



2014 WFF Orientation Package

Welcome to Wallops Flight Facility (WFF)! This orientation package was created to help you become familiar with the area and to answer some of the questions you may have when you arrive. If you have questions regarding the contents of this package, please don't hesitate to contact a member of the ESPO team.

Please read this carefully. The information is divided into four sections.

1. Arrival and badging info (pp. 2-4)
2. Lab and office info (pp. 4-6)
3. Safety – Lab, ramp, and personal safety (pp. 6-7)
4. Mission info – Camera use, schedules, and reporting plans (pp. 7-8)
5. Appendices – Maps and layouts (pp. 9-11)

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WFF office and cell phone numbers

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1. Arrival at WFF

Before your Arrival

Every project participant must register for HS3. The WFF badging office requires all information requested on the form to facilitate mission badging. This must be completed no later than 30 days prior to arrival at WFF for US citizens, and 90 days prior for foreign nationals. Each team lead has been asked to input all team members including themselves. After this, each individual will receive an e-mail with login instructions. If you have not received this e-mail, please contact Erin Czech (erin.czech@nasa.gov) with any questions.

Your Arrival at WFF

For people entering WFF with a NASA PIV or a CAC card (NOAA, Navy, etc.):

- Every participant coming to WFF for HS3 activities must enter their information on the ESPO database, even if you are a NASA employee with a NASA hard badge. This is the only way we can make sure you have area access.

For non-gov't employees and contractors entering WFF:

- Please bring one government issued photo ID with you (i.e.: Driver's License, Passport, etc.) The full name you entered in the ESPO database must match the full name on your photo ID.
- Persons without badges need to proceed to the NASA Wallops Main Gate as described in the *Directions* section above. The badging office (a building with a blue top) is on the right near the end of the road.
- Those who require a Wallops badge for longer than 29 days must call to make an appointment with the Wallops badging office once on base. To not delay entrance onto the base, these people will receive a short-term badge upon arrival, which can be issued quickly with just a valid form of ID. The badging office hours are Mon – Fri from 6am – 6pm (excluding holidays) and the phone number is (757) 824-2222.
- Please contact an onsite ESPO representative by email to arrange after-hours, weekend, or holiday arrivals.
- Foreign nationals on visas must be escorted outside of regular business hours while on base.
- Foreign Nationals from countries on the US Department of Defense's designated country list will not be allowed access to WFF.
- If you have any difficulty obtaining your badge, contact a member of the ESPO team.

COMSEC

- All US citizens requiring unescorted access to the Global Hawk hangar floor in Building D-1 will need to receive a briefing from the WFF COMSEC manager. These briefings will be held Tuesday and Thursday mornings and whenever large groups arrive. Those who have not received this briefing will have to be escorted into the D-1 hangar bay by a person who has been COMSEC briefed.
- Foreign nationals, regardless of permanent resident status, will not be able to receive a COMSEC briefing. Therefore, they will always have to be escorted into any COMSEC restricted areas.
- **NEW THIS YEAR: You are required to attend a COMSEC briefing at WFF even if you have**

already been briefed during integration at AFRC.

See Appendix A at the end of this document for a map of NASA Wallops Flight Facility.

Directions

From Salisbury Regional Airport (SBY) – (37 miles, 1 hr)

- Take a left out of the parking lot (it's a small commuter airport) and go 3-4 miles until you reach a stop sign and take a right on Route 12 (towards Salisbury).
- After a few miles, you should see signs for US Route 13 and an overpass (it's the only one on this road). Take US Route 13 South (towards Norfolk). Keep on this route and you will hit the Virginia State Line in approximately 45 miles.
- Go about 4 miles to the first traffic light in Virginia (the Pizza Hut is a good landmark at this intersection). Take a left at this light. This road is Virginia Route 175 (to Chincoteague Island).
- Go about 3 miles and you will come to the first traffic light intersection at Atlantic Rd (Ocean Deli and Royal Farms gas station are at this intersection). Take a left on Atlantic Rd. and follow it 0.8 miles to the NASA Wallops Main Gate.

From Norfolk International Airport (ORF) – (95 miles, 2 hrs)

- From the airport, take Route 13 North. Approximately 60 miles after getting off the Chesapeake Bay Bridge Tunnel (\$12.00 toll), you will come to the traffic light intersection of US Route 13 and Virginia Route 175 (the Pizza Hut is a good landmark at this intersection). You will need to take a right turn here.
- Go about 3 miles and you will come to the traffic light intersection at Atlantic Rd. (Ocean Deli and Royal Farms gas station are at this intersection). Take a left on Atlantic Rd and follow it 0.8 miles to the NASA Wallops Main Gate.

From Baltimore-Washington International Airport (BWI) – (153 miles, 3 hrs)

- Exit the airport by taking I-195 W. Immediately take the exit onto Maryland Route 170 south (Airport Loop Road).
- Stay on Maryland Route 170 south for 1 mile and continue straight at the traffic light intersection at Stoney Run Road. Note: Stoney Run Road is the side road to/from the airport's car rental facility.
- Stay on Maryland Route 170 South for 1.4 miles and cross the traffic light intersection at Dorsey Road.
- Stay on Maryland Route 170 South (now called Telegraph Road) for 0.7 miles and turn left onto Maryland Route 100 East.
- Stay on Maryland Route 100 East for 2.3 miles and exit onto I-97 south towards Annapolis.
- Stay on I-97 South for 12 miles and take left fork onto US Route 50 East towards Annapolis and the Bay Bridge.
- Stay on US Route 50 East for 10 miles and follow signs for US-301 N/US-50 E/Chesapeake Bay Bridge.
- After paying the \$4.00 toll and crossing the Chesapeake Bay Bridge, stay on US Route 50 East.

- After crossing the Chesapeake Bay Bridge, stay on US Route 50 for 9 miles and be sure to stay on US Route 50 at the fork where US Route 13 north traffic is in the two left lanes and US Route 50 is in the two right lanes.
- Around Salisbury, MD, US-50 E will merge with US-13 S. After that merge, stay on US-13 S and keep on this route and you will hit the Virginia State Line in approximately 45 miles.
- After crossing into Virginia, go about 4 miles to the first traffic light in Virginia (the Pizza Hut is a good landmark at this intersection). Take a left at this light. This road is Virginia Route 175 (to Chincoteague Island).
- Go about 3 miles and you will come to the first traffic light intersection at Atlantic Rd (Ocean Deli and Royal Farms gas station are at this intersection). Take a left on Atlantic Rd. and follow it 0.8 miles to the NASA Wallops Main Gate.

Visitors

If you have a visitor that would like to visit HS3 operations at WFF, please contact Ron Walsh on his cellphone at 757-894-3682 or via email at ron.walsh@nasa.gov to see if arrangements can be made.

If you have a visitor that would like to stay with you in the Navy dorms, provide their names in advance to ESPO.

Information on Lodging

ESPO has set up room blocks at three hotels in Chincoteague, VA, which is about a 15-minute drive east of WFF. The rooms in these blocks are all offered at per diem rates.

On base lodging at **below** per diem rates is available at the Eagle's Nest Naval dormitories and the NASA Lodge at WFF. These lodging options are only available to US citizens. Also keep in mind that you will need either a NASA badge or a CAC card to access both the Eagle's Nest and the NASA Lodge, so if you are arriving on a weekend and do not have these credentials, you must coordinate with ESPO to get a temporary weekend badge.

Please go to [https://espo.nasa.gov/missions/hs3/content/HS3_Lodging - NASA WFF](https://espo.nasa.gov/missions/hs3/content/HS3_Lodging_-_NASA_WFF) for more detailed lodging information.

2. Lab & Office Information

Building D-1

HS3 operations, including all offices and labs, will be based in Building D-1 this year. Floor plans for both levels of Building D-1 are in Appendices B & C. Note that D-1 has a 2-story wing on the south side of the center hangar bay and a 2-story wing on the north side of the center hangar bay. Once through the WFF main gate, proceed on Fulton St and make a left on Stubbs Blvd. Take a left on Rehor Rd and Building D-1 will be on your right. You can park your vehicles in the parking lot along the south side of the hangar.

Building D-1's south wing has push-button cipher locks on several weather doors entering from the parking lot and at the south wing's second floor entrance to the HS3 offices. The combinations for these locks are posted on MTS. The doors leading from the south wing into the center hangar bay have badge readers installed on them, which can be accessed using your NASA PIV or WFF-issued

badge. (Exception: Badges issued to foreign nationals on visas will not open any doors installed with badge readers.)

A COMSEC briefing is required before any badge (including NASA PIV badges) can open a door leading into the D-1 hangar bay. It will take up to 24 hours before your badge is unlocked after you receive your COMSEC briefing, so make sure that you get the first scheduled briefing after your arrival at WFF.

Arrival

When you arrive at Building D-1 for the first time, please check in with an ESPO team member. ESPO will be in room S210 on the second floor of Building D-1 south wing. The ESPO representative will collect the name of your hotel, room number, and cell phone information and provide you with any updated information you should know. Cell signals on base and at the Navy Dorms are spotty. Therefore, it is important we have multiple phone numbers (cell and hotel) for all participants.

Lab And Office Information

Appendices B and C show schematics of the hangar and office areas in Building D-1. More detailed lab layouts are posted on the HS3 website:

http://espo.nasa.gov/missions/hs3/content/HS3_Lab_Layouts_-_2014

Building D-1, North First Floor

- **Room N104** – AV-1 instrument lab
- **Room N106** – AV-1 & AV-6 instrument team offices
- **Room N108** – AV-6 instrument lab
- **Room N110** – Common area (w/ copier and printer)
- **Men's restroom**

Building D-1, North Second Floor

- **Men's and Women's restrooms**
- **GH Operations Center-East (GHOC-E)**

Building D-1, South First Floor

- **Room S115** – Conference room

Building D-1, South Second Floor

- **Men's and Women's restrooms**
- **Kitchenette**
- **Room S209** – GH management
- **Room S210** – ESPO
- **Room S211** – Flight planning
- **Room S212** – Lead PIs
- **Room S213** – GH crew
- **Room S214** – Mission science

- **Room S216** – Visitors
- **Room S217** – IT
- **Room S218** – Forecasters
- **Room S219** – Pilots

Building D-1, Hangar Bay Floor

- **Benches:** GH crew, Crew Chief, Payload Manager, IT

Network

Wireless Internet services will be available in all labs and offices via the WFF Guest network that requires self-registration but no password . Requests made early through the ESPO database for wired access will be accommodated. At least two network ports are in each room.

The Science network is a non-nat'ed, routable network, that can allow traffic both inbound and outbound to NASA and non-NASA computers. On it, you will be assigned a permanent, fixed IP address, good for the duration of the campaign.

The air-gapped GH-Payload network will be accessible for a plug-in port in each instrument lab.

Bandwidth on all networks is limited and Internet usage should be restricted to appropriate uses. For example, checking email is fine but no streaming video (Netflix, Hulu, etc.).

Office Equipment

Printers on the Guest wireless network can be found in room S210 and outside room S218. Printers in room N108 (AV-6 lab), on the hangar floor (black and white) and in the flight planning room S211 are on the Science network. There is a scanner/printer/copier in N110 on the Guest Network. There is also a scanner/copier in room S210.

Shipping/Storage

Please ship all equipment as listed on the HS3 website under Logistics → Shipping, (http://espo.nasa.gov/missions/hs3/content/HS3_Shipping).

3. Safety

There will be a mandatory HS3 All Hands Meeting when PI teams arrive. Details will be provided by e-mail. If you cannot attend, see ESPO upon arrival for a recorded briefing.

Lab, Hangar, & Ramp Safety

- No HS3 personnel are allowed on the ramp. See ESPO regarding requests for ramp access.
- Never approach any aircraft in the hangar without permission from the GH crew chief or the GH payload manager. Please coordinate all such requests for aircraft, or on-aircraft instrument, access with the GH payload manager. The GH crew chief and the GH payload manager will typically be on the D-1 hangar floor. His alternate is any ESPO manager.
- *Tool Control* – Never take your own tools to the aircraft without permission. In general, only aircraft crew provided tools should be used with your instrument activity when the instrument is mounted on the Global Hawk. A ground crew member must be present for all tool use.

- **NO equipment can be left running** in the central hangar bay overnight (this includes charging computers or phones) if the hangar bay is unmanned.
- **NO RF transmitters** (Wi-Fi hubs, walkie-talkies, etc.) unless they are WFF provided and approved.
- Any electrical cords outlets in the hangar must be at least 18” above the ground.
- **No smoking** allowed in any Wallops building. 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.
- Mosquitoes are plentiful on base at Wallops. ESPO will have mosquito repellant on hand if you need any.
- If you bring hazardous materials into the hangar, you need to provide Steven Todorov (steven.m.todorov@nasa.gov) with a copy of the MSDS **in advance**. 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).
- Completely closed-toe shoes are required in the hangar and on the ramp. No high heels, sandals, or open-toed shoes.
- Be aware of a loud bell that rings while the hangar doors are being opened or closed.
- Always make sure someone in your group knows your whereabouts in case of an emergency.
- 24/7 access - last one out must turn off the lights. See ESPO if you are unsure how to do this.
- WFF has a work hour restrictions policy. You can find the details at http://espo.nasa.gov/missions/sites/default/files/documents/WFF_Work_Hour_Policy.pdf

Emergency Services

- 24-hour emergency medical, fire, rescue, and security services provided by NASA on base.
- Dial 911 from any on-base telephone for any on-base emergency.
- Dial (757) 824-1333 from a cell phone on base [dialing 911 from a cell phone connects to the County emergency center and not the NASA emergency center.

Other Important Contacts

- Main Base Fire Department (non-emergency) – ext. 1300
- Health Unit – non-emergency ext. 1266 (located on the south end of building F-161, physician and RN present during normal duty hours). Available to all employees and visitors for any medical situation.
- Hospitals – Peninsula Regional Medical Center in Salisbury, MD (65 minutes away); Riverside Memorial Hospital in Nassawadox, VA.
- Cafeteria – ext. 2424 for recorded menu; Building E-2, hours M-F: 7:00 am to 9:00 am (breakfast); 11:00 am to 1:00 pm (lunch).
- Rocket Club Bar – Bldg. F-3; 4:30PM to 11PM

Traffic Safety & Security

- Speed limit 35 mph unless otherwise posted (parking lots 15 mph)
- Always wear your badges
- All vehicles are subject to search

4. Mission Information

Cameras

You can take pictures of the GH aircraft both inside and outside the hangar, and in our lab space. Notify ESPO prior to any pictures beyond a few personal photos. No one is allowed on the hangar ramp without an escort.

Payload Facility - either the Payload Operations Room (POR) in GHOC-E

- Each instrument team must have an instrument representative in the POR during takeoff and landing, and also during critical science activities.
- Be considerate of others in the payload ops area.
- Science access to the Flight Operations Room (FOR) in GHOC-E is generally NOT permitted.
- In the event of a mishap, all contents of the POR will be impounded. This will include your equipment (computer and cell phone).
- Personal computers can only be used in the payload ops area after AFRC IT personnel have scanned them.
- The seating plan is posted on the ESPO website at https://espo.nasa.gov/missions/hs3/content/HS3_Lab_Layouts_-_2014.

Mission Schedule

A daily plan of the day will be posted on the HS3 website under Mission Planning → Daily Schedule, <http://espo.nasa.gov/missions/hs3/daily-schedule>. An email will be sent out to the HS3 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. Mission Tools Suite does have chat capability (although the Pilot chat is only for pilots).

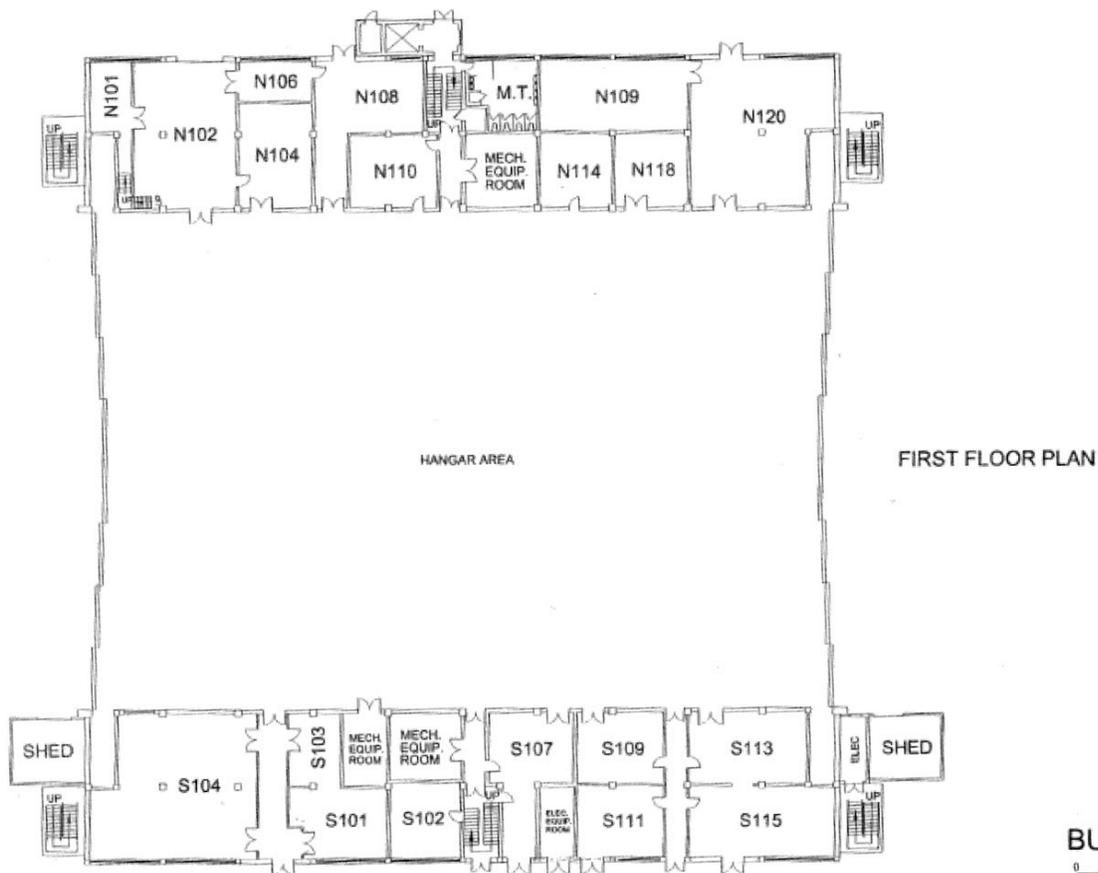
List Serve

Mission Information and notifications will be sent to the HS3 List serve. If you would like to be added to the distribution go to <https://lists.nasa.gov/mailman/listinfo/hs3> and submit the form.

Appendix A – Map of NASA Wallops Flight Facility

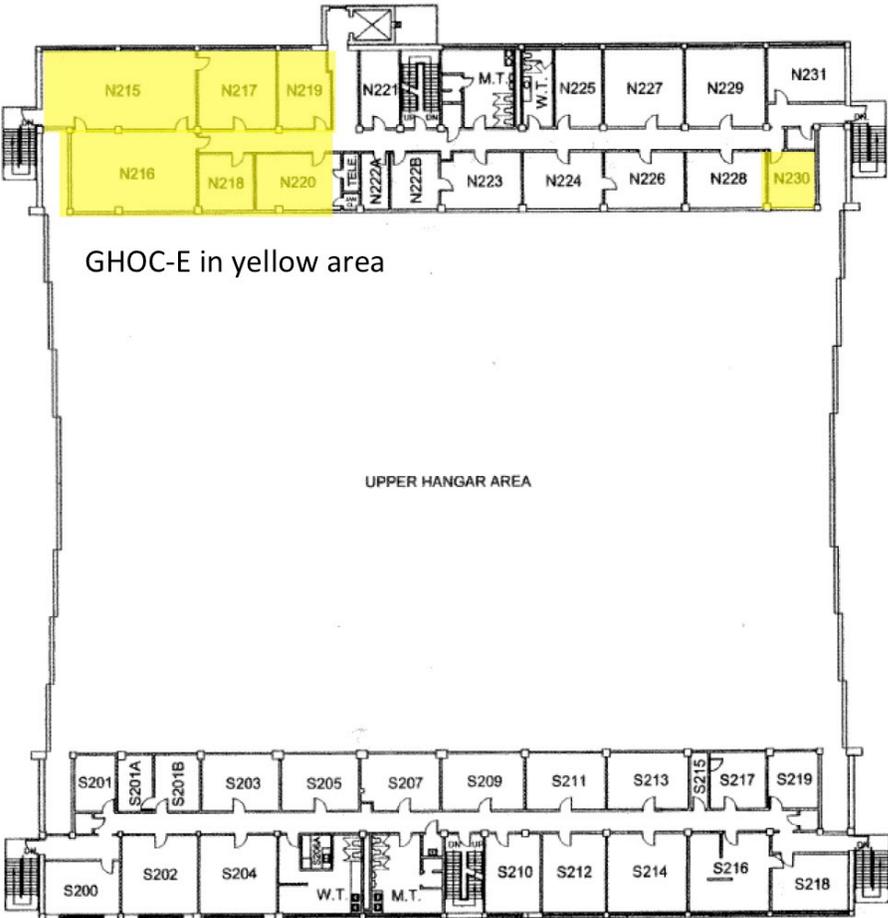


Appendix B – Building D-1 first floor hangar and office areas




BUILDING NO. D-
0 10 20 40
GRAPHIC SCALE IN FEET
Revised 5/2006

Appendix C – Building D-1 second floor office areas



GHOC-E in yellow area

UPPER HANGAR AREA

SECOND FLOOR PLAN

↑
BUILDING NO. C
0 10 20 10 40
GRAPHIC SCALE IN FEET