



Communications Team Instructions

Overview

Choose two people for the Communications Team.

Note: You may choose the people the day before the mission, or on the day of the mission. As long as they read their team's instructions, there is little practice necessary.

This team assists all communications between Mission Control and classroom teams. Make sure there is a steady flow of information from each team to Mission Control, and from Mission Control back to each team. Written and oral reports should relay every 5 – 6 minutes.

Team Tasks

Choose people to fill the following roles:

Comm. Officer: Use the microphone and the video link to communicate with Mission Control.

Data Officer: Type all team reports and other messages into a chat/data window. You should be able to type well. This task is critically important because technical difficulties can disrupt communication.

Note: If you have not received a report within six minutes, prompt your teammates for the information.

Mission Preparation

- Mission Control sends a message.
- Communication Team makes sure the correct team either hears or reads the message. Do not assume they have heard or read the message unless they tell you they received it.
- Teams report findings to the Crisis Management Team and Communications Team.
- Communications Team reads and types reports to Mission Control.
- Make sure you read any urgent messages first before you read less important ones.
- Ask team members to write legibly, and be sure you know the meaning of all abbreviations before the mission starts.

Communications Officer Protocol

Become familiar with the communication system between you and Mission Control. This procedure is called a "protocol."

It is important to relay the information in an appropriate manner. It ensures that people know on both ends that messages have been received. All communications sent to Mission Control should include the proper protocol as explained here:

- Mission Control needs to know when your message is complete. At the end of your message, always say, "Over," as in "The message is over,"
- Mission Control needs to know if you have understood the complete message. After they say, "Over," you should say one of these:
 - "We understand."
 - "We read you."
 - "We copy that."
 - "Roger."
- 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.
- Mission Control should be addressed as "Mission Control" or "Commander (Name)"

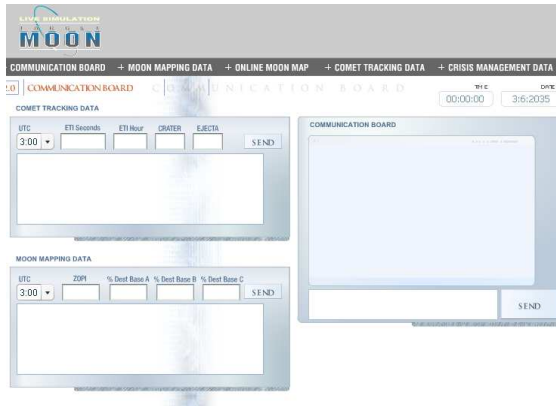
Data Officer Instructions

You will want to review the flow of communication between teams before the mission begins:

- A. If the computer is not already on the correct website, you should open your Internet web browser and go to: <http://www.e-missions.net/flashcom/targetmoon>
- B. Select "Communication Center" from the options. The Flight Director will give you a password. Then click on the "Enter" button.

Data Officer Protocol

Become familiar with the communication system between you and Mission Control. This procedure is called a “protocol.”



- Once the Communication’s Officer has read the report forms through the microphone, the Data Officer should send the report through the appropriate data window.
- Mission Control may also send messages through the communication board that need to be read to various teams or team members. It is important that Mission Control knows that messages have been received and understood. When you get a message and it has been given to the correct person, please type, “We copy that.”

Technical Tips

- All communication should be spoken first over the microphone. Then it should be typed into the chat window.
- Sometimes you might have to be close to the microphone so the communication is clear. Other times you might have to step back from it.
- The quality of communication varies. You should speak slowly and clearly.