APPENDIX B

Decision and Notification Process

The decision and notification process is illustrated in Figs. B-1, B-2, and B-3. The typical timing of pre-flight activities is provided in Fig. B-4. The decision and notification process occurs in four steps:

1) A research mission is determined to be probable within 72 h by HRD Field Program Director (Lisa Bucci), HRD Deputy Field Program Director (Jon Zawislak), and HRD Science Director (Jason Dunion). Consultation with PIs, HRD Director (Frank Marks) and the AOC Project Manager to determine flight platform availability, crew and equipment status, and the type of mission(s) likely to be requested.

2) HRD Field Program Director (Lisa Bucci), HRD Deputy Field Program Director (Jon Zawislak), HRD Science Director (Jason Dunion), HRD Director (Frank Marks) or their designee, and PIs of relevant experiments meet to discuss possible missions and operational modes. HRD Director (Frank Marks) or their designee provides approval to proceed on the mission objectives and strategy, and deployment logistics (i.e., travel, crewing).

3) The PIs, HRD SCIENCE CREW, and other personnel (visitors, IFEX Collaborators) are notified of mission objectives, deployment logistics by Field Program Director (Lisa Bucci). HRD SCIENCE CREW and other personnel are to inform HRD Administrative Assistant (Jennifer Calderon) of travel plans.

4) Secondary personnel (i.e., visitors) are notified by their primary affiliate.

NOTE: Day “-3” requirements are not included below, but could be required for deployments to locations outside of the U.S., at the discretion of [AOC DESIGNEE]
**Note: Time of briefings, conference calls, decisions, and deployments are dictated by timing limitations imposed by the AOC crew**

*Figure B-1. Decision and notification process for Day “-2”*

- Daily forecast briefing to determine TCs forecast to be in operational areas within 48-72 h [FIELD PROGRAM DIRECTOR, SCIENCE DIRECTOR, HRD DIRECTOR, AOC DESIGNEE]

**DAY “-2” ACTIONS**

- Conference call with HFP-IFEX participants and collaborators to discuss potential targets and science [1300 UTC]

- Interagency coordination call (if needed) [1400 UTC]

- NOAA/AOML/HRD TC Forecast Discussion [1630 UTC]

- Inform decision to AOC [AOC DESIGNEE] (Request Day “-1” Deployment, if necessary) [1700 UTC]

- Reset 72-h Alert to AOC

- Continue with plan; issue “48-h” Alert

- Cancel Alert to AOC

- Proceed to Day “-1” Actions
**Note: Time of briefings, conference calls, decisions, and deployments are dictated by timing limitations imposed by the AOC crew**

*Figure B-2. Decision and notification process for Day “-1”*

- **Daily forecast briefing to determine TCs forecast to be in operational areas within 48-72 h** [FIELD PROGRAM DIRECTOR, SCIENCE DIRECTOR, HRD DIRECTOR, AOC DESIGNEE]

**DAY “-1” ACTIONS**

- Conference call with HFP-IFEX participants and collaborators to discuss potential targets and science [1300 UTC]
- Interagency coordination call (if needed) [1400 UTC]
- NOAA/AOML/HRD TC Forecast Discussion [1630 UTC]
- Inform decision to AOC [AOC DESIGNEE] [1700 UTC]

- Reset 48-h Alert to AOC
- Continue with plan; issue “24-h” Alert
- Cancel Alert to AOC

- Mission planning among participants
- Deploy to operations site, if needed
- Proceed to Day “0” Actions
**Note: Time of briefings, conference calls, decisions, and deployments are dictated by timing limitations imposed by the AOC crew**

*Figure B-3. Decision and notification process for Day “0”*

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**DAY “0” ACTIONS**

1. Conference call with HFP-IFEX participants and collaborators to discuss potential targets and science [1300 UTC]
2. Interagency coordination call (if needed) [1400 UTC]
3. NOAA/AOML/HRD TC Forecast Discussion [1630 UTC]
4. Inform decision to AOC [AOC DESIGNEE] [1700 UTC]

- Reset Alerts as needed with AOC
- Continue with plan; begin missions
- Cancel Missions with AOC

Planning among participants for subsequent missions
**Note: Time of briefings are dictated by timing limitations imposed by the AOC crew**

**Figure B-4. Typical timing of pre-flight activities**

- **T – 24-h**: Flight Plan submitted to [AOC DESIGNEE] (and other pertinent AOC personnel; e.g., Pilot, Flight Director)
- **T – 2.5-3-h**: HRD SCIENCE CREW Arrive at Operations Site; LPS briefing with AOC Flight Director for Mission
- **T – 2-h**: Aircraft and HRD SCIENCE CREW Pre-flight Briefing
- **T – 1-h**: HRD SCIENCE CREW board aircraft, prepare stations; Safety Briefing (required for first flight each year)