

**EXPENDABLE LAUNCH VEHICLE (ELV)  
FLIGHT PLANNING BOARD (FPB)  
CHARTER**

**1. PURPOSE**

This charter defines the FPB and sets forth its functions, membership, meetings, duration and records retention.

**2. APPLICABILITY/SCOPE**

This charter is applicable to NASA Headquarters and NASA Centers, including component facilities and the Jet Propulsion Laboratory, as provided in its contract.

**3. AUTHORITY**

- a. 51 U.S.C. 20113 (a) and (e), National Aeronautics and Space Act, as amended.
- b. NASA Policy Directive (NPD) 8610.7
- c. NPD 8610.12
- d. NPD 8610.23
- e. NPD 8610.24
- f. HQOWI8682-M012

**4. REFERENCE**

- a. NASA Procedural Requirement (NPR) 8705.4

**5. FUNCTIONS**

The function of the FPB is to provide a forum for addressing NASA orbital space launch requirements, issues and priorities for all NASA and NASA-sponsored payloads on non-crewed missions as follows:

- a. Develop and maintain under configuration control the NASA ELV mixed-fleet manifest that best meets the requirements and capabilities of the Agency including mission launch vehicle assignment, launch date, and launch site.
- b. Provide a forum for resolving launch queue priority issues for all NASA and NASA-sponsored orbital space launch missions.
- c. Provide Authority-to-Proceed (ATP) direction to the Launch Services Program (LSP) for significant contractual actions on the launch services contracts maintained by LSP, including, but not limited to, the following:
  - Mission ATP

- Launch readiness date changes
  - Launch vehicle assignment changes
  - Launch site changes
  - Mission assignment changes (e.g. Contract Line Item Number)
  - Assignment of secondary payload accommodations (e.g. Poly Pico Satellite Orbital Deployer (PPOD) and Evolved Expendable Launch Vehicle Secondary Payload Adapter (ESPA))
  - Establish ranking of small secondary payloads
- d. Ensure compliance with NASA launch service risk mitigation, technical oversight, vehicle assignment, and programmatic policies including, but not limited to, the following:
- Approve launch vehicle risk category and launch vehicle certification strategy for each NASA mission launch contract award commensurate with the sponsoring Mission Directorate payload risk classification ([NPR 8705.4](#)). This includes any tailoring of certification requirements for individual missions. ([NPD 8610.7](#))
  - Approve alternative risk mitigation strategies, as required for unique missions on a case-by-case basis. ([NPD 8610.7](#))
  - Review any major modifications to a certified launch vehicle configuration that does not require recertification, but may warrant additional review and/or technical penetration. ([NPD 8610.7](#))
  - Approve any tailoring of the standard technical oversight responsibilities for individual missions or classes of missions. This includes the application of this approach (modified technical oversight) to launches purchased under spacecraft contracts for on-orbit services or other innovative contractual arrangements.
  - Approve initiation of any launch service acquisition (procurement or agreement) that does not use the typical process of direct procurement through LSP for NASA or NASA-sponsored payloads. This would include “hosted payload” arrangements; delivery on-orbit arrangements procured as part of the satellite contract; National Security Community (e.g., Department of Defense, National Reconnaissance Office) provided launch services; and foreign launch services. ([NPD 8610.12](#) and [NPD 8610.7](#))
  - Approve initiation of the formal interagency coordination process required under the U.S. Space Transportation Policy for the use of U.S. excess ballistic missile based launch services or use of foreign-provided launch services for a NASA or NASA-sponsored payload. ([NPD 8610.7](#))
  - Provide direction to conduct special studies on topics of FPB interest including, but not limited to:
    - Launch services policies and practices to develop alternative launch capabilities and strategies

- Engaging emerging launch service providers
- Ensuring successful access to space now and in the future

The intent of the FPB decision making process is to gain consensus among the FPB members. If consensus cannot be reached, the issue will be taken to the affected Assistant or Associate Administrators (AAs) and/or Directors for disposition by the FPB Chair.

## **6. MEMBERSHIP**

6.1 The Human Exploration and Operations Mission Directorate (HEOMD) Director for Launch Services serves as the FPB chair. The FPB members (voting Principals only) are:

- Deputy Associate Administrator (AA) for HEOMD
- Deputy AA for Programs for the Science Mission Directorate
- NASA Chief Engineer
- Chief, Safety and Mission Assurance
- FPB Chair

6.2 Invited to participate as non-voting advisory members are:

- Kennedy Space Center LSP Manager
- Office of Procurement
- Office of General Counsel
- Deputy Chief Technologist
- Deputy Assistant Administrator for Education
- Director for International Space Station Program
- Deputy AA for Space Communications and Navigation
- Independent Program and Cost Evaluation
- International and Interagency Relations
- Director for HEOMD Resources Management Office

FPB advisory members may be designated by the FPB chair to vote on special topics of relevance to their office, area of operations, or area of expertise as appropriate. The FPB Chair will also determine the need for additional attendance at FPB meetings as appropriate. These additional attendees, temporary members, and/or representatives will be non-voting.

6.3 Executive Secretary

The FPB Chair, subject to the approval of HEOMD AA, appoints an Executive Secretary to facilitate the activities of the FPB. Activities include, but are not limited to, logistics and agenda coordination, and ensuring that information required for FPB deliberations is distributed to members on a timely basis.

## **7. MEETINGS**

The FPB meetings will be called by the FPB Chair. A FPB will be held at least once each fiscal year quarter. Special FPBs may be called at any time by the FPB Chair as circumstances require. Appropriate meeting notice will be given to FPB members and FPB advisory members as much in advance as possible. In absence of a FPB member, a designated representative with the appropriate decision making authority is expected to be present to conduct FPB business.

#### **8. DURATION**

The FPB shall serve at the discretion of the NASA Administrator.

#### **9. MEASUREMENT**

None.

#### **10. RECORDS**

The FPB Executive Secretary is responsible for recording and tracking FPB decisions through closure; maintaining the NASA ELV Manifest; maintaining this charter and all other records associated with the FPB; and distribution of the FPB quarterly meeting minutes within one month of the meeting.