



Denied SHO Elevation LOP



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LOP 1.32

TITLE

ISS GC/WSC TDRSS SHO ESCALATION PROCEDURE

PURPOSE

To outline procedures for real-time TDRS event changes and how to elevate a request if TDRS time is unavailable

PARTICIPANTS

ISS Ground Control (GC)
WSC Space Network (SN) Scheduling
GSFC Network Director (ND)
GSFC Spaceflight Mission Manager (SMM)

REFERENCE DOCUMENTS

450/Space Network Users Guide (SNUG)
450/WSC DSMC OIP

GENERAL

The GC will process real-time TDRS event modifications, deletions, additions or changes in accordance with standard SN scheduling procedures and this LOP.

PROCEDURE

The following steps will be performed upon the receipt of a Flight Note or Internal Note (with Flight Director's concurrence if required) requesting any TDRS event modifications, deletions, additions or changes

1. Per official direction for the GC to implement a Flight Note for a TDRS SHO Modification, the GC will process any TDRS requests where TDRS Unscheduled Times (TUT) is available and schedule or modify events via SNAS and Auto-TDRS per ISS GC Local Operating Procedures 1.101 and 1.102
2. If no TUT is available, GC will generate an e-mail that contains only portions of the time that is not in the TUT and address as follows:
 - a. The "To" line will be addressed to WSC SN Scheduling only
 - b. The "CC" line will be addressed to the SMM and GCs

- To: snsched@mail.wsc.nasa.gov
wsnso@mail.wsc.nasa.gov
- cc: smmconsole@ncc-comm.gsfc.nasa.gov
[JSC-DL-MCC-GC](#)

- c. Email will contain a description of the critical activity
- d. Include enough information so that criticality can be communicated
- e. Acronyms must be spelled out

Note:

If you are using HTML, select Options and then Plain Text. Include any justification from the Flight Note.

3. The GC will advise WSC SN Scheduling on the SHO TIME loop that an email containing the Flight Note TDRS events that need to be worked has been transmitted
4. WSC SN Scheduling will confirm receipt of the email with the GC
5. WSC SN Scheduling will attempt to resolve any conflicts
6. WSC SN Scheduling will advise the GC of the TDRS event resolutions and identify events that could not be resolved via email
7. The GC will identify the Critical events that need to be elevated and advise the ND and the SMM
 - a. GC will advise the ND and SMM via email that TDRSS events have been requested and denied, that no TUT is available, and all internal efforts to provide TDRS time have been exhausted
 - To: james.a.bangerter@nasa.gov
 - Cc: smmconsole@ncc-comm.gsfc.nasa.gov; [JSC-DL-MCC-GC](#)

Note

Do Not include WSC scheduling on this email

- b. Requests for events needing approval in less than 72 hours or during the Weekend (Friday 19:00Z until Monday 11:00Z); the GC will follow up the email with a phone call to the SMM. GC will utilize the SMM call up list

Note:

The email from the GC to the ND and SMM must contain the TDRS (TDE, TDW, etc.) being requested with start/stop time, and a description of the critical activity (this must include enough information so that when the request is elevated, a basic understanding of the criticality can be communicated). All acronyms must be spelled out

8. The SMM will reply all to the email acknowledging receipt and that the request has been elevated
9. The ND (or his representative) will work with White Sands to resolve the conflict
10. The ND or the SMM will provide the status of the request to the GC via email. In near real-time situations the status may be provided by phone. If so, it will be followed up by email
11. Once resolved, the WSC SN Scheduler will contact the GC and advise the GC that the time is available and to submit the events, or if the request has been denied by the ND, no further action is will be taken

Example of Flight Note Summary email

To: snsched@mail.wsc.nasa.gov
wsnso@mail.wsc.nasa.gov

Cc: smmconsole@ncc-comm.gsfc.nasa.gov
JSC-DL-MCC-GC

Subject: ISS TDRS Request GMT XXX – XXX(reference date) FN XXXXXX

Per ISS Flight Note FXXXXXX, ISS is requesting the following event as Critical and the time is not available in TUT.
E-XXX(TDRS label) JJJ/XX:XX:XX - JJJ/XX:XX:XX(AOS and LOS of requested time.

- A. Note: Transmit the e-mail in Plain Text