

## NASA-Internal ToO Program Policies (April 3, 2019):

- NASA-internal ToO projects are restricted to NASA scheduled researchers as designated by the NASA Keck selecting official.
- NASA-internal ToO interrupts may be invoked only when a NASA observer is observing with the telescope. All NASA observers shall support requested interrupts from authorized NASA-Internal ToO program PIs, unless the NASA selecting official has deemed the NASA program currently observing as non-interruptible via the NASA Keck TAC process.
- Each NASA-internal ToO interrupt is restricted to 1 hour of wall clock time. Subject to the limitations below, two NASA- internal ToO interrupts may be used to obtain 2 hours of wall clock time, per telescope per night. These two interrupts may be consecutive.
- NASA internal ToO interrupts may not be used to interrupt a telescope beyond 2 hours of wall clock time per night. For the Keck telescopes, time lost to WMKO Partnership interrupts are counted in the total. Thus, if a given Keck telescope experiences two 1-hour WMKO Partnership interrupts in a given night, additional interruption on that telescope using Caltech internal ToO interrupts will not be allowed.
- The ToO observer is responsible for the execution of the ToO observations. The regularly scheduled observer may choose to perform the ToO observations at the request and on behalf of the ToO observer, in exchange for appropriate, mutually agreed compensation (e.g., co-authorship in any resulting publications).
- ToO interrupt authorization is granted only for a specific semester; unused time assigned to a ToO program will not be carried forward to subsequent semesters.
- An interrupt may be activated only when the available equipment and moonlight conditions are consistent with the TAC recommendations. *Seeing and photometric conditions are not a condition for any interrupt.*
- NASA internal ToOs at Keck are activated following WMKO-established procedures. Interrupts on Keck telescopes shall be entered using the WMKO ToO Observing Request Tool (TORT). [The TORT tool is available through the [Keck Observer Login Portal](#). ]
- In contrast to WMKO Partnership interrupts, instrument changes are currently not supported for NASA internal ToO interrupts.
- ToO reporting & data access requirements:
  - The scheduled observer **shall** send an e-mail to the *ToO* PI [copies to D. Gelino (dawn [at] [ipac.caltech.edu](mailto:ipac.caltech.edu)) and C. Beichman (chas [at] [ipac.caltech.edu](mailto:ipac.caltech.edu))] immediately upon completion of the observing run, reporting on the time devoted to *ToO* observations and other relevant comments.
  - The observer **shall** deliver/make available the necessary data to the *ToO* PI.
  - Similarly, within 24 hours of an interrupt the *ToO* PI **shall** document in e-mail to D. Gelino (dawn [at] [ipac.caltech.edu](mailto:ipac.caltech.edu)) [copy to C. Beichman (chas [at] [ipac.caltech.edu](mailto:ipac.caltech.edu))] reporting on the time used for each interrupt, with an account of the status of the *ToO* project.
  - Finally, the ToO PI shall also include a complete account of the status of his/her ToO projects, time invoked, etc as a part of the supporting material for subsequent observing proposals from this PI.