

TRANSMITTAL SHEET

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MATERIAL TRANSMITTED

KMI 8610. 4, "Processing Reports of Sightings of Space Vehicle Fragments"

This is a new Instruction.

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JOHN F. KENNEDY SPACE CENTER, NASA
MANAGEMENT INSTRUCTION

SUBJECT : PROCESSING REPORTS OF SIGHTINGS OF SPACE
VEHICLE FRAGMENTS

1. PURPOSE

The purpose of this Instruction is to establish procedures for handling reports of sightings of objects such as fragments or component parts of space vehicles known or alleged by an observer to have impacted upon the earth's surface as a result of safety destruct action, failure in flight, or reentry into the earth's atmosphere. Included are reports of sightings of objects not related to space vehicles.

2. APPLICABILITY

This Instruction is applicable to all organizational elements of the John F. Kennedy Space Center, NASA (KSC) and to NASA/KSC contractors as expressed in the terms of their contracts.

3. POLICY

It is KSC policy to respond to reported sightings of space vehicle fragments and unidentified flying objects as promptly as possible. All KSC personnel and activities will cooperate to ensure that pertinent information relative to such sightings is received and processed as set forth in this Instruction.

4. DEFINITIONS

- a. Space Vehicle Fragment: A fragment or component part of a space vehicle that has impacted upon the surface of the earth or washed up on a beach conceivably as a result of safety destruct actions, failure in flight, or reentry into the earth's atmosphere.

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- b. Unidentified Flying Object: An unidentified object observed in the atmosphere.

PROCEDURES FOR HANDLING REPORTS OF SIGHTINGS

- a. KSC telephone operators will refer all telephone calls coming into the KSC switchboard from persons reporting sightings, as defined herein, to the KSC Scheduling Branch, Test Support Management Office, telephone 867-3013.
- b. Persons other than telephone operators receiving initial reports of sightings will, if possible, transfer the call to the KSC Scheduling Branch. If the call cannot be transferred, the following information should be obtained from the caller and immediately transmitted to the KSC Scheduling Branch:
 - (1) Name, address, and telephone number of the observer and any other information needed to establish the identity of the observer for possible immediate follow-up contact.
 - (2) Description of the object sighted, i. e., shape, size, color, etc.
 - (3) Location of the object: state, city, etc.

NOTE: Under no circumstances will the origin of the object be discussed with the observer or person making the call.

- c. The KSC Scheduling Branch, in response to a report of a sighting, will:
 - (1) Contact military bases nearest the sighting to enlist their aid in determining the validity of the sighting.
 - (2) Contact the KSC Security Office who will in turn contact municipal and State police nearest the sighting to enlist their aid in determining the validity of the sighting.
 - (3) Consult with the Public Information Branch, Public Affairs Office, on reported sightings that may be of public interest.

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- (4) Refer all inquiries from news media to the Public Information Branch.
 - (5) Consult with the Senior Scientist, KSC, on all sightings reported.
 - (6) Call in unidentified flying object reports to the Patrick Air Force Base Command Post, telephone 494-7001.
- d. All written communications received from persons or activities reporting a sighting will be immediately transmitted to the Senior Scientist, KSC.

6. RESPONSIBILITIES

- a. Test Support Management Office will be responsible for:
 - (1) Developing and maintaining a capability for receiving, screening, and processing reports of sightings, as defined in paragraph 4, on a 24-hour-day, 7-day-week basis.
 - (2) Ensuring close liaison with the Senior Scientist, KSC, and the Public Affairs Office on matters pertaining to this Instruction.
 - (3) Coordinating with the Senior Scientist, KSC, as soon as possible after a reported sighting to determine the action to be taken.
- b. The KSC Scheduling Branch, Test Support Management Office, will be responsible for maintaining a 24-hour-day, 7-day-week capability for receiving, screening, and processing reports of sightings, in accordance with paragraph 5c.
- c. The Senior Scientist, KSC, will be responsible for:
 - (1) The overall monitoring of the space vehicle fragment sighting program at KSC.

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- (2) Evaluating the screening procedures performed by the KSC Scheduling Branch.
 - (3) Conducting or initiating and monitoring the scientific investigation of recovered items.
 - (4) Coordinating sightings of space vehicle fragments with launch operations elements who may be interested in fragments of their vehicles for analysis.
- d. The Communications and Timing Division, Director of Support Operations will be responsible for:
- (1) Ensuring that KSC telephone operators are properly briefed with regard to their responsibilities as set forth in paragraph 5a.
 - (2) Maintaining a log of reports of sightings.



Kurt H. Debus
Director

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