

## **NASA Inter-Center Aircraft Operations Panel Charter**

### **1. Purpose**

1.1 The IAOP Charter establishes the IAOP and sets forth its functions, membership, meetings, duration, assessment, and records retention. The Charter is found on the NASA Online Directives Information System (NODIS) under “Other Policy Documents.”

1.2 The IAOP is established to provide advice, counsel, and recommendations for consideration by the Administrator and/or the NASA Operations Management Council to assist NASA senior management in all aspects of aircraft operations. Additionally, it monitors and reviews NASA aviation activities, emphasizing the efficient use of related resources and operational aviation safety.

### **2. Authority**

2.1 The following references establish the authority for the IAOP:

- a. Functions of Administration, 42 U.S.C. 2473 (c)(1), Section 203 (c)(1);
- b. The National Aeronautics and Space Act of 1958 (Public Law 85–568)
- c. NPD 7900.4, NASA Aircraft Operations Management.

2.2 HQ Aircraft Director (AD) is responsible for delineating the function and purpose of the IAOP.

### **3. Governing Council Affiliation**

Operations Management Council.

### **4. Functions**

4.1 The NASA IAOP functions include:

4.1.1. Advice and Recommendations. Provide advice and recommendations to the Assistant Administrator for the Office of Strategic Infrastructure, the Director of the Aircraft Management Division (AMD) and other NASA Senior Management officials concerning Agency policies and other matters related to NASA aircraft.

4.1.2. Conduct Semiannual Meetings. Conduct semiannual meetings to review status, to discuss issues, and to advise the HQ AMD and the Assistant Administrator for the Office of Strategic Infrastructure concerning uniform policies and procedures related to the following matters:

- a. Aircraft operations, guidelines, and requirements.
- b. Flight-crew standards, training, and proficiency.

- c. Aviation safety.
- d. Aviation medical requirements.
- e. Airworthiness, maintenance, and QA.
- f. Aircraft flight readiness reviews/hazard analysis.
- g. Facilities requirements.
- h. Resources requirements, utilization, and planning.
- i. Aircraft acquisitions, dispositions, and categorization criteria.
- j. Passenger operations/additional crewmembers.
- k. Uniform reporting system.
- l. UASs.

4.1.3. Aircraft Advisory Committee (AAC): AMD is designated as the Agency-level capability lead for NASA Aircraft Operations. The AAC is established to advise AMD regarding identification of aircraft requirements, prioritization of capability versus requirements, gap analysis for strategic investment, and plans/roadmaps. The AAC will be chaired by AMD and the IAOP will provide the core membership. Additional members include:

- a. Aeronautics Research Mission Directorate
- b. Science Mission Directorate
- c. Human Exploration and Operations Mission Directorate
- d. Space Technology Mission Directorate
- e. Office of Safety and Mission Assurance
- f. Office of the Chief Engineer

4.1.4 The AAC will conduct regularly scheduled meetings in conjunction with semi-annual IAOP meetings. Additional meetings will be scheduled as appropriate. The AAC will employ a top down systems approach in concert with the Agency strategy to build a framework to efficiently manage and prioritize aircraft assets. Roles and responsibilities include:

- a. Produce an Agency level baseline of aircraft requirements, including UAS
- b. Balance requirements to aircraft capability and determine areas for fleet right sizing and strategic investment
- c. Establish roadmap/plans to provide guidance for the Agency aircraft fleet
- d. Recommend policy regarding resource sharing, acquisition and disposal, use of other government aircraft/commercial aircraft services and fleet optimization.

4.1.5 Review and recommend procedures and methods for effective inter-Center aircraft operations, including the following:

- a. Interchange of pilots and flight activities of mutual interest between or among Centers.
- b. Providing information, as required, to NASA Management about active and planned aircraft program activities, including briefings of the various missions and modes of operations existing at the Centers.
- c. Regularly consider inter-agency cost sharing opportunities.

4.1.6 Participate in and monitor functional reviews of aircraft operations biennially at each Center with aircraft. IAOP review teams shall, for Center review purposes, function independently of Center management.

4.1.7 Conduct reviews of a special nature at the request of HQ/AMD and the Assistant Administrator for the Office of Strategic Infrastructure.

4.1.8 Coordinate findings dealing with institutional management issues with the Deputy Associate Administrator prior to publication.

## **5. Membership**

5.1 The Panel is composed of NASA Aircraft Operations representatives from each Center. The Panel may invite advisors and other personnel, as necessary, to accomplish its review and oversight function. The chairperson will be designated by the Assistant Administrator for the Office of Strategic Infrastructure for a term of 3 years. Membership is as follows:

5.2 The voting membership of the Panel is the Flight Operations Chiefs of NASA Centers.

5.3 Permanent Advisors include the following:

- a. Center Aircraft Procurement Representative—for Centers without an active Flight Operations Office.
- b. HQ Office of Safety and Mission Assurance, ASM.
- c. HQ Chief Health and Medical Officer.
- d. HQ Office of the General Counsel.
- e. HQ Office of the Chief Financial Officer.
- f. HQ AMD, Director.
- g. HQ AMD, Aircraft Safety Officer.
- h. HQ Staff, AD (Executive Secretary).
- i. NASA Engineering Safety Center (NESC) Aircraft Aviation Safety Representative.

5.4. Mission Directorate Advisors

- a. HQ Space Operations.
- b. HQ Aeronautics Research.
- c. HQ Science.
- d. HQ Exploration Systems.

5.4 The IAOP includes two standing subpanels:

- a. Maintenance Subpanel comprising the Maintenance Chiefs from each Center operating aircraft.
- b. Aviation Safety Subpanel comprising ASOs (or designated safety representative) from each Center operating or procuring aircraft or aircraft services. Each subpanel reports directly to the IAOP chair.

5.5 Ad hoc subpanels may be formed and called to order at any time to address a specific topic or issue and will be in existence until cancelled by the IAOP chair.

5.6 The Administrator may change the membership or designate temporary members at any time. Such changes will become effective immediately and be reflected in subsequent revisions of NPD 1000.3.

## **6. Meetings**

The IAOP will meet semiannually.

## **7. Duration**

The IAOP will continue until this directive is canceled or amended to disestablish the IAOP.

## **8. Assessment Measures**

8.1 The IAOP will submit written reports to the Assistant Administrator for the Office of Strategic Infrastructure detailing the results of each regular or special IAOP review of a Center within 60 days of such reviews and provide minutes that detail accomplishments and/or recommendations resulting from each semiannual IAOP meeting within 60 days of those meetings.

8.2 The HQ AD will summarize the accomplishments of the IAOP and provide an annual report of those accomplishments to the Assistant Administrator for the Office of Strategic Infrastructure for assessment of performance.

## **9. Records**

The HQ AD will maintain all records associated with the IAOP