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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 7900.3C**
Effective Date: July 15, 2011
Expiration Date: July 15,
2016[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: Aircraft Operations Management Manual**Responsible Office: Aircraft Management Division**

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Chapter 8. Aircraft Acquisitions and Dispositions

8.1 General

This chapter establishes policy for acquisition and disposition of all NASA aircraft/UASs. The Center's Aircraft Flight Operations organizations shall coordinate all aircraft acquisition and disposition actions with the cognizant Center Supply and Equipment Management Officer(s) in accordance with NPR 4200.1, NASA Equipment Management Procedural Requirements. [511] In addition, transfer of aircraft between Federal agencies and disposal of aircraft, including exchange/sales by Federal agencies, shall be authorized by GSA. [512]

8.2 Aircraft Acquisition

8.2.1 Prior to acquiring aircraft for operational use, the Mission Directorate, the Associate Administrator, or the Center Director shall submit an acquisition request to the HQ AD, per Appendix H, along with a business case analysis in support of the aircraft acquisition. [513] The Business Case Analysis may be in a format of choice, but must contain sufficient detail to answer questions posed in OMB Circular A-11, Exhibit 300, Part I. The purpose of the business case analysis is to determine the most economical acquisition alternative, over the life cycle of the program, in meeting stated aircraft requirements. The business case analysis also must clearly link the aircraft acquisition to Agency strategic objectives and specific program/project goals and identify life-cycle budget requirements. Typical acquisition alternatives include use of existing Agency aircraft, use of other agencies' aircraft, aircraft lease, aircraft rental, turn-key aircraft services, and procurement. Procurement of aircraft shall be conducted in accordance with established FAR and guidelines, including OMB Circulars A-76 and A-126, and initiated only after approval from the Assistant Administrator for the Office of Strategic Infrastructure and after the following alternatives have been considered in the following order:

- a. Use of available NASA aircraft resources.
- b. Use of public aircraft owned by other Government agencies through loan or transfer.
- c. Charter or lease of civil aircraft. [514]

8.2.2 In completing the requirements of Appendix H, the program/project manager shall coordinate with the Center Environmental Management Office to determine whether the proposed aircraft acquisition requires preparation of an environmental assessment. [515]

8.2.3 The Assistant Administrator for the Office of Strategic Infrastructure reviews and approves aircraft acquisition requests, including long-term aircraft leases, after coordination and consultation with the appropriate Mission Directorate Associate Administrator, the Office of the General Counsel, the Office of the Chief Financial Officer (CFO), the Office of Legislative and Intergovernmental Affairs, and the Office of International and Interagency Relations (if DoD related).

8.2.4 Mission Directorates establish the requirements and funding level for each aircraft assigned to support their programs and shall approve the program/project managers' acquisition requests prior to submission to the HQ AD. [516]

8.2.5 The HQ AD coordinates and assists Mission Directorates, program/project managers, and Centers with acquisition, assignment, and disposition of all aircraft. AD shall enter all acquired aircraft into FAIRS. [517]

8.2.6 Centers shall record all acquired aircraft in the NASA Equipment Management System (NEMS) in accordance with NPR 4200.1. [518] Centers shall register all aircraft, excluding parts and DoD-loaned aircraft, with the FAA. [519]

8.3 Aircraft Materiel Acquisition Procedures

8.3.1 "Parts Aircraft" Acquisition. The program/project manager or Center Director shall notify the HQ AD prior to acquisition of an aircraft whose intended use is solely for "parts aircraft." [520] In addition to all applicable Federal regulations, acquisition of aircraft whose intended use is solely for "parts aircraft" are subject to the following procedures:

a. Centers shall remove the data plates from all aircraft acquired solely for parts purposes and forward the data plates to HQ AD for disposition. [521]

b. Centers shall enter parts aircraft into each respective Center's property inventory records, in accordance with NPR 4200.1. [522]

8.3.2 Aircraft Materiel Acquisition. Aircraft materiel, such as spare parts, shall be acquired, managed, and controlled in compliance with NPR 4100.1 and 41 C.F.R. § 102-33, Management of Government Aircraft. [523] Aircraft materiel will be maintained under proper storage, protection, maintenance procedures, and recordkeeping throughout their life cycles.

8.3.3 Flight Safety Critical Aircraft Parts (FSCAP) and Life Limited Parts.

8.3.3.1 For as long as FSCAP or Life Limited Parts are used or kept by NASA, the documentation that accompanies those parts shall be maintained and kept updated. [524]

8.3.3.2 When FSCAP and Life Limited Parts are disposed, the up-to-date documentation shall accompany the parts. [525]

8.3.3.3 The Criticality Code of an FSCAP shall be maintained and perpetuated on all property records and reports of excess. [526]

8.3.4 Dual Use Military FSCAP. Dual-use military FSCAP may be used on nonmilitary aircraft operated under restricted or standard airworthiness certificates if the parts are inspected and approved for such installation by the FAA. Guidance on such use is provided in FAA Advisory Circular 20-142, CHG 1, Eligibility and Evaluation of U.S. Military Surplus Flight Safety Critical Aircraft Parts, Engines, and Propellers.

8.4 Aircraft Disposition

8.4.1 NASA aircraft are usually unique, highly modified aircraft used to meet a requirement or capability not readily available in the marketplace. A NASA owned aircraft shall be disposed of when it is excess to the current and anticipated needs of the Agency. [527] Disposal of NASA owned aircraft shall be in accordance with Federal Property Management Regulations; the applicable portions of NPD 4300.1, NASA Personal Property Disposal Policy; and NPR 4300.1, NASA Personal Property Disposal Procedural Requirements. [528] Disposal of NASA aircraft identified as artifacts or heritage assets shall be in accordance with NPR 4310.1, Identification and Disposition of NASA Artifacts. [529] Aircraft disposition shall be coordinated in advance with the HQ AD and approved by the Assistant Administrator for the Office of Strategic Infrastructure. [530]

8.4.1.1 External Loans. External loan agreements shall be reviewed by the Center's Chief Counsel, other Center officials as appropriate, and approved by the Center Supply and Equipment Management Officer (SEMO), in accordance with NPR 4200.1, paragraphs 3.3.2, 3.3.3, and 3.4. [531] When the concurrence of the authorizing official has been obtained and the loan is to be made external to NASA, the SEMO will determine the appropriate method for accomplishing the loan. Aircraft loaned externally by NASA for display, even when done as part of the NASA Exhibits Program, shall be accompanied by a loan agreement signed by the Center SEMO. [532]

8.4.1.2 Exchange/Sale. An exchange/sale generally occurs when a NASA organization desires to replace or upgrade a nonexcess item of property. Aircraft (FSC Group 15) is currently listed as restricted and prohibited from exchange/sale (41 C.F.R. § 102-39.60(a), What Restrictions and Prohibitions Apply to the Exchange/Sale of Personal Property?). Unless a deviation is requested of and approved by GSA, as addressed in 41 C.F.R. § 102-2, Federal Management Regulation System, the provisions of 41 C.F.R. § 102-39.25, When Should I Consider Using the Exchange/Sale Authority? and § 102-39.30, How Do I Request a Deviation From This Part?, NASA aircraft

cannot be exchanged or sold. Requests accompanied by written justifications for deviation from the prohibition shall be coordinated through the NASA AD and the NASA Property Disposal Officer (PDO). [533] NASA Headquarters Office of Strategic Infrastructure will coordinate the necessary approvals from GSA. In addition, the exchange/sale authority (41 C.F.R. 102-39.65, What Conditions Apply to the Exchange/Sale of Personal Property?) can only be used if the NASA activity meets all of the following conditions:

- a. The property exchanged or sold is similar to the property acquired.
- b. The property exchanged or sold is not excess or surplus, and a continuing need exists for similar property.
- c. The property exchanged or sold was not acquired for the principal purpose of exchange or sale.
- d. When replacing personal property, the exchange allowance or sales proceeds from the disposition of that property can be used only to offset the cost of the replacement property, not services.
- e. Aircraft with an FAA Certificate of Airworthiness. When an aircraft that has an FAA Certificate of Airworthiness is removed from the inventory, the Certificate shall be removed from the aircraft and forwarded to the HQ AD for disposition, unless the aircraft is transferred to another Government agency that intends to operate it or it is sold through GSA to a civil operator. [534]

8.4.2 Aircraft without an FAA Certificate of Airworthiness. When an aircraft is removed from the inventory that is not capable of obtaining an FAA Certificate of Airworthiness or is deemed by the Center's Flight Operations Office to be unsafe for civil use, the manufacturer's data plate shall be removed and forwarded to the HQ AD for disposition. [535] Every effort will be made, including destruction of the aircraft, to ensure that aircraft parts that are not FAA certified are kept out of circulation.

8.5 Aircraft Inventory

8.5.1 In accordance with Chapter 2 of NPR 4200.1, Centers shall conduct annual physical inventories of Center-owned aircraft, including display aircraft, parts aircraft, and aircraft in flyable or non-flyable storage, to determine the accuracy of the records and the NEMS control system. [536] Adjustments will be made to ensure that financial statements are accurate.

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