

Effective Date: August 13, 2019

NASA Inter-Center Aircraft Operations Panel Charter

1. PURPOSE

This charter establishes the Inter-Center Aircraft Operations Panel (IAOP) and sets forth its functions, membership, meetings, duration, assessments, and records retention.

The IAOP is established as a leadership team to provide advice, counsel, and make recommendations for consideration by the Assistant Administrator, Office of Strategic Infrastructure (OSI), who is designated as the institutional functional and technical capability lead for aircraft operations, in all aspects of aircraft operations. Additionally, the IAOP will monitor and review NASA aviation activities, emphasize the efficient and effective use of aircraft resources and operational aviation safety in order to ensure aircraft operations excellence within NASA.

2. APPLICABILITY/SCOPE

This charter applies to NASA Headquarters and all NASA Centers, including Component Facilities. The scope of the IAOP does not include any policy recommendation responsibility otherwise assigned to the Aircraft Advisory Committee (AAC).

3. AUTHORITY

- a. 51 U.S.C. §§ 20112, 20113 (Functions and Powers of the Administration); National Aeronautics and Space Act of 1958, as amended.
- b. NPD 1000.0B, NASA Governance and Strategic Management Handbook
- c. NPD 1000.3E, The NASA Organization
- d. NC 1000.42, Mission Support Program Management Council Charter
- e. NPD 7900.4D, NASA Aircraft Operations Management.
- f. NPR 7900.3D, Aircraft Operations Management

4. GOVERNING COUNCIL AFFILIATION

The IAOP is aligned to the Mission Support Program Management Council (MSPMC).

5. FUNCTIONS

5.1 The IAOP will provide advice and recommendations for the development, coordination, review, assessment, and implementation of agency policies and procedures related to aviation management and aircraft operations to the Assistant Administrator for the Office of Strategic

Infrastructure, the Director of the Aircraft Management Division (AMD) and other NASA senior management officials. These policies and procedures include, but not limited to, the following:

- a. Aircraft operations
- b. Aircrew standards, training, and proficiency
- c. Aviation safety
- d. Aviation medical requirements
- e. Airworthiness, maintenance, and quality assurance
- f. Passenger operations
- g. Unmanned Aircraft Systems (UAS) operations
- h. Commercial Aircraft Services (CAS)
- i. NASA Aircraft Management Information System (NAMIS)

5.2 The IAOP shall review aircraft resources requirements, utilization, and planning. These reviews will look for opportunities in:

- a. Operations standardization in support of resource sharing, use of other government aircraft/commercial aircraft services, and fleet optimization;
- b. Interchange of pilots, mechanics, and flight activities of mutual interest between or among Centers;
- c. Regularly reviewing inter-agency cost sharing opportunities.

5.3 The IAOP shall participate in and monitor functional reviews, through the IAOP Review Program, of aircraft operations which are conducted triennially at each Center with aircraft. The IAOP may conduct reviews of a special nature at the request of Centers, Mission Directorates, AMD, or the Assistant Administrator for the Office of Strategic Infrastructure.

6. MEMBERSHIP

6.1 The IAOP is composed of NASA aircraft operations representatives from each of the Mission Directorates and Centers requiring or conducting aircraft operations and other aviation stakeholders.

6.2 The chairperson of the IAOP will be a Center Aircraft Operations Chief designated by the Assistant Administrator, Office of Strategic Infrastructure, for a term of 3 years.

6.3 The core members of the IAOP are:

- a. Center Chief of Aircraft Operations, Chairperson
- b. Center Chiefs of Aircraft Operations
- c. Director Aircraft Management Division

6.4 The permanent advisory members of the IAOP are:

- a. Aircraft Management Division

- b. Mission Directorate Advisors
- c. Office of Safety and Mission Assurance
- d. Office of the Chief Engineer
- e. Center Aircraft Representatives (Centers conducting CAS or UAS operations only)
- f. Chief Health and Medical Office
- g. Office of the General Counsel
- h. Office of the Chief Financial Officer
- i. NASA Engineering Safety Center (NESC)
- j. Executive Secretary (Ex-Officio)

6.5 The IAOP includes three standing subpanels:

- a. Maintenance Subpanel comprising the Maintenance Chiefs (or designated maintenance representative) from each Center operating aircraft and an AMD facilitator.
- b. Aviation Safety Subpanel comprising Aviation Safety Officers (ASO) (or designated safety representative) from each Center operating or procuring aircraft or aircraft services and an AMD facilitator.
- c. Unmanned Aircraft Systems (UAS) Subpanel comprising UAS operators from each Center operating UAS or procuring UAS services and an AMD facilitator.
- d. 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. Each subpanel reports directly to the IAOP chair.

6.6 The Chairperson may change the membership or designate temporary members at any time. Such changes will become effective immediately and be reflected in subsequent revisions of NC 1000.xx.

6.7 Membership may include representatives from other NASA organizations as the Chairperson directs.

6.8 The Chairperson may also invite representatives from industry and academia, international partners, Federally Financed Research and Development Centers (FFRDCs) and national laboratories, and other entities to present relevant topical information. Attendees who are not Federal employees shall only attend segments of the meetings where they will provide topical information and will not participate in discussions of the panel.

6.9 The AMD Director will appoint an Executive Secretary to manage the activities of the IAOP. Agendas will be coordinated by the Executive Secretary based on suggested topics from Panel members (or from elsewhere within NASA) and approved by the Chairperson.

7. MEETINGS

The IAOP shall meet semiannually face-to-face in conjunction with the Aircraft Advisory Committee (AAC). Additional meetings may be scheduled as appropriate, and may be conducted virtually, as required by the Chairperson. The IAOP will strive for consensus and document any alternative viewpoints. The Chairperson will make final decisions when consensus cannot be reached.

8. DURATION

The IAOP will remain in existence, at the discretion of the AMD Director, until this Charter is canceled, or amended to disestablish the IAOP.

9. ASSESSMENT MEASURES

9.1 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.

9.2 The IAOP will provide minutes that detail accomplishments and/or recommendations resulting from each semiannual IAOP meeting within 60 days of those meetings.

9.4 The AMD Director 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.

9.5 The AMD Director will provide a status of IAOP activities and accomplishments to the Mission Support Program Management Council (MSPMC) or the Associate Administrator for the Mission Support Directorate, as required.

10. RECORDS

The NASA Aircraft Management Division within the Office of Strategic Infrastructure is responsible for the maintenance of this charter and all other records associated with the IAOP.