

LARC TO LARC LEADERSHIP: Each Branch Head handles highlights/results differently: Bruce Doddridge queries his team every week for Key Activities, and Ali Omar and Don Garber query their teams for a write-up whenever they see a travel voucher from someone on their teams. These highlights are compiled into the weekly SD Key Activities, which are sent via email to a small mailing list including center leadership.

LARC TO HQ: The resulting highlights from the SD key activities are sent to Rosemary Baize and sometimes directly to the relevant Program Managers/Jack Kaye at HQ. Additionally, Rosemary Baize will send highlights to the Earth Science Missions Office (ESMO) at GSFC to include in their highlights to send to HQ.

LARC TO COMMS: Individual scientists at LARC can go directly to Joe Atkinson for help with communications products, etc. Abby and Daryl then work with Steve Cole at the HQ level to distribute to a broader audience.

HQ/MSR PROCESS: Christine makes a monthly call to FA leads and others at HQ for R&A MSR results. Christine puts these results into Jack's preferred format for "R&A MSR inputs." Christine then works with Jack, Sandra, and Mike (in coordination with relevant HQ FA leads and Program Managers) for final R&A charts for final ESD MSR. Separately, FA leads will ask Lab Chiefs for their 5 most significant papers of the year.

