
Rick Kraesig, GSFC HSF
Joe Whitney, JSC GC