



MEMORANDUM

June 21, 2011

From: Royce Buehler, Nancy Adams-Wolk, Shanil Virani
To: ACIS Operations Team
Subject: Command Action Procedure Preparation

Abstract

This memo discusses the preparation of Command Action Procedures (CAPs).

1 CAP preparation

When there is a need for real-time commanding of ACIS, we prepare a Command Action Procedure. This memo covers the steps needed to prepare a CAP.

The items that must be completed are:

- Obtain a CAP number from the OC/CC on duty
- If an OBSID is required, reserve the next unused OBSID.
- Use an existing CAP that matches your CAP to prepare the actual paperwork
- Copy the CAP to the web area
- distribute the CAP
- Hold a CAP review

2 Obtain a CAP number

. Call the OC/CC on duty to request the next available CAP number. (617-594-3640 for SOC/CELL or check the contact page at:

<http://cxc.cfa.harvard.edu/mta/COORDINATION/internal/pocs.html>).

They keep a binder of CAPs and can easily tell you what is the next available number. They will probably request what the CAP is for.

3 Reserve the next unused OBSID

If the CAP you wish to perform requires a change in OBSID, which a CTI CAP always does, you need to find out what the next unused OBSID number is. This is done by examining the "obsids-for-oac.list" file which resides in /data/mpcrit1/oac/. I can never remember where this file resides so There is a symbolic link from our CAP area /data/acis0/CAPs.

Sign out the next available OBSID number (just follow the syntax of the preceding obsids). Once you have determined your obsid number, it is good etiquette to send an email to 'sot' indicating you've reserved obsid ##### for whatever you intend to do with your CAP.

4 Prepare the paperwork

Find an existing CAP which closely resembles the measurement you would like to perform. There is a blank template in the case that a new CAP must be written from scratch. This file is stored at: /data/acis/CAPs/HOWTO/CAP_Template.doc. In all other cases, use an existing CAP that resembles what you want to do. For example, you wish to perform an ACIS-I CTI measurement. Instead of writing one from scratch, it is much easier and quicker to simply find the last ACIS-I CTI CAP that we performed and simply edit the minor details like date, author, obsid number, stop science time, replan load, etc. Be careful about going to a very early CAP though. The various CTI parameter blocks have different version numbers and you always want to run the latest version. Starting from the latest CAP will usually ensure you have the right set of ACIS commands.

5 Copy to the Web Area

It is a good idea to copy your CAP to our CAP area on the ACIS web page:

</proj/web-cxc-dmz/htdocs/acis/CAPs/index.html>

While most people have HEAD LAN accounts those on the MIT side or on the FOT side can more easily access a web page rather than logging in, etc.

6 Distribute the CAP

It is a good idea to include the CXC and MIT ACIS teams as well the lists mpweekly and capreview. If these are large documents, specify locations to retrieve the CAP as opposed to filling disk space with attachments.

7 CAP review

Before the CAP can be executed, it must be reviewed. Email the following parties and set up a review time.

capreview@head-cfa.harvard.edu

acisdude@hea-cfa.harvard.edu

das@head-cfa.harvard.edu

The review consists of going over the sections of the CAP with their associated check boxes, and then making sure the appropriate people sign off on the CAP.