

# NASA Inter-Center Aircraft Operations Panel Charter

## 1.1 Purpose

1.1.1 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.”

1.1.2 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.

## 1.2 Authority

1.2.1 Authority. The following references establish the authority for the IAOP.

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

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

## 1.3 Functions

1.3.1 The NASA IAOP will accomplish the following:

1.3.1.1. Advice and Recommendations. Provide advice and recommendations to the Assistant Administrator for the Office of Strategic Infrastructure and other NASA Senior Management officials concerning Agency policies and other matters related to NASA aircraft.

1.3.1.2. Conduct Semiannual Meetings. Conduct semiannual meetings to review status, to discuss issues, and to advise the HQ AD 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. Flightcrew 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.

1.3.1.3. 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.

1.3.1.4. 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.

1.3.1.5. Conduct reviews of a special nature at the request of the Assistant Administrator for the Office of Strategic Infrastructure.

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

## **1.4 Membership**

1.4.1 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:

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

1.4.3 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 AD, Director.
- g. HQ AD, ASO.
- h. HQ Staff, AD (Executive Secretary).
- i. NASA Engineering Safety Center (NESC) Aircraft Aviation Safety Representative.

#### 1.4.3.1. Mission Directorate Advisors

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

#### 1.4.4 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.

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

1.4.6 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.

## **1.5 Meetings**

The IAOP will meet semiannually.

## **1.6 Duration**

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

## **1.7 Assessment Measures**

1.7.1 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.

1.7.2 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.

## **1.8 Records**

The HQ AD will maintain all records associated with the IAOP.