Procedures for Communication between ACIS Ops and SOT MP for Reviews of OR lists and Preliminary Schedules

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In the situation in which a load must be built and reviewed quickly, SOT MP would appreciate notification from ACIS Ops that the on-duty scientist has received the LTS OR list and the Preliminary Schedule and has started the ACIS Ops review. SOT MP may call the ACIS on-duty scientist on their cell phone before one hour has passed since the LTS OR list or Preliminary Schedule has been released or at any time in an urgent situation.

Logistics:
- use email for this notification since the OR lists and Preliminary Schedules are released in email, we will simply "reply all" to that email. It is simple and it keeps the communications organized. A sample email is "**Acknowledged. ACIS Ops is reviewing the LTS OR list/Preliminary Schedule. Should be done in an hour.**" The email acknowledging receipt of the LTS OR list or Preliminary Schedule should be sent as soon as possible but must be sent within one hour of SOT MP's email. The review of the LTS OR list or the Preliminary Schedule itself should be done within one hour of the distribution of the ACIS Ops email.
- SOT and FOT MP should always feel free to call the ACIS on duty scientist on their cell phone for an urgent issue. We expect these calls and they work better for us than a slack notification. The on-duty ACIS scientist clears their week as best as possible to be able to respond to such requests.

Scenarios:
1) normal weekly load or replan load for which review of the OR list or Preliminary Schedule within 1 business day is adequate

   - no email acknowledgement from ACIS Ops that the OR list or Preliminary Schedule has been received (we just do it within 1 business day, sooner is always better but it must be done within one business day)

2) interrupt load or regular load for which review of the LTS OR list or Preliminary Schedule within 4 hours is needed

  SOT MP will send an email to "mpweekly" announcing the expected time frame for release of the LTS OR list or Preliminary Schedule. For example, "The LTS OR list/preliminary schedule is expected to be released this morning/afternoon/evening."
  In the case of a delay to the expected time of release of the LTS OR list or Preliminary Schedule, SOT MP will send an email to "mpweekly" announcing the delay with a revised time estimate.

LTS OR list - ACIS Ops acknowledges within one hour with an email that the OR list has been received, is being processed, and provides an estimate of time of completion

Preliminary Schedule - ACIS Ops acknowledges within one hour with an email that the Preliminary Schedule has been received, is being processed, and provides an estimate of time of completion

Final OR list - no ACIS Ops acknowledgement (we just do it, typically this take 15 minutes). ACIS Ops sends an email with the review of the Final OR list.

In the case of a delay for the ACIS review of the LTS OR list or Preliminary Schedule, ACIS Ops will send an email to "mpweekly" announcing the delay with a revised time estimate.