



LIGO HANFORD
127124 N. ROUTE 10
RICHLAND WA 99354

TEL: 509-372-8106
FAX: 509-372-8137

LIGO MIT
MIT NW22-295, 185 ALBANY ST
CAMBRIDGE MA 02139

TEL: 617.253.4824
FAX: 617.253.7014

Date: October 1, 2010

Refer to: LIGO-L1000368-v1

TO: Mike Landry
CC: Fred Raab, John Worden
FROM: David Shoemaker, Carol Wilkinson

Dear Mike,

We want, with this letter, to make both your responsibility and authority clear for the Advanced LIGO Installation Leader task you have taken on. Personnel safety requires that there be no ambiguity about who is in charge, and we need one person who is attuned to all the installation activities going on to ensure that any proposed changes to a plan from any team member can be quickly checked for sanity, safety, and constructive interaction with the rest of the activities.

Here is a top-level summary of the responsibilities and authority:

- Take direction from Carol Wilkinson, as Install leader, and collaborate with Carol and Brian O'Reilly in preparing and evolving the installation activities dynamically for the best results.
- Direct the installation subsystem staff working on aLIGO at LHO, using and respecting the organization called out on the aLIGO Org Chart. Call on local resources from assigned aLIGO staffing at LHO, as well as from operations staff, via coordination with subsystem leads, Fred, and John, as needed. Call on aLIGO resources from across the LIGO Laboratory and contractors through negotiations and arrangements with line and aLIGO managers.
- Lead LHO installation meetings as agreed upon with Carol, with the people you feel need to be present.
- Establish protocols in collaboration with Carol, Brian, and subsystem leaders for installation procedures, including checklists and other documentation
- Problem-solve 'on the floor' and act as a resource for aLIGO installation team members in the hour-by-hour activities.
- Be ready, and feel enabled, to stop work on any aspect of installation at LHO, any time you feel that it is appropriate -- for safety, contamination, quality, or other technical reasons.
- Present the installation activity as needed to the Lab, LSC, and NSF in coordination with Carol and Brian.

We look forward to helping you succeed in your leadership role; let us know what we can do, now or at any time during this adventure.