2016 AFRC Building 703 (Palmdale) Deployment Guide

This document was created to help familiarize you with operations at Armstrong Flight Research Center (AFRC) Building 703 in Palmdale, CA. *If you have questions regarding the contents of this document or suggestions on ways to improve it, please contact Dave Jordan or Erin Czech (contact information below).*

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ESPO email addresses, cell phone numbers, and dates on site

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AFRC office and cell phone numbers

Tim Moes	DC-8 Project Manager	Office: 661-276-3054	Cell: 661-510-8696
Matt Berry	Ops Engineer	Office: 661-276-5838	Cell: 661-810-8255
Adam Webster	Payload Integrator		Cell: 701-330-7090
Corry Rung	DC-8 Crew Chief	Office: 661-276-3013	Cell: 661-221-3434
Wendy Bereda	Shipping/Receiving	Office: 661-276-3182	
Karen Richards	Lab Manager	Office: 661-276-3675	Cell: 661-209-6569
Anne Odenthal	Badging and Access	Office: 661-276-7478	Cell: 661-609-8292

Contacts: AFRC Operator dial "0" or (661) 276-3256

1. Lodging and Transportation

Lodging

ESPO has booked room blocks at the Residence Inn and Courtyard by Marriott. Both hotels are located on Rancho Vista Blvd (Avenue P), about 4 miles west of AFRC Building 703.

Courtyard by Marriott Palmdale
530 W Rancho Vista Blvd, Palmdale, CA 93551
Phone: (661) 947-4100
Web: http://www.marriott.com/hotels/travel/wjfcy-courtyard-palmdale/

Rate: 125 USD (plus tax) per night.

Nights available:

- **7/10/16 - 7/13/16** (last day to book is 6/26/16)
- **7/24/16 - 7/30/16** (last day to book is 7/10/16)
- **8/22/16 - 8/26/16** (last day to book is 8/8/16)

How to book:

Call using the appropriate phone number above and refer to the name of the room block - **'NASA ATom'** - to receive the group rate. Reserve your room by providing a credit card number.

Transportation

If you are part of the deployment team departing for Anchorage from Palmdale, we recommend that you rent a car from Avis at either LAX or BUR when you arrive to the area. There is an Avis location that shares a parking lot with both the Residence Inn Palmdale Lancaster and the Courtyard by Marriott Palmdale. You can return your cars here prior to the PMD - ANC flight.

2. Arrival at AFRC

Before Your Arrival

Every project participant must register for ATom. Each team lead has been asked to input all team members including themselves. After this, each individual participant will receive an email with login and project registration instructions. If you have not received this email or need a reminder on how to log in to the ATom website, please contact Erin Czech.

For people with a NASA PIV card requiring entry to AFRC Building 703

- In order to get through the turnstiles at the Building 703 main entrance and to get onto the hangar floor, your PIV card must be capable of operating the B703 badge readers.
- Go to IdMAX (https://idmax.nasa.gov) and select "User Self Service" to add AFRC as a travel center (if it is not already an active travel center for you). Note that logging on to IdMAX requires user authentication by either Smartcard Access or an RSA token.
- Next, select the Access Management tab. If the "B703 Hangar Floor" asset is not listed under "Current Access", you must submit a new NAMS request. To create a New Request, input "B703 Hangar Floor" into the search box and submit. Be sure to change

your "Sponsor" to Timothy Moes. Using a sponsor from another center to sponsor AFRC access will cause the request to be rejected and cause delays.

- Every participant coming to AFRC Building 703 for ATom activities must enter their information on their ATom registration page. Even if you are a NASA employee with a NASA PIV badge, AFRC must authorize the request and will use the ESPO database to confirm participation.

For non-gov't employees and contractors requiring entry to AFRC Building 703

- Please make sure that both your personal information and travel dates are current on your ATom registration page. Anne Odenthal will use this information to send a visit request to AFRC security.
- If you have any difficulty entering the security gates, please call Anne Odenthal. She will be reachable at her office (661-276-7478) during regular work hours and by her cell (661-609-8292) during off hours.

Foreign Nationals

- An AFRC NASA PIV badge holder (either a civil servant or a contractor) must escort Foreign Nationals on visas or visa waivers at all times. If you haven't already, please contact ESPO if you have a Foreign National on your team. Note: DC-8 management will request a waiver to allow US citizen team members of foreign nationals to act as escort.
- Foreign Nationals from countries on the US Department of Defense's designated country list will not be permitted to participate in ATom.
- Security must be notified (using the phone located at the gate) when foreign nationals are on site on a RDO or weekend. A guard will want to come out and see the person and look at their badge prior to their working in the lab. An escort will be required on an RDO or weekend, so please make sure that your escort is aware you will be coming and that they or another approved escort will be available.

Visitors

- If you would like to request a visitor, please contact Anne Odenthal at 661-276-7478.
- If a visitor will be arriving during the off hours (after 2:45pm week days, RDO Fridays, Saturday, Sunday or Holidays) please contact Anne Odenthal prior to the day of arrival. Security will need to be notified, and a request for a temporary badge submitted, as well as arrangements for an escort. This procedure will be required whether the visitor is a FN or a US citizen.

Personnel switching out in the field

- Anyone who ever wants to fly on the DC-8, whether or not they ever come to Building 703, should make sure their personal information is input onto the ESPO ATom website. Access to the aircraft must also be requested and approved through the proper channels.

Arrival

For people with a NASA PIV badge

- If you have confirmed through IdMAX that you have access to the "B703 Hangar Floor", your PIV badge should operate the badge readers at both the entrance turnstiles and

the hangar floor entrance. Please contact Anne Odenthal if your PIV badge does not work at either of these access points.

For non-NASA personnel requiring a badge

- Upon arrival, head to the security office located outside the main entrance to get your badge. An escort will be required until the request for access can be submitted. This access cannot be requested until you are fully enrolled and issued your badge. Anne Odenthal will need to be notified by Security that your badge has been issued and then the access request will be submitted.
- At this initial check-in at the security office, you will watch a brief safety video regarding Building 703.
- The request to authorize access on newly issued badges to the hangar floor can only be done after you have your new badge in hand. Please call Karen Richards at one of the numbers listed above to escort you onto the hangar floor. At this time, she will also provide you with a brief tour of the facility.

Directions

NASA AFRC Building 703 is located near the LA/Palmdale Regional Airport east of the Highway 14 in the City of Palmdale. It is located at the intersection of 30th Street East and Avenue P.

From Bob Hope/Burbank Airport (BUR) - *about 1hr w/out traffic*
Take I-5 North to Hwy 14 North to Palmdale
Take the Avenue P (Rancho Vista) off-ramp
Turn Right on Avenue P
Follow Avenue P to 30th Street East
Turn Left on 30th Street East and follow the road to Bldg. 703

From Los Angeles International Airport (LAX) - *about 1hr 20min w/out traffic*
Take 405 North to I-5 North to Hwy 14 North to Palmdale
Take the Avenue P (Rancho Vista) off-ramp
Turn Right on Avenue P
Follow Avenue P to 30th Street East
Turn Left on 30th Street East and follow the road to Bldg. 703

From Ontario International Airport (ONT) - *about 1hr 20min w/out traffic*
Take I-10 East toward San Bernardino
Take I-15 North toward Barstow/Las Vegas
Take Hwy 138 West toward Palmdale
Turn Right on 40th Street East
Turn Left on Avenue P
Follow Avenue P West to 30th Street East
Turn Right on 30th Street East and follow the road to Bldg. 703

3. Lab, Office, and Shipping Information

Hangar Lab space

Science lab space in Hangar 703 is room S111 and the Lab manager is Karen Richards.

When you arrive at the hangar, please check in with Karen and the ESPO representative. Karen will provide you with a brief tour of the facility and request that you sign in and out of the hangar at the clipboard on the wall by the door. The ESPO rep will collect the name of your hotel, room number, and cell phone information and provide you with any updated information you should know.

There is an erase board on the wall of the lab that the crew will update with outstanding issues for each experiment. Please pay close attention and be sure your open items are addressed in a timely manner and do not impact the mission schedule.

There is a break room with refrigerators and microwaves. Lab refrigerator is CHEMICALS ONLY.

RDO/Weekend and Holiday Deliveries

AFRC has an RDO (Regular Day Off) every other Friday. For the ATom integration window, the RDOs will fall on the following dates: **July 1, July 15, July 29**.

The aircraft might be open and supported by the crew on these dates, but other AFRC support staff will not be at work. Therefore new badges cannot be issued, delivery companies are often turned away and other standard services are not available. Please make ESPO aware of any deliveries that might take place on an RDO or weekend day so arrangements can be made to ensure the delivery is accepted.

1. US Postal Service deliveries must be received by AFRC main base, so they will not be delivered when AFRC is closed, and they will never be accepted at B703 in Palmdale. Be aware that FedEx often subcontracts to the US Postal Service so these deliveries would also require AFRC main base to receive them. If you are having something delivered near an RDO/Holiday/Weekend and you will be using US Postal or FedEx, AFRC recommends you have the item delivered to your hotel or ask the sender to send the package by a different courier. If it is a very large package or one that requires a forklift, ask the sender to use another service other than FedEx or US Mail.
2. UPS, DHL and others can deliver on the RDO and (if it is a company policy) weekends/holidays. Praxair and other gas companies should also be able to make their delivery, however names of two POC's with cell numbers will need to be given to Security on the last day worked in order for Security to know who is authorized to accept the delivery. NASA Security is not authorized to accept any deliveries, so a POC must be available. In these cases be sure to tell ESPO or Karen about the expected delivery so they can notify the security office and provide them the proper contact phone numbers. Please let them know what is being delivered, expected delivery date, who it is being delivered to, and from whom it was sent.
3. Also, advanced notice would be required if a forklift is be needed. Only certain people are authorized to operate a forklift, so arrangements would need to be made with the Facilities Dept. several days in advance.

Network

Wireless Internet services will be available to everyone who needs it. Participants should use properly configured devices that are wireless compatible. Sign into the system as a guest. Note that <u>no RF transmitters</u> (e.g., Wi-Fi hubs) are allowed in the hangar.

Office Equipment

Phones in the labs are restricted to domestic calls (dial 8 to get an outside line, no need to dial 1, just the area code and number). A printer is available but is currently configured for plug in only.

Shipping/Storage

Please ship all equipment as described on the ATom website under Logistics → Shipping, (http://espo.nasa.gov/missions/ATom/content/ATom_Shipping).

There is space on the North side of the hangar on the third floor that can be used for storage, especially boxes not needed until after the mission. See Karen to have things moved there.

4. Safety

Lab & Ramp Safety

- No ATom personnel are allowed to loiter on the ramp.
- All personnel must wear a reflective vest if on the ramp at night.
- Completely closed toe shoes are required in the hangar and on the ramp. No high heels, sandals, or open-toed shoes.
- *Tool Control* – In general, only aircraft crew provided tools should be used with your instrument activity when the instrument is mounted on the DC-8. There can be no tools in any aircraft hangar that are not part of tool control. This means that, if you need a tool on the hangar floor, you must use tools in accordance with AFRC tool control procedures. AFRC provides dedicated toolboxes that are tracked and must be returned by the end of the day or prior to the aircraft leaving the hangar. When your shipments arrive, they are placed in the hangar floor. DO NOT open your tool kits on the hangar floor. Bring your toolboxes into the lab before you open them and use them in the lab only. If a science team wants to use their own toolbox on the hangar floor, it must be in inventoried and maintained in accordance to AFRC tool control procedures.
- 24/7 access - last one out must turn off the lights.
- **NO equipment can be left running** in the hangar bay overnight (this includes charging computers or phones) if the hangar bay is unmanned. The lab is OK but check with Karen or ESPO prior to leaving things running overnight.
- **NO RF transmitters** (Wi-Fi hubs, walkie-talkies, etc.).
- Any electrical cords outlets in the hangar must be at least 18" above the ground. If the lab roll-up doors are open, the lab technically becomes part of the hangar so be aware of the hangar rules such as this one.
- **No smoking** allowed in or near the hangar bay. Smoking is only allowed in outside areas where designated. Be aware that there are fuels, liquid oxygen, and other hazards nearby. Smoke in designated areas only.
- Boxes of hearing protection plugs can be found in the lab area.
- If you bring hazardous materials into the hangar, you need to provide Karen Richards and Quincy Allison (quincy.allison@nasa.gov) with a copy of the SDS **at least three weeks in**

advance of your arrival. Also, provide notice if a hazardous materials cabinet will be needed. All hazardous materials will need to be stored in designated lockers.

- Use proper protective clothing when you are handling hazardous products/materials or performing tasks that would require additional protection (like LN2 refilling). Safety equipment/clothing can be checked out in tool control
- Always make sure someone in your group knows your whereabouts in case of an emergency. If you come in during off hours, the buddy system is recommended.
- Hydrazine training will be required to work at Palmdale. This will be provided upon arrival.

Emergencies and Medical Care

- For all emergencies, dial 911 or 661-947-4803 from a cell phone at AFRC.
- There is a first aid kit located at each entry/exit door in the hangar. There are two first aid kits in the lab on the hangar wall.

5. Mission Information

Cameras

You can take pictures of the NASA aircraft and our lab space but be sure not to take pictures toward the ramp or the flight line. Notify ESPO prior to any pictures beyond a few personal photos.

Mission Schedule

A daily plan of the day will be posted on the ATom website under Mission Planning → Daily Schedule, http://espo.nasa.gov/missions/ATom/daily-schedule. An email will be sent out to the ATom list serve as well.

Reporting & Archiving

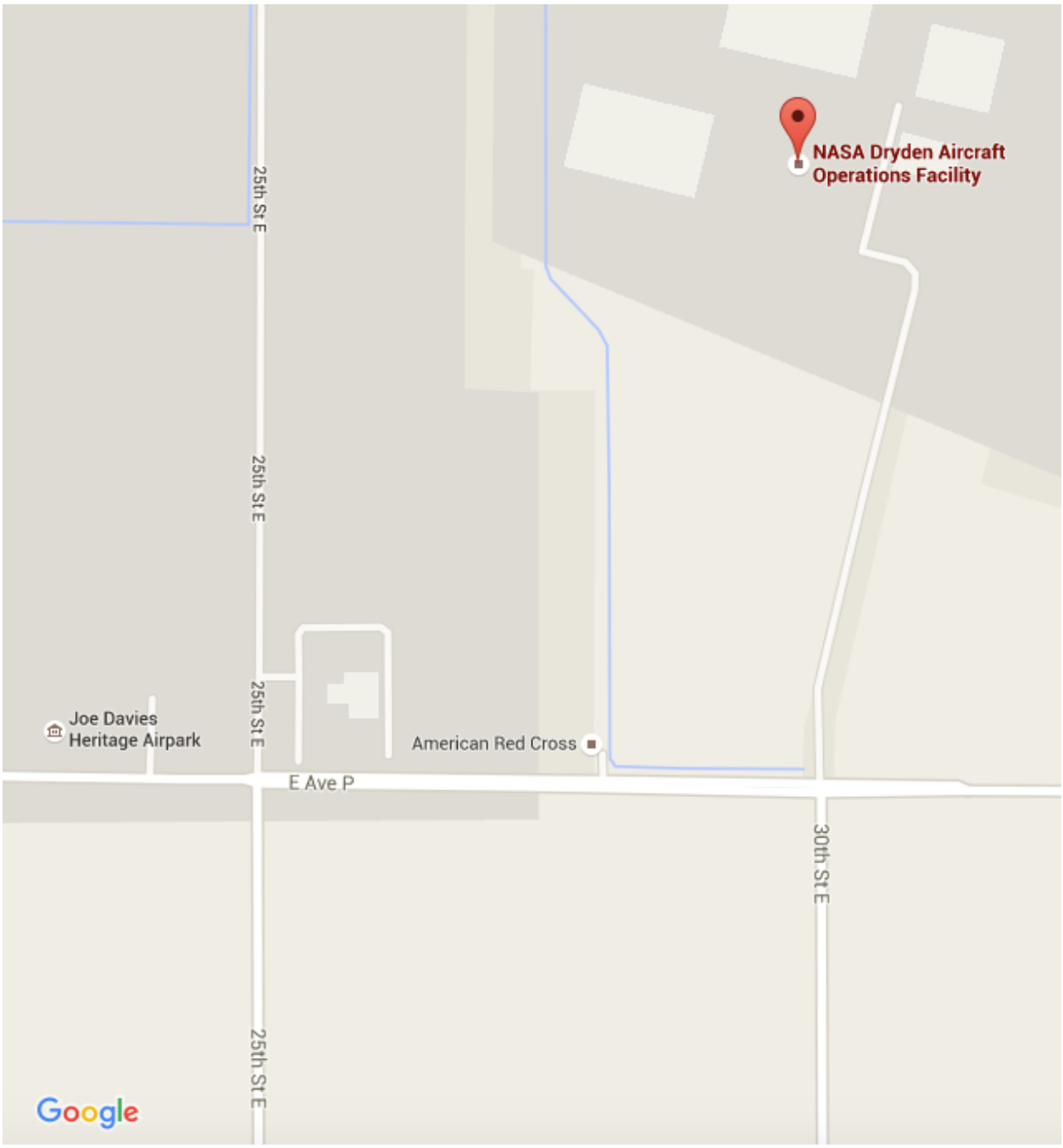
Flight plans should be posted to Mission Tools Suite (http://mts.nasa.gov) in a timely manner. Aircraft Flight Reports and Mission Science reports will be submitted through the Airborne Science Website.

List Serve

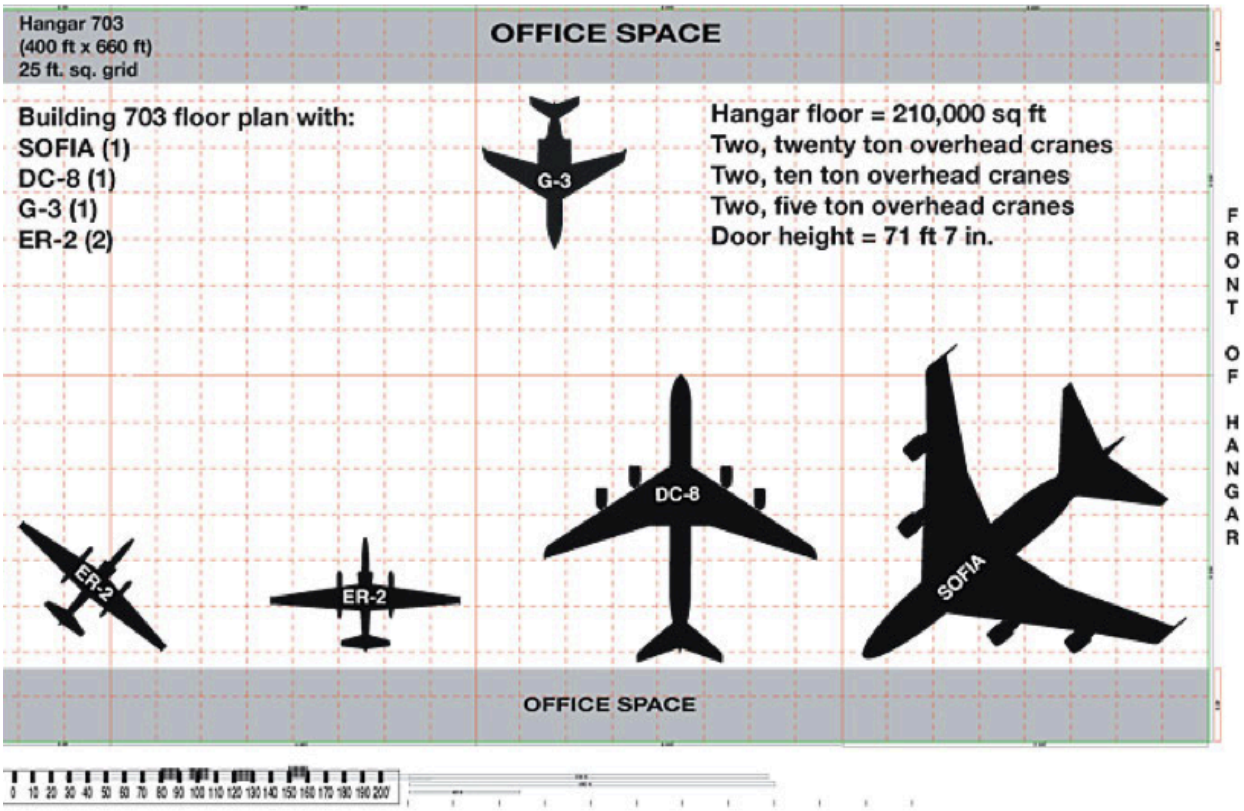
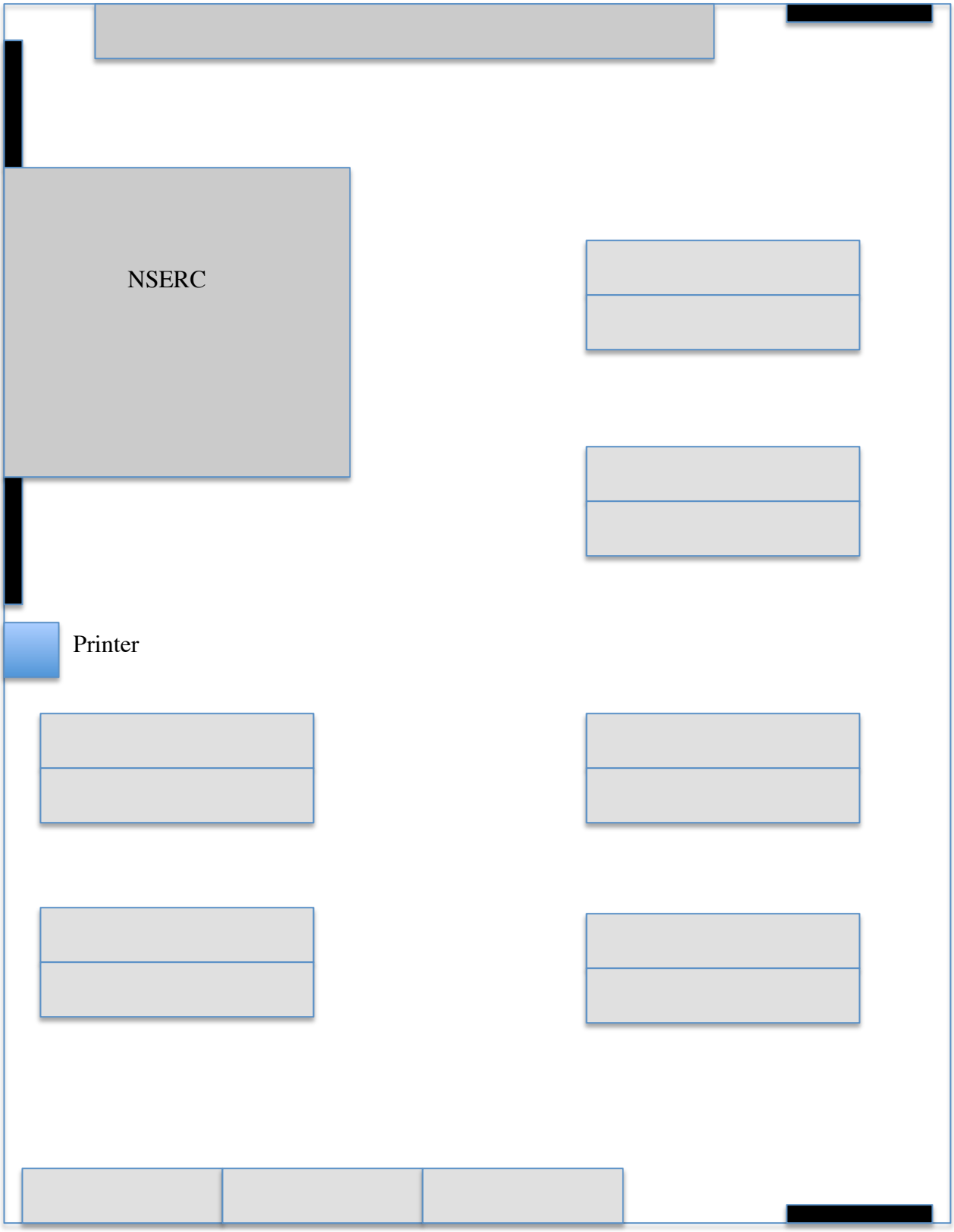
Mission Information and notifications will be sent to the ATom List serve. If you would like to be added to the distribution, please contact erin.czech@nasa.gov.

APPENDIX A – Map of LA/Palmdale Area Airports

APPENDIX B – Map to NASA AFRC Building 703 in Palmdale, CA



APPENDIX C – Layout of AFRC Hangar 703



APPENDIX D – AFRC Building 703 Lab Layout