



Communications Specialist Instructions

Overview

You are responsible for:

1. Receiving report forms from Investigation Specialists.
 - a. Register the data received in the Communications Specialist worksheet and forward the report form to an Oxygen or Carbon Dioxide Specialist. This activity is critical to ensure the flow of information within the team.
 - b. Report the data to Mission Control.
2. Receiving report forms from Oxygen and Carbon Dioxide Specialists.
 - a. Register the data received in the Communications Specialist worksheet.
 - b. Report data to Mission Control verbally and/or by chat using the Communications Center.

Specialists Tasks

1. You will receive four pieces of data from the Investigation Specialist.
2. Each time that you receive a report form from an Investigation Specialist, register this information down in your worksheet and forward the report form to an Oxygen or Carbon Dioxide Specialist. Then you will contact Mission Control and verify the accuracy of the data on the worksheet.
3. If Mission Control rejects the data, inform the Investigation Specialists as well as the Carbon Dioxide and Oxygen Specialists that the data will have to be recalculated.

Repeat this procedure for all pieces of data received by all Investigation Specialists.

4. You will receive up to eight sets of data from both the Oxygen and the Carbon Dioxide Specialists. Each set of data will have three values to confirm.
5. Each time you receive a report form from an Oxygen or Carbon Dioxide Specialist, write that information down in your Communications Specialist worksheet on the corresponding row. Then contact Mission Control and verify the accuracy of the data on the report.
6. If Mission Control rejects the data, inform the Oxygen or Carbon Dioxide Specialist that the data will have to be recalculated.

Repeat this procedure for all pieces of data received by all Oxygen and Carbon Dioxide Specialists.