

DARPA Service Chief's Program Etiquette:

You represent the other program members as a whole, DARPA, the DoD, and your Service at all times. As such, please adhere to the following common sense rules.

Wear your uniform to every brief and for every performer.

No alcohol during lunch. Ever. The briefers can smell it and that is not a first impression we will impart.

No driving erratically or at excessive speeds. Pretend Mr. Earl is in the car.

Give the briefer your FULL attention at all times.

No falling asleep during briefs. If you, or another program member, catch yourself nodding off, get up and stand in the back of the room or get some water.

No blackberry texting or cell phone use during briefs. If you must use your blackberry or cell phone, leave the room. Even for texting. Even for a second. Even under the table. The briefer can still see you.

No sidebar conversations with other program members or briefers while the main presentation is going on. If you must have a sidebar, leave the room. Even for a quick question.

Ask questions, but don't get too into the weeds with your questions. Keep your questions relevant to the brief and in relation to the DARPA technology effort. Your third question is probably a candidate for a sidebar and the scientist is probably not going to have insight into a policy related question.

Don't touch any lab equipment at any time unless invited to do so.

If we have had a PowerPoint brief on a topic prior to a performer brief, the performer coordinator will be the one to say something to the briefer in order to move the brief along and get to the demo.

Don't take out your receipts and start doing personal paperwork during the brief. Even if the brief is boring to you.

If you leave the group to use the bathroom or something, tell at least one other member so we don't leave without you.

Trip coordinators must get the word out for departure times from the hotel. Make sure program members in both vans have the departure time

Drivers and trip coordinators are responsible for doing a map recon of the route and not relying solely on the GPS. At a minimum, the way out of the airport is good to know until the GPS initializes.

Drivers and trip coordinators must call ahead to figure out where to park and which building to meet the briefer.

Although not required, it is generally a good idea for both vans to stick together en route to the hotel, airport, or performer. If you are in the lead vehicle, wait for your wingman.

Use common sense and common courtesy at all times.