



Communications Team Instructions

Overview

You need three people on the communications team. Your team helps the mission commander and classroom teams talk to each other. You make sure the information flows steadily from each team to the mission commander, and from the mission commander back to each team. You should relay written and oral reports every 5-6 minutes.

Team Tasks

Each of you takes one of these roles:

Communications Officer 1

- Organize communication between teams and the mission commander.
- Sit at the primary communication center.
- Use the chat window and enter data.

Communications Officer 2

- Organize communication flow between life support team, task control team, and mission commander.
- Deliver respiration rate data from the life support team to the task control team.
- Report verbally to the mission commander.

Communications Officer 3

- Represent special operations team.
- Talk directly with the mission commander.
- Tell mission commander what the teams recommend.
- Update the task control team on special operations team progress.

Mission Preparation

1. Go to this web site:
www3.cet.edu/flashcom/satellite

Select "Communications" from the dropdown menu. The mission commander will give you the password to log in.

2. The mission commander sends a message.
3. Communications officer 1 makes sure the correct team either hears or reads the message. Do not assume team members have heard or read the message unless they tell you they have received it.

4. The life support team sends its data directly to the mission commander through the computer and prepares report forms for the task control team. Communications officer 2 delivers the report forms from life support to task control.
5. Task control adds its data and predictions to the report forms from life support. Communications officer 2 reads the reports verbally to the mission commander.
6. The special operations team delivers answers to the mission commander through communications officer 3. This person also updates the task control team each time a problem has been solved.

Communications Officer Protocol

Become familiar with the communication system between you and the mission commander. This procedure is called "protocol."

Make sure you relay your information in an appropriate manner. That ensures the message is understood on both ends. Any communications sent to the mission commander should include the proper protocol. Here's what that means:

- The mission commander needs to know when your message is finished. At the end of your message, always say, "Over," as in "The message is over."
- The mission commander needs to know if you have understood the whole message. After he or she says "over," you should say one of these phrases:
 - "We understand."
 - "We read you."
 - "We copy that."
 - "Roger."
- The mission commander should be addressed as "mission commander" or "Commander (Name)."
- Every message you send to the mission commander should end with "Over." For example, "Mission commander, this is Operation Eagle. I have a message from the task control team. The message is, 'Ilya has 1,850 liters of oxygen left in his tank.' Over."

Other Commonly Used Messages

- When you are pausing to receive a message, you can say, “Ready to receive,” or, “Standing by.” While you are waiting to receive a message, there should be no extra communication.

Technical Tips

- All communication should be spoken first over the microphone. Then type it into the chat window.
- Depending on your equipment, you may need to be a certain distance from the microphone so the communication is clear.
- The quality of communication varies. Speak slowly and clearly.