

State of Hawaii
University of Hawaii
Institute for Astronomy

MAJOR FUNCTIONS

OFFICE OF THE DIRECTOR

The mission of the Institute is two-fold: the production of the highest possible quality of astronomical research and the provision of facilities and professional guidance to graduate students of astronomy to enable them to meet curriculum requirements and to gain first-hand experience in current astronomical research techniques.

Toward these ends, the Director:

- initiates, directs and controls Institute activities.
- initiates scientific projects deemed relevant to the Institute's overall program.
- provides policy guidance for his staff.
- establishes priorities for use of available resources.
- coordinates planning for staff and facilities development.
- reviews and evaluates programs.
- maintains liaison with the international astronomical community and with government agencies involved in astronomical research.
- stimulates scientific staff efforts toward significant research achievements.
- coordinates the development of facilities at sites designated by the State for astronomical research.
- directs and conducts scientific research.
- coordinates the scheduling of research projects and utilization of research facilities at the Mauna Kea and Haleakala Observatories.

MAUNA KEA OBSERVATORY COORDINATION OFFICE

The rapid growth in the number of facilities on Mauna Kea, and the wide international interest in the site, has created the need for an office in the Institute to coordinate applications for use of the mountain, the CIP projects on the mountain, and the harmonious relationship between the different users.

This office is run by the Assistant to the Director who reports immediately to the Director and has responsibility for:

- coordinating with outside agencies plans for the construction of new facilities, and facilities improvements.
- coordinating with State offices requests for use of land on Mauna Kea.
- coordinating with State and University offices the design and implementation of State capital improvement projects on Mauna Kea.
- convening meetings of the Mauna Kea Users' Committee.

OFFICE OF RESEARCH SUPPORT

Much of the Institute for Astronomy's program is related to the support of scientific research, rather than the actual conduct of research. Research programs are supported by the Administrative/Fiscal Support Division, the Engineering/Instrumentation Division, the Mauna Kea Support Services Division, the Haleakala Support Services Division, and the Special Services Office.

Services include:

- consulting with and advising the Director in matters of planning, organization, and policy relative to these supporting divisions in the Institute.
- developing and maintaining contact with Federal government, and outside, agencies which provide grant and contract support to the Institute for Astronomy, and ensuring that the contractual obligations and responsibilities of the University are met.
- establishing and maintaining contact with such UH offices as Personnel, Contracts and Grants, Procurement and Budget, to represent the Institute's needs as these are established by the Assistant Director in consultation with the Director.

Administrative/Fiscal Support. The Administrative/Fiscal Support Section is responsible for fiscal control, grants and contracts administration, procurement and property management, personnel management, administration and control of the Job Order System and Administrative Recharge System, and maintenance of buildings and grounds at the Manoa facility.

The Administrative Officer IV, under direction of the Assistant Director:

- analyzes resource requirements and develops plans and operating budgets.
- oversees the preparation and administration of fiscal aspects of grants and contracts from supporting agencies.
- ensures that funds are utilized in accordance with law, regulations, grant and contract terms, and maintains positive control.
- oversees purchasing functions and property accountability.
- provides for logistic support services to staff.
- controls personnel actions in terms of allowances, funds and propriety.
- controls Job Order System and Administrative Recharge System.

Engineering/Instrumentation. The Engineering/Instrumentation Division is responsible for all aspects of engineering systems, instrument design, fabrication, installation and maintenance.

The Engineering Manager, under direction of the Assistant Director:

- coordinates the operations of the Mechanical Engineering, Electrical Engineering and Software Branches.
- evaluates the maintenance programs for equipment at the observatories and Manca Headquarters, and lends technical assistance and direction as required.
- evaluates scientific systems, equipment and instrumentation requirements presented by scientists and other staff members and develops engineering proposals for their design, fabrication and installation.
- develops engineering staffing plans and budgets to accomplish the authorized work and exercises positive controls over the application of resources allocated to the division.
- provides training programs for engineering and technical staff members.

Mauna Kea Support Services. The Mauna Kea Support Services Division is responsible for provision of services to all the observing facilities on Mauna Kea. Under the direction of the Assistant Director, the Support Services Superintendent:

- ensures the availability and adequacy of electrical power, telephone service, water supply and other utilities to the user groups on the mountain.

- ensures that the access road from Hale Pohaku to the summit facilities is maintained, and that snow is removed expeditiously.
- provides for and maintains vehicles as requested by the facilities.
- ensures the availability of accommodation and meals at Hale Pohaku and, as requested, at the summit facilities.
- maintains fiscal accounting records for purposes of billing the benefiting groups.
- maintains the library at Hale Pohaku.
- oversees the purchasing functions associated with the provision of the support services, recommends personnel actions relative to MKSS staff.
- oversees property accountability.
- analyzes resource requirements, develops plans and operating budgets for the MKSS.
- provides support services to visiting astronomers and other authorized persons as may be required and as available.
- maintains liaison with local government agencies and the public on matters relating to the Observatory as delegated by the Assistant Director.

Haleakala Support Services. The Haleakala Observatory, consisting of the Mees Facility and the Laser/Satellite Ranging Facility, derives support from the Haleakala Support Services Group. The Observatory Superintendent, under the direction of the Assistant Director:

- ensures the availability and maintenance of vehicles for the observatory.
- ensures the maintenance of the Institute's facilities on Maui, oversees purchasing functions and property accountability for the Haleakala Observatory.
- oversees the preparation of operating budgets for Haleakala Observatory.
- provides for administrative/fiscal support for the Observatory.
- oversees the scientific support staff in the Mees Observatory.

Special Services. The Special Services Office is established under the direct responsibility of the Assistant Director to provide:

- stenographic services for staff.
- manuscript preparation including typing and illustration services.

- library services in coordination with a member of the scientific staff designated by the Director.

1 MAUNA KEA TELESCOPES

The mission of the Observatory is to maintain and operate under optimum conditions all observatory facilities to ensure maximum availability to scientist-observers.

The Superintendent, under the direction of the Associate Director:

- coordinates and supervises all operations and maintenance activities at the Observatory.
- conducts such observation programs as may be directed by the Director.
- prepares and executes the preventive maintenance program.
- oversees the administration of the Observatory including developing operating plans, budgets, staffing requirements and controls over the application of available resources.
- provides on-the-job training for staff members.

2 OBSERVATORY OPERATION

The mission of the Observatory is to maintain and operate under optimum conditions all Observatory facilities to ensure maximum availability to scientist-observers.

-The Director, or his appointed representative:

- coordinates and supervises all operations and maintenance activities at the Observatory.
- conducts such observation programs as may be directed by the Director.
- prepares and executes the preventive maintenance program.
- provides support services to visiting astronomers and other authorized persons as may be required and as available.
- oversees the administration of the Observatory including developing operating plans, budgets, staffing requirements and controls over the application of available resources.
- provides on-the-job training for staff members.
- maintains liaison with local governmental agencies and the public on matters related to the Observatory.

LASER/SATELLITE RANGING

The mission of the Station is to conduct laser ranging programs and to develop and maintain the laser transmit/receive system, and associated equipment at optimum operating levels.

The Project Manager, under the direction of the Director:

- coordinates and supervises all operations and maintenance activities at the Station.
- conducts such ranging programs as may be directed by the Director.
- oversees the administration of the Station including developing operating plans, budgets, staffing requirements and controls over the application of available resources.
- provides on-the-job training for staff members.
- maintains liaison with local governmental agencies and the public on matters related to the Observatory.

INFRARED TELESCOPE OPERATION

The purpose of the Project is to maintain and operate—as a nationally-available facility—a 3-meter aperture infrared telescope facility in the summit area of Mauna Kea under a contract from the National Aeronautics and Space Administration.

The Scientist in Charge of the Division, under the direction of the Director:

- coordinates and supervises the work of the staff.
- plans, budgets and schedules all work elements incident to the project and carries them out.
- reports to and coordinates with NASA, NASA representatives, and other organizations and groups involved in the facility as required.
- coordinates use of the facility with scientists from outside institutions and ensures necessary supporting services are available.
- develops staffing and resource requirements for the project.

RESEARCH PROJECTS

The mission of this largely scientific staff is to develop and carry out research programs of importance to the astronomical community, to seek financial support for such work from interested governmental agencies and other organizations.

and to report their findings through professional meetings and publications. Additionally, the scientific staff maintains close contact with UH graduate students of astronomy providing professional, scientific guidance, counseling & assistance. The research scientists report directly to the Director.