

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. 20111, 20113 (a) and (e), 20142, 50131 & 50132 National Space Transportation Policy
- b. NASA Policy Directive (NPD) 8610.7
- c. NPD 8610.12
- d. NPD 8610.23
- e. NPD 8610.24
- f. NASA Procedural Requirement (NPR) 8705.4

4. GOVERNING COUNCIL AFFILIATION

Program Management Council

5. FUNCTIONS

The function of the FPB is to provide a forum for addressing NASA's orbital space launch requirements, issues and priorities for all NASA and NASA-sponsored missions as follows (NPD 1000.3):

- a. Develop and maintain under configuration control the NASA FPB launch 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 space launch missions going to Earth orbit or beyond.
 - i. Each program (i.e., Space Launch System (SLS), Commercial Crew Program (CCP), International Space Station Commercial Resupply Services (ISS CRS), Launch Services Program (LSP), etc.) is responsible for establishing their respective launch

dates to meet their program needs. (The FPB recognizes that each launching program has unique circumstances and/or arrangements. For instance, for commercial launch services that are used by LSP, CRS and CCP, it is the responsibility of the commercial launch service provider to work directly with the Range to reserve the required Range assets and dates of service to meet the terms of their launch service contract; however, in the case of SLS, NASA will work directly with the Eastern Range to reserve and provide the required support.)

- ii. In the case where there is a launch manifest conflict between NASA missions, a FPB will be convened as required to discuss NASA launch manifest conflicts and establish NASA priorities so a de-conflicted NASA launch firing order can be provided by NASA to their commercial launch service providers and/or the appropriate launch Range resource providers. The NASA manifest approved at the FPB shall represent the NASA operational launch baseline.
 - iii. NASA or NASA related launches can occur from multiple locations. In the cases where NASA requires resources from a Range under the control of the U.S. Air Force, the LSP Program Manager is hereby appointed by the HEOMD AA, through the Director of Launch Services, to be the NASA FPB representative to the Air Force's Current Launch Schedule Review Board (CLSRB) and serve as the senior NASA representative to attend and represent all NASA launch manifest interests to the CLSRB. All NASA Programs and Projects launching from the Western and Eastern Range should insure the LSP Program Manager is aware of their launch date needs prior to the CLSRB so the LSP Program Manager can best represent NASA's interests. (While a NASA mission that will be flying under a Federal Aviation Administration (FAA) license, such as CRS and CCP, will be represented by the FAA at the CLSRB, the LSP Program Manager will be able to lend support to the FAA if made aware of the NASA program's needs.)
- c. Provide a forum for resolving a dissenting opinion on a launch vehicle technical issue that has been approved and/or accepted by HEOMD. The FPB will serve as the forum for LSP managed missions. (NPD 8610.12 and NPD 8610.23) Other launching programs within HEOMD can choose to use the FPB as their disputes resolution forum or use their own process and established forums
 - d. Provide Authority-to-Proceed (ATP) direction to 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))
 - Mission assignments of small satellites and secondary payloads

- e. Ensure compliance with NASA launch related policies for the launch of NASA's high value payloads as defined in NPR 8705.4 including, but not limited to, the following:
- Approve launch vehicle risk category and launch vehicle certification strategy for each NASA commercial launch service task order and/or contract award, commensurate with the sponsoring Mission Directorate's payload risk classification ([NPR 8705.4](#)). This "approval" includes any tailoring of certification and/or launch readiness review requirements for individual missions. ([NPD 8610.7](#) and NPD 8610.24)
 - 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. (NPD 8610.23)
 - 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 "approval" would include 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](#)).
 - "Hosted Payload" arrangements are to be briefed to the FPB by the NASA Program or Project once the host spacecraft system has been selected. The briefing to the Board is for information only since NASA is not involved in the launch vehicle selection for the host spacecraft. The Program or Project will inform the FPB of the launch vehicle and the expected launch date once the host spacecraft has selected its launch vehicle, so the FPB can be cognizant and so the launch date can be tracked on the FPB manifest.
 - Approve initiation of the formal interagency coordination process required under the National 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 related to the commercial launch of NASA's robotic missions, 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 and/or Directors for disposition by the FPB Chair.

6. MEMBERSHIP

6.1 The Human Exploration and Operations Mission Directorate (HEOMD) Associate Administrator is the FPB Chairman. In the absence of the HEOMD AA, the FPB Chairman authority is delegated to the HEOMD Director for Launch Services. . The FPB members (voting Principals only) are:

- Associate Administrator for HEOMD and/or FPB Chairman
- Associate Administrator for Science Mission Directorate (SMD)*
- Associate Administrator for Space Technology Mission Directorate (STMD)*
- NASA Chief Engineer
- Chief, Safety and Mission Assurance

(*Votes are to be associated with the Mission Directorate's mission, program, project or a topic that impacts the Mission Directorate.)

6.2 Invited to participate as advisory members to the Board are:

- LSP Program Manager
- Assistant Administrator for Procurement
- General Counsel
- Chief Technologist
- Chief Scientist
- Associate Administrator for Education
- HEOMD Director for International Space Station Division
- HEOMD Director for Commercial Spaceflight Development Division
- HEOMD Deputy Associate Administrator for Space Communications and Navigation
- HEOMD Deputy Associate Administrator for Exploration Systems Development
- Associate Administrator for International and Interagency Relations
- HEOMD Director for Resources Management Office
- Chief Financial Officer
- Associate Administrator for Communications
- Associate Administrator for Legislative and Intergovernmental Affairs
- Representative from the Office of the Administrator

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.

6.3 Executive Secretary

The FPB Chairman 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. ASSESSMENT

8.1 The NASA Headquarters Launch Services Office will provide a record of all “Out-of-Board” FPB authorized changes with the issuance of the NASA Launch Services Manifest which is issued monthly. Written minutes that detail the decisions, accomplishments, and/or recommendations resulting from each Quarterly and Special Topic FPB will be provided within 60 days of those meetings.

8.2 The FPB chair, and/or his designee, will summarize the accomplishments to the NASA AA through Quarterly Baseline Performance Reviews as warranted.

10. RECORDS

The FPB Executive Secretary is responsible for recording and tracking FPB decisions through closure; maintaining the NASA Launch Services 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.



Action Document Summary

1. CONCURRENCES							
DIRECTORATE/OFFICE	SIGNATURE	DATE		DIRECTORATE/OFFICE	SIGNATURE	DATE	
		IN	OUT			IN	OUT
Office of General Counsel							

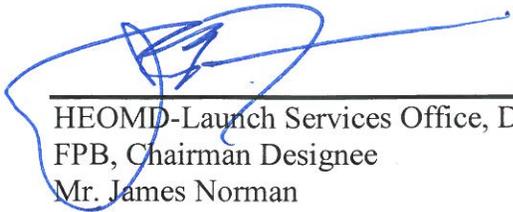
2. ACTION OFFICER	2a. DIRECTORATE/OFFICE	2b. PHONE	2c. DATE
Jeanie Hall	Launch Services Office HEOMD	(202) 358-4707	09/30/2016
3. TYPIST	TYPIST'S PHONE	4. QUALITY CONTROL LIAISON	4a. PHONE
Craig Salvas	358-2330	Craig Salvas	358-2330
5. ADMINISTRATOR'S HATS CONTROL NO.	6. DUE DATE	7. SUBJECT	
	10/14/2016	Charter, Flight Planning Board, Launch Services, HEOMD	

8. EXECUTIVE SUMMARY	10. QUALITY REVIEW	
ENCLOSED	INITIALS	DATE
9. SPECIAL INSTRUCTIONS <i>(Use this section to provide information or special guidelines that are not indicative for processing routine "A" packages.)</i> Charter Flight Planning Board Launch Services Office Human Exploration and Operations Mission Directorate Call Craig Salvas or Jeanie Hall for pick-up.		

**Human Exploration and Operations Mission Directorate (HEOMD)
Flight Planning Board (FPB) Charter
Signature Page**

Date: 21 October, 2016

Concurrences:



HEOMD-Launch Services Office, Director
FPB, Chairman Designee
Mr. James Norman

OCT 27 2016

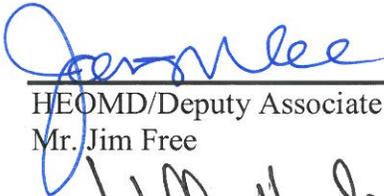
DATE



10/28/16

HEOMD/Deputy Associate Administrator, Policy and Plans
Mr. Greg Williams

DATE



2 Nov 16

HEOMD/Deputy Associate Administrator
Mr. Jim Free

DATE



3 Nov 2016

HEOMD/Associate Administrator
Flight Planning Board Chairman
Mr. William Gerstenmaier

DATE