ESPO Team Tag Up Minutes – 8/14/18

Attendees:

ARC**: QA, BB,** DC, **EC, KD,** DJ, **LJ,** EJ, **BL, SM, SN, AP, VS,** AT, **MV, BW,** JZ

TDY: **DC** (WFF)

AL: JZ, DJ, AT

1. Intro (MV)
* Division update
	+ 1. Unauthorized devices – computers

BAERI computers are government furnished equipment (GFE), they are okay to use in the field and the software on them is approved for connection to the NASA server,

* + 1. Unauthorized devices – phones – also GFE, working on a procedure (software & training) but may not have it in place in time. MV pushing the issue with management.
* Group photo on Sept 4th if we are all here – Pizza day
* MV is acting branch chief until 8/21.
* MV will be back to the office TWTH starting next week.
* MV will be out 8/16 (off at 1pm), 8/17 all day and 9/5-7.
1. Computers/IT (BB, DC, KD, AP)
	* Sys Admin back ups for Dan
		1. Help desk: Andrew
		2. Inventory/spares: Brent
		3. Server issues: Brad
2. Manpower planning (MV)
	* Travel fast track schedule for 2018 (includes travel dates) – we have been told we will get at least two EVs, possibility of 3, but no more than 3.
3. Share info:
	* Training:
		1. AGU
			1. Send a justification to MV if you want to attend.
			2. Hotel rooms. – Liz has 7 hotel reservation that were made in February. Let Liz know if you need a hotel room as she will transfer the confirmation number to you, after Marilyn has approved your trip.
			3. Civil servants need to fill out a form on SATERN after you get the conference approval email. You will need NCTS number and approval date.
		2. FN escort – You take training on SATERN. At the end of the slides, you pick a center. Even though the different between centers is only a couple slides at the end of the training, there is no way to pick more than one center. So, if you need more than one center you have to take the training again.
	* Procedures:
		1. There is an NASA Policy Regulation regarding max work hours per day/per week. If you want to check it out, it is NPR and ou can find it at nodis.gsfc.gov. The main message is that Project managers should make an effort to give people time off in the field. If it is a slow weekend, maybe one person works one day and the other takes the next day. That way we have full coverage but people get some time off. If you only have 1 slow day, you can split it.
	* Tools:
		1. New CS travel cards in Nov.
		2. Note for CS, when you change your labor WBS, you can select all defined categories (regular hours, travel comp time, etc.) in one batch to carry over to new WBS.
		3. Franked envelopes are available in NASA stock. (use a ARC 45)
		4. Remember, NASA source first. If you are buying stickers, office supplies, graphics, video or anything NASA supports, you must have a good justification to use BAER.
	* Team:
		1. Picnic – Aug 23. – Specialty’s/pre-prepped order instead of BBQ. Let Liz know if you plan to bring something. Bring lawn games if you have them.
		2. Telecommute exceptions – will arrange approval on a case by case basis. Watching your kids is not a reason.
		3. Taking TWTH off / telework training (SATERN) / plans – don’t take only T-Thur off and not Mon/Fri – it looks wrong. If you can justify it, see MV.
4. Mission Updates
	* ATom (DJ/EC) –
		1. Science leadership working on agenda for meeting in Nov (Boulder).
		2. Down to last co-op that needs their fiscal year spending.
	* ORACLES (BL/DC) –
		1. Integration - busy full house at Wallops.
		2. Contract changeover is odd because the staff are switching employers and using up leave with old company while transitioning into new company, so ground crew not all showing up every day.
		3. Minister of Foreign Affairs is giving project long-stay visa.
		4. P-3: don’t know who is coming from that team yet because of the contract switchover – so there will be some changes to the team listing.
		5. Jens is fully resigned and Paquita and Rob have taken over. Still working out the issues with Jens going to the field for ORACLES.
	* EXPORTS (QA/VS)
		1. Brent and Quincy just returned from mobilization.
		2. The ship will reach the study site today (due west of Seattle).
		3. All equipment got to needed location. 16 cities, 5 states, 6 hotels worth of movement.
		4. 5 weeks from now they get to go collect the gear and the samples that then need to be distributed to their respective labs.
		5. Vidal supported the media day organized by NASA Goddard, who invited high profile bloggers and tweeters to share updates on the project. The scientists did a great job of sharing information and background for the social media folks to understand the project.
	* OIB (JZ) – Still struggling with potential airport runway construction. Plan is to operate from Punta Arenas to start then move to Ushuaia on Oct. 31.

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* + CAMP2Ex (JZ/EC) – working on lodging plans for next year – Erin talking to Chincoteague hotels, will start to talk to Subic Bay hotels soon.
	+ FireEx-AQ (DJ/BL&QA): DC-8/B-200. NOAA P-3 in Boise – Dave visiting at end of August – Site Visit, STM Oct 24-26, Website in the works
1. Other Projects
	* National Conference of State Legislators (LJ) – Complete, Liz assembling a report for Ryan
	* KORUS Science meeting (JZ) – in progress, Aug 27-31, Irvine
	* EPIC (VS, JZ) – planning meeting tomorrow, will go over access for international attendees and people from designated countries.
2. Next meetings:  **8/28, 9/4, 9/11, 10/16, 10/30**
3. Demos:

Aug 14– Food regs (EC/LJ)

• Need to determine whether your get together is a conference or not in order to see if you can order food. NASA NIDs 9700.1A, section 2.2.1.1 (a and b) state that if your meeting has anything to do with project planning and workshopping, or review and approval – it can be worded in such a way to consider it a meeting and not a conference. Easier to determine that it is a meeting if you hold it at a NASA facility or a very inexpensive venue, meaning that little to no money is being transferred from NASA to an outside agency (such as an expensive hotel or conference center). Also, best to not invite outside (non-NASA) speakers because “outside participation” makes the meeting a reportable conference. You need to have the conference group make the determination but, the way you present it is important so choose your words carefully.

• If your meeting is not a conference, you can have BAER buy snacks and beverages – food restrictions do not apply to meetings. However, anything over and above light snacks/refreshments looks inappropriate. Marilyn will talk to Mark about what figure $ per day he is comfortable with paying for to provide food and beverages. For now, make sure your expenses are less than $500/day.

Aug 14– Swag regs (EC)

• Goodies and “swag.” We don’t do swag. We provide tokens of appreciation or good will. BAERI has given the go ahead to spend one-mission purchases of $100 or less for small items to be given as tokens of goodwill.

Aug 14– PM Guide (EC)

Scan the ESPO project management guide before missions to prep. It is a living doc and should be added to by anyone who wants to contribute on the team. Right now it is limited to Erin’s writing and experience, and therefore needs to be amended to include different perspectives from different project managers.

**Affect and effect**

Verbs first. *Affect* means to influence: “Impatient investors affected our roll-out date.” *Effect* means to accomplish something: “The board effected a sweeping policy change.”

How you use *effect* or *affect* can be tricky. For example, a board can *affect* changes by influencing them and can *effect* changes by directly implementing them. Bottom line, use *effect* if you’re making it happen, and *affect* if you’re having an impact on something that someone else is trying to make happen.

As for nouns, *effect* is almost always correct: “Once he was fired he was given 20 minutes to gather his personal effects.” *Affect* refers to an emotional state, so unless you’re a psychologist you probably have little reason to use it.