NASA IUE SCHEDULING POLICY

The NASA IUE Guest Observer (GO) monthly schedule is established three months in advance. At the beginning of the observing episode all Principal Investigators are sent Scheduling Request Forms for each approved program. These forms may be used to make each program's scheduling requirements known to the Observatory.

Programs will be scheduled, if possible, at a time when all priority targets are outside the Solar Avoidance Zone (Beta > 135°), the OBC heating region (55° < Beta < 95°), and the antisun region (Beta < 15°). In the absence of designated priority targets, programs are scheduled at a time when a majority of their targets will be available. For those programs with a small number of shifts, the availability of all targets cannot be guaranteed. For programs having a small number of targets or all targets in a localized region, possible conflict with the moon will be checked manually.

Once the schedule for a given month is completed, the Observatory will not initiate any revisions without strong scientific justification to do so. If a GO wishes to change the dates of his/her scheduled shifts, we ask that he/she contact the GOs thereby affected to arrange a time trade. The Observatory must be notified of any such arrangements.

The Observatory attempts to honor all reasonable requests for specific observing dates to perform time-critical or coordinated ground-based observations or to satisfy other scientific requirements. It is the GO's responsibility to verify that the target is at a favorable Beta angle on the dates in question. Specific time requests should include information concerning scientific constraints of the observations and specify a range of dates, if appropriate, rather than a single date to permit some flexibility in scheduling. If not part of the observing proposal, such requests should be made at least four months in advance of the proposed dates. Except for observing dates for collaborative programs, specific observing dates cannot be guaranteed. Collaborative programs are scheduled for the entire year at the beginning of the episode.

Requests should be made for specific dates (or range of dates) to observe solar system objects. It is the GO's responsibility to check the dates for best planet-satellite configuration, if applicable, and to provide an ephemeris specifying UT or local time and including the object's drift rates in arcsec/hour.

When major targets of opportunity appear, such as comets or novae, the Project Scientist will consult with the Principal Investigators having approved Target of Opportunity programs to determine how much observing time should be allotted to the particular event under discussion. In the case of comets, there is usually sufficient lead time to incorporate them into the normal scheduling process. The sudden appearance of a bright nova or supernova would require last minute scheduling, possibly preempting previously scheduled observers.

Programs are scheduled for eight-hour low (US 1) and high (US 2) radiation shifts according to the shift allocations given by the Project Scientist. The Observatory will attempt to honor requests for partial shift scheduling if there is scientific justification. As a rule, observing time will not be scheduled in segments less than four hours duration.

Approximately four shifts per month (usually US 2) are set aside for calibration and maintenance. At the end of the month the Observatory absorbs the two hour loss due to the monthly shift time change.

Conflicts with teaching obligations, AAS meetings, IAU symposia, etc., will not be taken into consideration for scheduling purposes. Should the observer have other, more compelling reasons for not being scheduled on a given date, these should be presented in writing to the Observatory as soon as possible.

There will be no attempt to team up GO's with specific Observatory staff members.

George Sonneborn
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