

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
**INSTITUTE FOR ASTRONOMY**

FUNCTIONAL STATEMENTS

**OFFICE OF THE IFA DIRECTOR – Org Code: MAIFA**

The primary mission of the Institute is the production of the highest possible quality of astronomical research; world leadership in the development of ground- and space-based instrumentation; the development and stewardship of the Mauna Kea and Haleakala Science Reserves; and provision of facilities and professional guidance to graduate students of astronomy to enable them to meet curriculum requirements and to gain hands-on experience in current astronomical research techniques.

This Office also works to ensure the rapid growth of facilities on Mauna Kea and, to a lesser extent, Haleakala proceeds in an orderly way, and to maximize the long-term benefits to UH and the State. Mauna Kea, recognized as the premier world site for an astronomical observatory, is in demand internationally for facility development. Therefore, proper compliance of state and federal regulations, attention to the environment, and to the place of these areas in the history of Hawaii, as well as to the best advantage of the development of astronomy at the University of Hawaii is mandatory. The wide international interest in the site has created the need for this office in the Institute to coordinate applications for use of the mountain, the CIP projects on the mountain, and the harmonious relationship between international scientific users.

This Office also performs the following functions:

- Coordinates with Federal agencies, agencies within the State government, other universities and research institutes, and representatives of foreign governments plans for the construction of new facilities, and facilities improvements and negotiation of agreements within policy guidelines established by the Director.
- Coordinates with state office requests for use of land on Mauna Kea and Haleakala.
- Develops Environmental Impact Statements, complex development plans, position statements, facilities planning documents, and similar reports and documents for the IFA Director.
- Coordinates with state and university offices the design and implementation of State Capital Improvement Projects on Mauna Kea and Haleakala.
- Serves on the IFA Executive Committee.
- Convenes meetings of the Mauna Kea Users' Committee.
- Convenes meetings of the Haleakala Development Committee.
- Proposes initiatives relating to UH management of Mauna Kea and Haleakala.
- Prepares and negotiates site complex agreements, memoranda of understanding, and similar documents with national and multi-national groups and organizations regarding Observatory developments and related activities; works with the University administration and other UH officials to see these through the University.

Advisory Groups:

Department of Physics and Astronomy Graduate Chair manages the Institute for Astronomy graduate program which includes research assistants and teaching assistants.

IFA Executive Committee is comprised of IFA Division and Facility Heads and members of the Director's Office staff. It is an advisory body to the Director which advises and participates in policy making, long range planning, program development and overall IFA administration.

#### **LIBRARY SERVICES – Org Code: MALBIA**

Library Services provides the following program support to all IFA Divisions:

- Staff secretarial services.
- Manuscript preparation, including typing and illustration services.
- Project management services as required by other Facilities and Divisions.
- Library services in coordination with a member of the scientific staff designated by the Director.
- Provision of matrixed temporary administrative and technical staffing requirements to all IFA Divisions as required through the IFA Job Order and Administrative Recharge Systems.

#### **ADMINISTRATIVE SUPPORT – Org Code: MAADIA**

This Office is responsible for the provision of programmatic support to all operational elements of IFA in the areas of administrative, fiscal, logistical and project management support to all IFA Divisions and facilities; and for planning and development and preliminary implementation of new initiatives selected by the Director for new and augmented IFA program elements. Responsibilities include overall planning; management of administrative and budgetary aspects of proposal activities; preparation of program plans, management plans, schedules and budgets; negotiations with collaborative institutions and funding entities; management of IFA Personnel Matrix Management System; and initial project management. The Director of Administrative Services also provides the IFA Director with project management and monitoring of Capital Improvement Projects at the Manoa Complex, Mauna Kea Observatory, and Haleakala in all phases from design through completion in coordination with the UH Planning Office, DAGS, DLNR, and other appropriate agencies.

This Office is comprised of four sections: Fiscal and Accounting; Personnel; Contracts and Grants; and Procurement and Property Management which perform the following functions:

- General Fund allocation.
- Contract and Grant Administration.
- Purchasing functions and property management.
- Job Order, Administrative Recharge, and Computer System Recharge Systems.
- Personnel administration.
- Preparation of fiscal and administrative aspects of contract and grant proposals and funding agencies.
- Logistic support services to staff and maintenance of building and grounds at the Manoa facility.

### **Engineering & Instrumentation Support Division – Org Code: MAEIIA**

This Division is responsible for providing engineering and instrumentation development and maintenance, and machine shop services to the scientific programs, and IFA physical plant maintenance support. This unit works in coordination with other IFA sections to provide the following functions:

- Coordinate project requirement and personnel temporarily assigned to individual Principal Investigators and Project Managers involved in instrumentation development projects.
- Evaluate the maintenance programs for equipment at the observatories and at the Manoa facilities, and lends technical assistance and direction as required.
- Assist in the evaluation of scientific systems, equipment and instrumentation requirements presented by the Instrument/Detector Development and Flight Projects Divisions, scientists, and other staff members, and develop engineering manpower and scheduling requirements to facilitate project management.
- Develop engineering staffing plans and the preliminary Facility budget to accomplish authorized and projected work and monitor the application of resources temporarily allocated to other divisions under the matrix system.
- Provide training programs for engineering and technical staff members.
- Assure light building maintenance and modification tasks are completed on a timely basis and in accord with regulations and policies of the Facilities Management Office.

### **RESEARCH STAFF – Org Code: MARSIA**

The Research Staff develops and carries out research programs of importance to the astronomical community, provide appropriate public service, seek financial support for such work from interested governmental agencies and other organizations, and reports their finding through professional meetings and publications. Additionally, the scientific staff maintains close contact with UH graduate students in astronomy providing professional, scientific guidance, and counseling and assistance. The research scientists report to the Director.

Research is conducted by all IFA scientific staff on an independent basis with complete latitude without regard for the divisional structure, which is in place for coordination and administrative purposes only.

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**RESEARCH FACILITIES – Org Code: MARFIA**

**Haleakala Observatory – Org Code: MAHOIA**

The Haleakala Observatory, consisting of the Mees Facility and the Laser/Satellite Ranging Facility, derives support from Haleakala Support Services and performs the following functions:

- Ensures the availability and maintenance of vehicles for the Observatory.
- Ensures the availability and adequacy of electrical power, telephone services, water, and other utilities to user groups on the mountain.
- 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, in coordination with the Head of the Solar Physics Research Division, the scientific support in the Mees Observatory.
- Maintains liaison with local government agencies and the public on operational matters relating to the Observatory within established policy guidelines as delegated by the IfA Director.

**Mauna Kea Facilities – Org Code: MAMKIA**

The mission of the Mauna Kea Telescope Facilities Division is to efficiently maintain and operate all observatory facilities to ensure maximum availability to scientist-observers and fulfills the following functions:

- Coordinates and supervises all operations and maintenance activities at the Observatory.
- Conducts such observation programs as may be directed by the IfA Director, serves on the Telescope Time Allocation Committee and is responsible for scheduling UH Telescopes.
- 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.
- Serves on the IFA Executive Committee.

### **Infrared Telescope Facility – Org Code: MAIRTF**

This facility is a nationally-available 3-meter aperture infrared telescope in the summit area of Mauna Kea operated under contract with the National Aeronautics and Space Administration (NASA). The facility mission is to efficiently maintain and operate all observatory facilities to assure maximum availability to all scientist-observers. Other functions include:

- Implements the facility management plan.
- 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 contractually required.
- Coordinates use of the facility with scientists from outside institutions and ensures necessary supporting services are available, serves on the Telescope Time Allocation Committee and is responsible for scheduling of the IRTF.
- Develops staffing and resource requirements for the project.
- Serves on the IFA Executive Committee.