NASA Procedural Requirements

NPR 7900.3C
Effective Date: July 15, 2011
Expiration Date: July 15, 2016

COMPLIANCE IS MANDATORY

Printable Format (PDF)

Request Notification of Change (NASA Only)

Subject: Aircraft Operations Management Manual

Responsible Office: Aircraft Management Division

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Appendix G. NASA Aircraft Cost and Performance Worksheets

NASA Aircraft Cost and Performance Data Worksheets

Purpose:

The primary objective of measuring aircraft operations is to provide to Agency stakeholders the key indicators of aircraft operational scope, effectiveness, efficiency, and safety. In addition to the basic aviation metrics established by this document, aviation metrics and performance objectives specific to Agency programs and projects shall be established based on program or project requirements and reported to the program or project managers as needed.

A second objective in assembling Agency aircraft operations results and metrics is to comply with 41 CFR 102-33, Subpart E, and the Office of Management and Budget (OMB) Circular A-126, wherein Federal agencies are required to report aircraft utilization and cost to the General Services Administration (GSA) using the Federal Aviation Interactive Reporting System (FAIRS).

General Instructions:

(1) **The following data shall be submitted quarterly, no later than 45 calendar days after the end of each quarter.**

(2) **Aircraft Inventory Data.** Please use the attached aviation inventory report form to report aircraft operated during the fiscal year. Aircraft value requested shall be based on NASA Property, Plant and Equipment System (PPES) database. Additional blank sheets may be used in addition to the comment block of the attached Aviation Inventory Data form to list projects, programs and/or campaigns supported during the fiscal year. For contracted Commercial Aviation Services (CAS), please annotate the duration of the contract or service agreement in the Additional Narrative section. Aircraft Value is not required for CAS.

(3) **Aircraft Performance Data.** Please use the attached aviation performance report forms to report aircraft operational results for the fiscal year. Due to the different natures of aircraft operations, two aviation performance report forms are to be used – one for Mission Management Aircraft and another for Program Support (PS) and Research & Development (R&D) Aircraft. For contracted Commercial Aviation Services (CAS) aircraft used to perform MM functions, Maintenance Down Time is not required.

(4) **Aircraft Safety Data.** Please use the attached aviation safety report form to report aircraft operational safety metrics for the fiscal year, including contracted Commercial Aviation Services (CAS). Costs of mishaps shall be **reported to the nearest dollar**. Extenuating circumstances in aborted missions shall be provided in the comment block of the aviation safety report form.

(5) **Aircraft Cost Data.** Please use the attached aviation financial report form to report aircraft costs for the fiscal year, including contracted Commercial Aviation Services (CAS). Costs, as opposed to disbursements or obligations, shall be **reported to the nearest dollar** for each aircraft type operated during the fiscal year. **One form shall be used to report one aircraft type and primary mission category.** Using the F/A-18 example, one form is to be used for F/A-18 whose primary mission is Program Support (PS) and another for F/A-18 whose primary mission is R&D.

While the aircraft cost data requested stems primarily from OMB Circular A-126 cost data requirements, the aircraft financial data report form that follows this cover page has been streamlined as much as possible. In essence, costs are separated into three broad categories: Investment Expenditures, Fixed Costs, and Variable Costs. Fixed costs are those that would be incurred whether aircraft are flown or not. Typical fixed costs are calendar based, e.g. depot maintenance. Variable costs are those incurred as aircraft are flown. Typical variable costs are flight hour or flight cycle based, e.g. fuel.

Not all aircraft costs are typically captured or reported by the Centers' Aircraft Offices. Collaboration between cognizant offices is likely required in order to assemble the total aircraft cost picture at each Center.

Aircraft cost data submitted needs to be auditable. It is possible that the Government Accountability Office (GAO) will audit NASA's submission of aircraft cost data to GSA.

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G-1 NASA Aircraft Cost and Performance Worksheets

Fiscal Year	2011	Quarter	1	Aviation Inventory Worksheet
Center:				
Aircraft	Primary Mission*	Qty	Capitalized Aircraft Value	Programs/Projects/Campaigns Supported

Fiscal Year 2011 Quarter 1 Aviation Performance Worksheet
(Passenger Flight Operations)

Center:

Aircraft	Primary Mission*	Flight Hours Flown	Sorties Flown	Sorties Aborted (Due to Acft)	Sorties Aborted (Not Due to Acft)	Pax. Flown	Pax.-Miles Flown	Average Load Factor

Fiscal Year 2011 Quarter 1 Aviation Performance Worksheet
(Program Support and R&D Flight Operations)

Center:

Aircraft	Primary Mission*	Flight Hours Flown	R&D Ground Time (Hours)	Sorties Flown	Sorties Aborted (Due to Acft)	Sorties Aborted (Not Due to Acft)
TOTAL		0.0	0	0	0	0

Additional Narrative: (Amplifications, Comments, Etc.)

* Primary Mission is either PS for Program Support or R&D for Research and Development.

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NASA Aircraft Cost and Performance Worksheets

Fiscal Year	2011	Quarter	1	Aviation Safety Worksheet			
Center:							
Aircraft	Qty	Primary Mission*	Type A Mishaps	Type B Mishaps	Type C Mishaps	Type D Mishaps	Costs of Mishaps
TOTAL	0		0	0	0	0	$ -

Additional Narrative: (Amplifications, Comments, Etc.)

* Primary Mission is either PS for Program Support or R&D for Research and Development.

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G-5 NASA Aircraft Cost and Performance Worksheets

Fiscal Year	2011	Quarter	1	Aircraft Financial Data Worksheet	
Center:		Aircraft Type & Primary Mission		Quantity:	

Cost Categories and Elements	Paid To Federal/Internal	Paid To Commercial
Aircraft Ownership Investments		
Aircraft Purchase Costs		
Lease to Own & Fractional Ownership - Ownership Costs		
Permanent Mods & Upgrades Costs		
Aircraft Support Assets (SE, Tools, etc.)		
Total Investment Expenditures	$ -	$ -
Aircraft Operation Costs - Fixed Costs		
Administrative Overhead	$ -	
- HQ G&A		
- Center G&A		
Aviation Operation Overhead	$ -	$ -
- Direct Aircraft Management/Support Personnel Salaries		
- Costs Service Pool Personnel Supporting Aircraft Management/Operations		
- Home Base Facilities, Airport fees, IT Services, Utilities, Etc.		
Flight Crew Costs - Fixed	$ -	$ -
- Flight Crew Salaries & Benefits		
- Flight Crew Currency & Qualification Training		
Maintenance - Fixed	$ -	$ -
Maintenance Labor - Fixed	$ -	$ -
- Government & Contractor Maintenance Crew Salaries & Benefits		
- Government & Contractor Maintenance Crew Currency & Qualification Training		
Maintenance Parts/Contracts - Fixed	$ -	$ -
- Parts for Maintenance Scheduled on Calendar Basis		
- Contracted Maintenance Actions Scheduled on Calendar Basis		
Commercial Aviation Service (Fractional, Lease, Etc.) - Fixed	$ -	$ -
Other Fixed Operating Costs	$ -	$ -
- Insurance		
- Depreciation		
- Other		
Total Fixed Costs	$ -	$ -
Aircraft Operation Costs - Variable Costs		
Maintenance - Variable	$ -	$ -
- Labor Not Accounted For In Fixed Maintenance Labor		
- Consumables & Parts		
- Maintenance Based on Flight Hours/Cycles, Including Engine O/H, HIS, and Acft Refurb.		
- Unscheduled Maintenance/Repair		
POL	$ -	$ -
Commercial Aviation Service (Fractional, Lease, Etc.) - Variable	$ -	$ -
Mission Related Costs	$ -	$ -
- Variable Crew Costs (Travel, Overtime, Bonus Pay, etc.)		
- Flight Support Services & Ground Servicing (Landing & Tie-Down Fees, etc.)		
- Miscellaneous Mission Related Costs		
Other Variable Operating Costs	$ -	$ -
Total Variable Costs	$ -	$ -
TOTAL COSTS	$ -	$ -

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