



## 2014 AFRC Orientation Package

Welcome to Armstrong Flight Research Facility (AFRC)! 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. Arrivals and badging info (pp. 2-4)
2. Lab and office info (pp. 4-5)
3. Safety – Lab, ramp, and personal safety (p. 5)
4. Mission Info – Camera use, schedules, and reporting plans (p. 6)
5. Appendices – Maps and hangar layout (pp. 7-9)

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

Erin Czech	erin.czech@nasa.gov	650-450-6538	7/14 – 7/15
Bernie Luna	bernadette.luna@nasa.gov	650-417-8810	7/16 – 7/24
Dave Jordan	dave.e.jordan@nasa.gov	650-417-8812	7/24 – 8/5; 9/30 – 10/3
Mike Craig	michael.s.craig@nasa.gov	650-224-6958	8/5 – 8/22
Steven Todorov	steven.m.todorov@nasa.gov	650-996-9335	8/12 – 8/22

### ***AFRC office and cell phone numbers***

Dave Fratello	Office: 661-276-5783	Cell: 661-478-3426
Anne Odenthal	Office: 661-276-7478	Cell: 661-609-8292
Chris Naftel	Office: 661-276-2149	Cell: 661-816-9959

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

## 1. Arrival at AFRC

### ***Before Your Arrival***

Every project participant must register for HS3. 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](mailto:erin.czech@nasa.gov)) with any questions.

### ***Your Arrival at AFRC***

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

- At the Edwards Air Force Base (EAFB) guard gate, show them your NASA PIV badge or CAC card for immediate entry. You will not need to get a car pass.
- Every participant coming to AFRC 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 and that your badge will operate the entrances to GHOC and the hangar floor.

*For non-gov't employees and contractors entering EAFB/AFRC:*

- Please bring 2 pieces of ID with you (i.e., driver's license, passport, etc)
- Please make sure you have your car registration, current insurance, and rental agreement (if applicable) in your car.
- Please make sure your information is current on the ESPO database. Anne Odenthal sends your visit request to AFRC security. AFRC security will send this information on to Edwards Air Force Base (EAFB) security personnel who will add you name to their Entry Authorization List (EAL). Try to make sure your arrival dates are as accurate as possible. Please enter through the West Gate, via Rosamond Blvd, until you have received an Armstrong badge.
- Prior to entering EAFB, park in Visitor Parking near the guard gate and walk in with your ID and vehicle related documentation (or a rental car agreement).
- EAFB will give you a temporary pass to then proceed to AFRC security, Building 4825. This pass is only needed the first time you enter the EAFB security gate. If you are a US citizen or a legal permanent resident, AFRC security will distribute long-term hard badges to keep for the duration of your stay at AFRC, which will allow you to get through both EAFB gates and the AFRC roto gates.
- Foreign Nationals on visas must be escorted by someone with a NASA hard badge (either a civil servant or a contractor) at all times.
- Foreign Nationals from countries on the US Department of Defense's designated country list will not be allowed access to AFRC.
- If you have any difficulty entering the EAFB 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.

## COMSEC

- All US citizens requiring unescorted access to the Global Hawk hangar floor or the Global Hawk Operations Center (GHOC) in Building 4840 will need to receive a briefing from the AFRC COMSEC manager (unless you have received a briefing at AFRC after November 2013). These briefings will be regularly scheduled. Please coordinate with an ESPO rep or with Dave Fratello when you arrive in the hangar. Those who have not been recently COMSEC briefed will have to be escorted by an AFRC civil servant or contractor into the hangar. There is a doorbell at the front entrance of the hangar to accommodate this.
- After receiving the COMSEC briefing, you must go to Building 4825 to request a PIN number. You will enter this PIN number after swiping your badge to operate the badge readers at the entrance to the Global Hawk hangar bay or the Global Hawk Operations Center (GHOC) in Building 4840.
- Foreign nationals, regardless of permanent resident status, will not be able to receive a COMSEC briefing. Therefore, they will have to be escorted into all restricted areas.
- **NEW for 2014: You are required to attend a COMSEC briefing at each center you deploy to.** If you are going to WFF after integration at AFRC, you will have to be re-briefed at WFF.

## Directions

*From Los Angeles (LAX) or Burbank (BUR)*

- Drive north on Interstate Highway 5 (Golden State Freeway) or San Diego Freeway (405) to State Highway 14 (Antelope Valley Freeway); go through Palmdale and Lancaster.
- When you reach Rosamond, exit at Rosamond Blvd., turn east (right), follow signs to Edwards AFB. The Air Force west gate security guard station is about eight miles inside the west boundary of the base. See Appendix A for a map of Edwards AFB.
- Continue on Rosamond Blvd about 10 more miles past the main base area, and a warehouse area. Shortly after the road narrows to two lanes, see the flashing Stop Sign at Lilly Ave (there will be a large masonry sign that identifies NASA Armstrong Flight Research Center).
- Turn right onto Lilly Ave., proceed  $\frac{3}{4}$  mile, veer right at the HL-10 Lifting Body, followed by a quick left (before reaching the Armstrong security gate) into the parking lot adjacent to Bldg. 4839 (Public Affairs). Travel time from Los Angeles is about 2 to 2½ hours.

## Visitors

If you would like to request a visitor, please contact Anne Odenthal at 661-276-7478.

## Speed Limits

It is very important that you obey the speed limits posted both at AFRC and at EAFB. Speed limits change frequently as you are driving, so keep a close eye out for the posted speed limit. Tickets are issued frequently on the base for speeding and rolling stops....so please be careful.

### ***Information on Lodging & Base Facilities***

There are many hotels in Palmdale and Lancaster. We are very fortunate to also have the High Desert Inn on base available to us. For further information on frequently used hotels and the High Desert Inn, please visit the Lodging section of the HS3 website (<http://espo.nasa.gov/missions/hs3/lodging>).

## **2. Lab & Office Information**

### ***Hangar and GHOC***

This year, all HS3 operations will be based in Building 4840. B4840 includes the GHOC, the GH hangar bay, and all instrument labs. The best parking for B4840 is in the outer lot outside the nearest roto gate to B4840 (see map in Appendix B). Your badge will get you through the turnstiles.

The Global Hawks and the instrument lab areas will be in Hangar Bay 123. To get to this area, enter through the front door of B4840 and go down the hall. Bay 123 will be down the first hallway on your left (See Appendix C). See Appendix D for the layout of the “payload cage”, which has an area marked out for each instrument team.

When you arrive at the hangar, please check in with an ESPO representative. 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.

### ***Offices***

If your team requires a conference room for small to large meetings, please contact Anne Odenthal at (661) 276-7478 to see what is available. Here are some options:

**Building 4840:** Rooms 113A and 113B are large conference rooms on the first floor that have projectors and conference phones. Room 120 has a conference phone but no projector – it is also on the first floor and can fit about 10 people.

**Building 4830A:** This room is large enough to accommodate 22 people for a meeting, however it can also be utilized for smaller meetings. A conference phone is available.

### ***Network***

Standard and wireless Internet services will be available to everyone who needs it. Participants should use properly configured devices that are wireless compatible. Using a newer Windows or Mac operating system works best for wireless connections unless connecting to a home server. ESPO will provide details regarding passwords and service providers upon your arrival. Printer address information will be posted on each machine. Note that no RF transmitters (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 copier and network printer will be available.

### **Shipping/Storage**

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

## **3. Safety**

### **Lab & Ramp Safety**

- No HS3 personnel are allowed on the ramp. See ESPO regarding requests for ramp access.
- Completely closed toe shoes are required in the hangar and on the ramp. No high heels, sandals, or open-toed shoes.
- 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 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.
- 24/7 access - last one out must turn off the lights. See ESPO if you are unsure how to do this.
- **NO equipment can be left running** in the hangar bay overnight (this includes charging computers or phones) if the hangar bay is unmanned.
- **NO RF transmitters** (Wi-Fi hubs, walkie-talkies, etc.).
- Any electrical cords outlets in the hangar must be at least 18" above the ground.
- **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 Steven Todorov ([steven.m.todorov@nasa.gov](mailto: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).
- Always make sure someone in your group knows your whereabouts in case of an emergency.

### ***Emergencies and Medical Care***

- For all emergencies, dial 911 or 661-276-3256 from a cell phone at AFRC.
- *Infirmery*: Located right behind Building 4830A. The infirmery has nurses, a doctor on call, and the availability of an ambulance. Office is open M-F 9-4pm. Call the doctor at x2258 for assistance.
- Additional Emergency Info on the ESPO website under Logistics → Travel Info ([http://espo.nasa.gov/missions/hs3/content/HS3\\_Travel\\_Information\\_-\\_AFRC](http://espo.nasa.gov/missions/hs3/content/HS3_Travel_Information_-_AFRC)).

## **4. Mission Information**

### ***Cameras***

You can take pictures of the GH aircraft and our lab space but be sure not to take pictures toward the ramp or the flight line (this is strictly enforced by AFRC and EAFB personnel). Notify ESPO prior to any pictures beyond a few personal photos. No one is allowed on the ramp without an escort.

### ***Payload Facility at WFF***

- Each instrument team must have an instrument representative in the GHOC-E Payload Operations Room (POR) at WFF during takeoff and landing, and also during critical science activities. The AFRC GHOC Payload area will not be used during HS3.
- The GHOC-E POR seating plan is posted on the ESPO website at [https://espo.nasa.gov/missions/hs3/content/HS3\\_Lab\\_Layouts\\_-\\_2014](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.

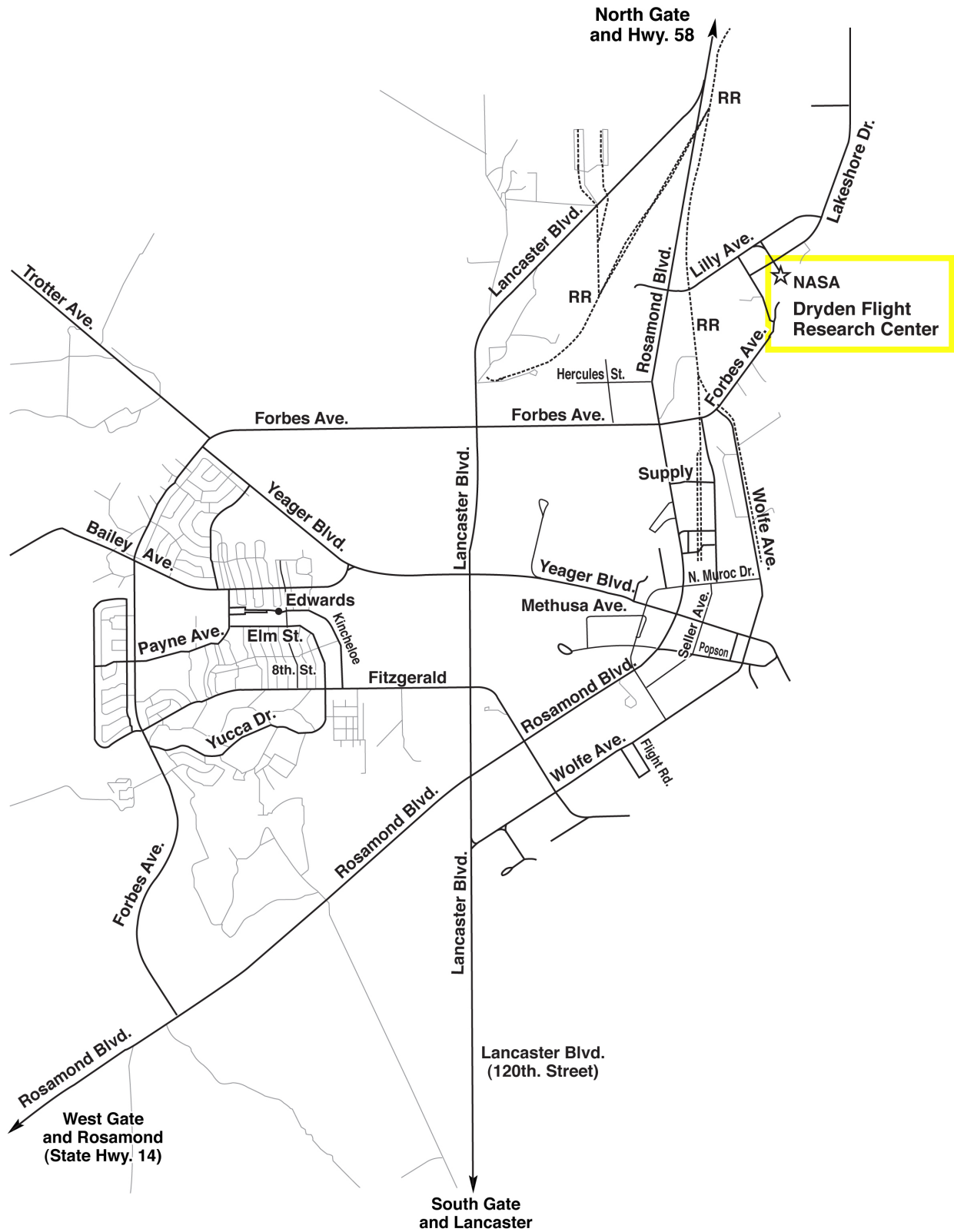
### ***Reporting & Archiving***

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.

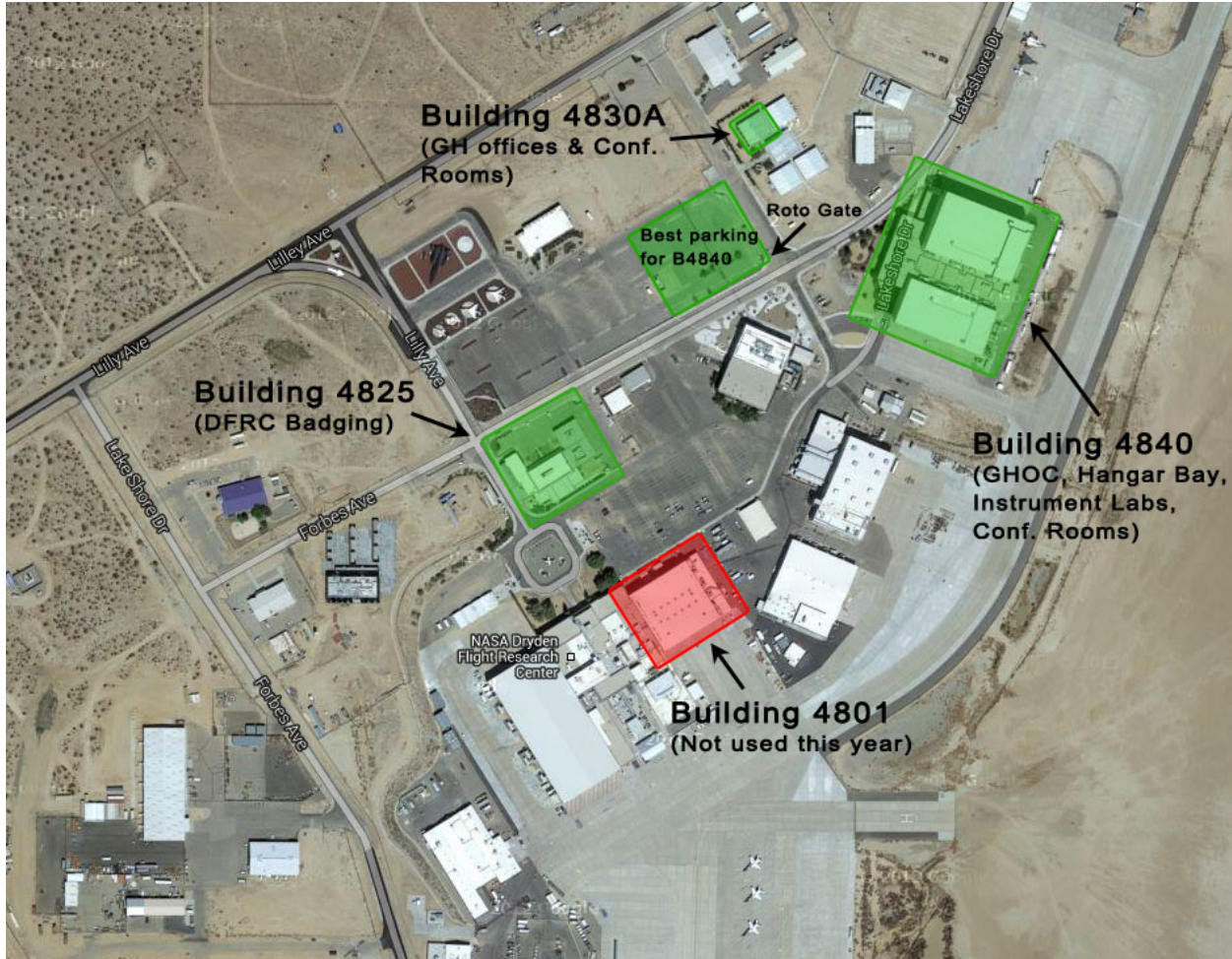
### ***List Serve***

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 to subscribe.

APPENDIX A – Map of Edwards AFB (including NASA Armstrong (Dryden) Flight Research Center)

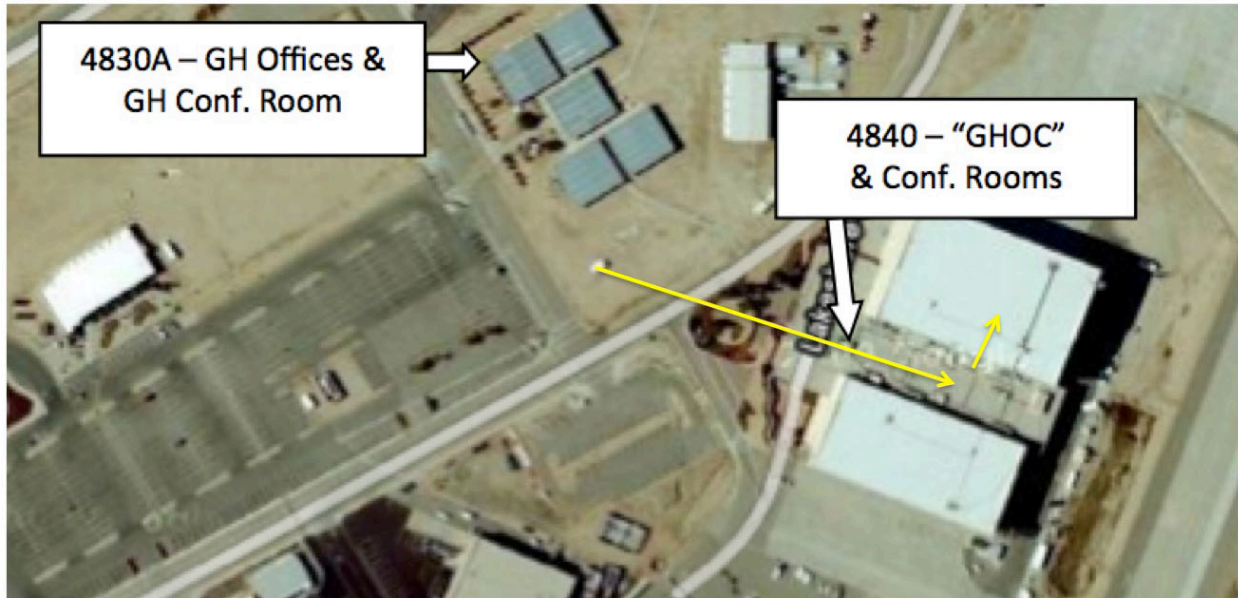


APPENDIX B – Map of NASA Armstrong Flight Research Center





APPENDIX C – Layout of Building 4840



4840

Enter through front door. Go down the hall, GHs and benches are in Bay 123  
First hallway on your left.

# APPENDIX D – Building 4840 Payload Cage Layout

## AFRC B4840 "Payload Cage" for HS3 '14

V3 DFratello, July'14

