



**NASA Armstrong Flight Research Center (AFRC)
SHOUT 2015 Campaign 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 Global Hawk (GH) team.

Please read this carefully. The information is divided into 4 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 (pp. 5-6)
- 5. Appendices – Maps and hangar layout (pp. 7-10)

AFRC Team Office and Cell Phone Numbers

Name	GH Function & Responsibility	Office phone	Cell phone
Anne Odenthal	Admin.& Site Access Badging	661-276-7478	661-609-8292
Frank Cutler	GH Project Manager & Payload Manager Liaison	661-276-3998	661-810-6944
Mark Hodge	GH Deputy Project Manager & Payload Liaison	661-276-7528	661-857-3719

ESPO cell phone numbers and dates on site

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

Dialing out with land line: Dial “8” then (Area Code) then (Number) no “1” is required before area code

For Emergency Response Call:

911 (land line only)

661-276-3256 (cell phone)

1. Arrival at AFRC

Your Arrival at AFRC

Please read the below information carefully because there are new security requirements this year at AFRC

COMmunications **SEC**urity (COMSEC)

Due to security requirements regarding the Global Hawk, all US citizens requiring unescorted access to the Global Hawk hangar floor and the second floor of Building 4840 GH Ground Control Station (GCS) also known as the GH Operations Center (GHOC) will need to receive a briefing from the AFRC COMSEC manager. These briefings will be held every normal workday. Those who have not received this briefing will have to be escorted by an AFRC civil servant or contractor into these areas. Only after receiving this briefing will you be given code-panel access to the GH Hangar. Contact Frank Cutler for scheduling a COMSEC briefing.

- 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 the restricted areas such as the GH Hangar.

For non NASA/NOAA employees entering EAFB/AFRC without a long term Armstrong badge:

- Please bring 2 pieces of ID with you (ie: Driver's License, Passport, etc)
- Please make sure your information is current. Anne Odenthal sends your visit request to AFRC security, who will then send it to EAFB security. Try to make sure your arrival dates are as accurate as possible. Each PI should provide the names of the team members to Anne Odenthal the day before their arrival, so those names can be cleared at the military gate. Please be sure to arrive at the EAFB West (Rosamond) Gate, via Rt-14 to Rosamond Blvd.
- Prior to entering EAFB, park in Visitor Parking near the Guard Gate and walk in with your ID.
- 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. You will not have to use this badge again. 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 the EAFB gates and the roto gates.
- At AFRC Foreign Nationals on visas must be escorted by someone with a NASA hard badge (either a civil servant or a contractor) at all times.
- 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. Alternatively, call Frank Cutler at the number shown earlier.

For hard badged NASA/NOAA employees entering AFRC:

- At the EAFB Guard Gate, show them your secure gov't ID (NASA or NOAA). You will not need to get a car pass.

- Every participant coming to AFRC for SHOUT 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 Global Hawk Operations Center (GHOC) also known as the GH Ground Control Station (GCS) and the aircraft hangar floor.

Hangar and GHOC

This year, all GH operations will be based in Building 4840 (see maps and lab layout in appendices). 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 rotary gate to B4840 (see map in Appendix B). Your badge will get you through the turnstiles. Foreign nationals will need to be met at the rotary gate for access.

The Global Hawk and the instrument lab areas will be in hangar bays 1, 2 & 3. To get to this area, enter through the front door of B4840 and go down the hall. Bays 1, 2 & 3 will down the first hallway on your left.

When you arrive at the hangar, please check in with the payload manager liaison or a Global Hawk team member. The Global Hawk representative will collect the name of your hotel, room number, and cell phone information and provide you with any updated information you should know.

If you are leaving the GHOC for a long period of time during a flight, please notify the payload manager liaison or a Global Hawk team member and provide a phone number where you can be reached.

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.
- 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. Travel time from a hotel in the Palmdale/Lancaster area is approx. 45 min.

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. For further information on frequently used hotels, please visit the internet.

For information on **Dining and other Facilities, and Emergency Services** available on EAFB Base, visit the internet.

2. Lab & Office Information

Instrument Labs

All instrument labs will be in hangar bay 1, 2 & 3 in Building 4840. Scroll down to Appendix C to see each instrument team's location.

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

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. Open any browser and attempt to go to any Internet address and the AFRC Log-in form will appear. You only need to fill in your e-mail address and press Accept. Access has to be renewed every 24 hours. Printer address information will be posted at each machine.

Note that no RF transmitters (e.g., wifi-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 printer will be available.

Cameras

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

Shipping/Storage

Please ship all equipment as:

(Instrument team name) – SHOUT (Brian Kille)
NASA Armstrong Flight Research Center
Warehouse #6, Bldg. 4876
Edwards, CA 93524

Note list Project Name (SHOUT) with an arrival contact Phone Number (for) either:

Brian Kille (661) 816-4651 or

Ken Wilson (661) 276-2499

3. Safety

Lab & Ramp Safety

- No SHOUT personnel are allowed on the ramp outside the hangar without an escort. Ramp access can be easily arranged however, See payload manager liaison or crew chief with your request.
- *Tool Control* – Only aircraft tools (no personal tools) can be used on the Global Hawk. A ground crew member must be present for all tool use. See the payload manager liaison or crew chief for access.
- **NO equipment can be left running** in the hangar overnight (this includes charging computers or phones)
- **NO RF transmitters** (WiFi hubs, walkie-talkies, etc.)
- Lab benches are in the hangar in the Payload Cage. Since they are in the hangar, however, **all electrical devices and cords must be at least 18" above the ground**. This a fueled aircraft hangar storage area and thus requires vigilance to adhere to the electrical hazard classification requirements.
- **NO smoking** in or near the hangar. Be aware that there are fuels, liquid oxygen, and other hazards nearby. Smoke in designated areas only.

- Use proper protective clothing, gloves, and face protection when you are handling hazardous products/materials or performing tasks such as LN2 handling or refilling.
- Boxes of hearing protection plugs can be found in the Payload Cage area.
- If you bring hazardous materials into the hangar, you need to provide AFRC with a copy of the MSDS Sheet(s) **in advance**. Also, provide notice if a hazardous materials cabinet will be needed.
- Completely closed toe shoes are required in the hangar and on the ramp. No high heels, sandals, or open-toed shoes are allowed.
- 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.
- *Infirmary*: Located right behind Building 4830A. The infirmary has nurses, a doctor on call, and the availability of an ambulance. Office is open M-F 9-4pm. Call the doctor at x2258 from any NASA Phone for assistance.

4. Mission Information

GHOC – Payload Operations Room

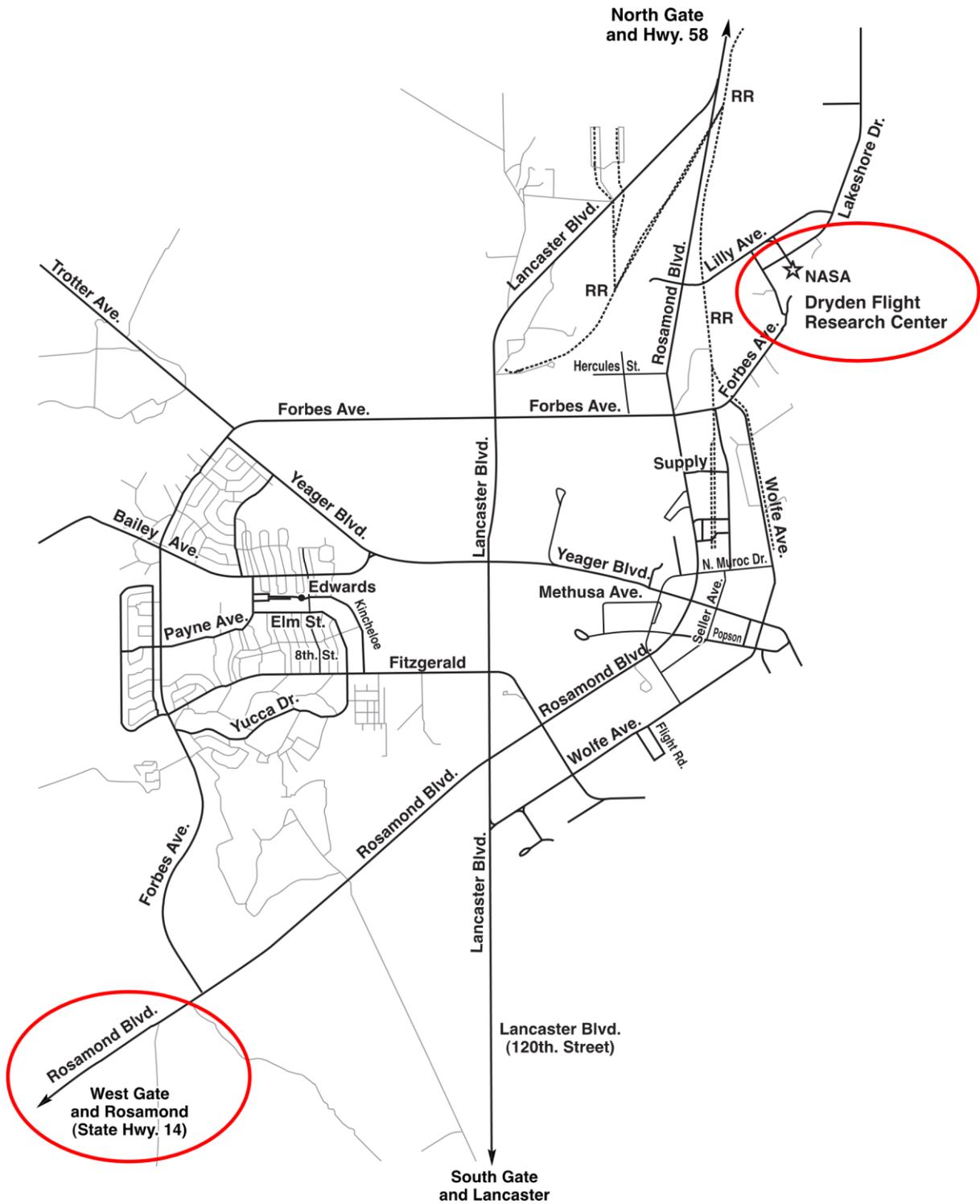
- The GHOC (Global Hawk Op's Center) is located on the 2nd floor of B-4840.
- Each instrument team must have an instrument representative in the GHOC during takeoff and landing, and also during critical science activity. Contact a payload manager liaison or Frank Cutler if you have any questions on staffing.
- The GHOC Seating plan will be posted on in the Hangar Payload Area.

Mission Info Listings

SHOUT Mission Information and notifications, including Daily Status and Schedule updates, will be provided by the payload manager liaison. If you would like to be added to the distribution, contact the payload manager liaison.

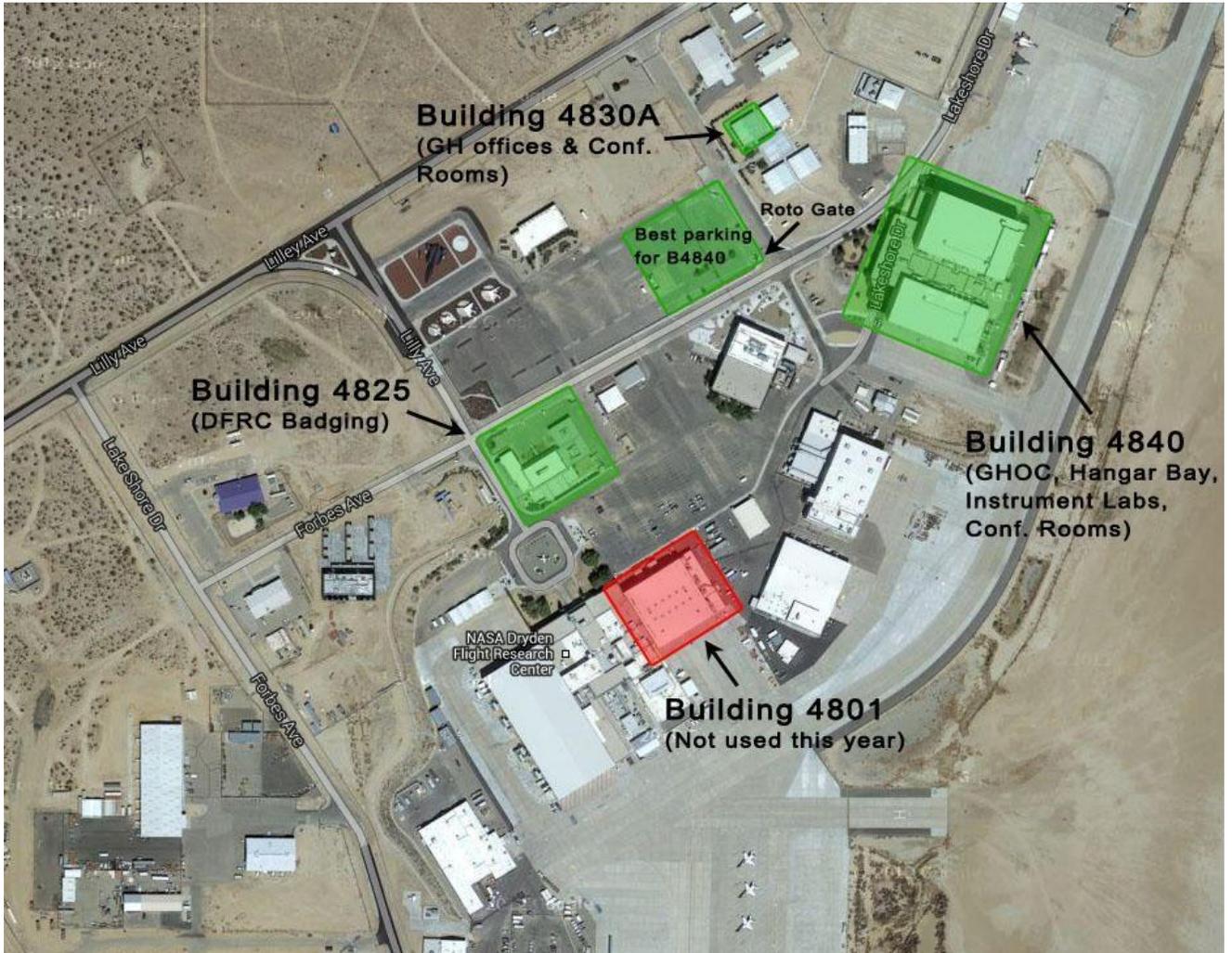
APPENDIX A

Map of Edwards AFB (including NASA Armstrong Flight Research Center)



APPENDIX B

Map of NASA Armstrong Flight Research Center



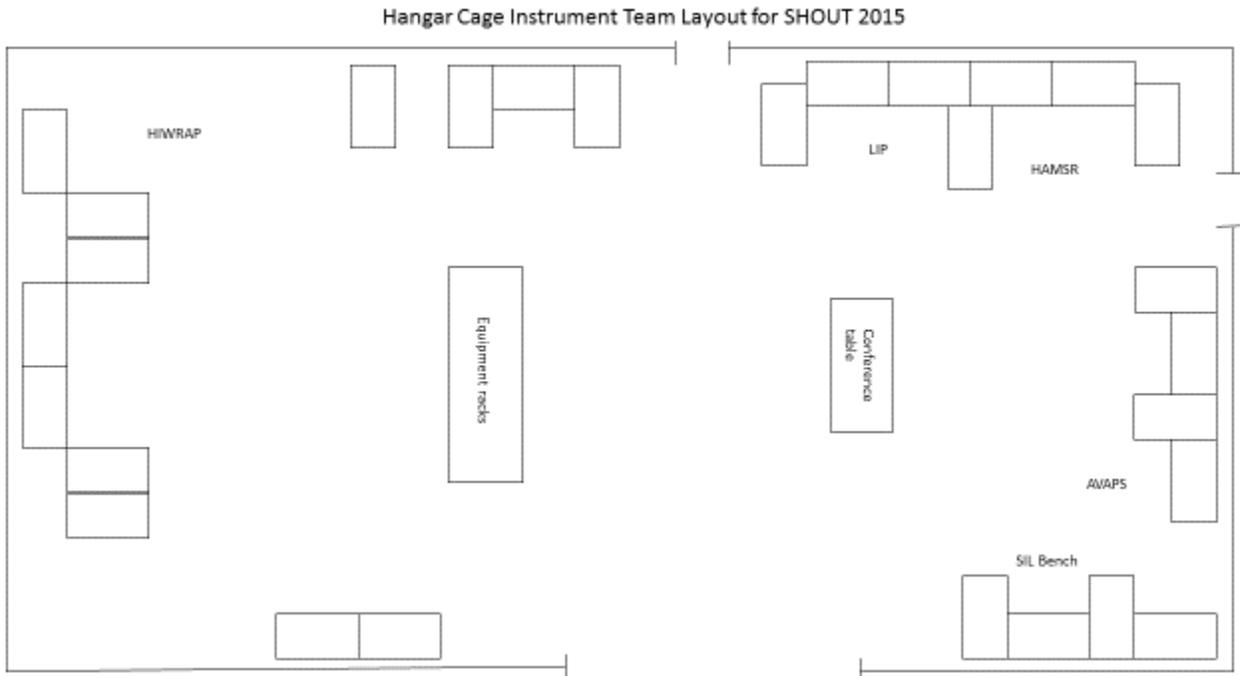
APPENDIX C

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

AFRC Emergency Evacuation Assembly Point

**ASSEMBLY POINT
Bldgs. 4840**



A Assembly Point

