

Effective Date: August 13, 2019

Aircraft Advisory Committee (AAC)

1. PURPOSE

This charter establishes the NASA Aircraft Advisory Committee (AAC) and sets forth its functions, membership, meetings, duration, assessments, and records disposition.

The AAC is established as a leadership team to advise the Director, Aircraft Management Division (AMD), who is designated as the Agency-level capability lead for NASA Aircraft Operations, on the development and identification of aircraft capability needs. The AAC will provide recommendations on the prioritization of capabilities versus requirements, gap analysis for strategic investment, and plans and roadmaps 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.

3. AUTHORITY

- a. 51 U.S.C. §§ 20112, 20113 (Functions and Powers of the Administration); the 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. NPD 7900.4D, NASA Aircraft Operations Management.
- e. NPR 7900.3D, Aircraft Operations Management

4. GOVERNING COUNCIL AFFILIATION

The AAC is aligned to the Agency Program Management Council (APMC).

5. FUNCTIONS

5.1 The AAC will provide guidance for development, coordination, review, assessment, and deployment of Agency aircraft technical capabilities related to policies, standards, acquisition, and disposition. The AAC will employ a top down systems approach in support of Agency strategic goals and objectives 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 commercial aircraft services (CAS) and Unmanned Aircraft Systems (UAS);
- b. Balance requirements to aircraft capability and determine areas for fleet optimization and strategic investment;
- c. Establish a roadmap and plans to provide guidance for right sizing the Agency aircraft fleet;
- d. Recommend policy regarding resource sharing, acquisition and disposal, use of other government aircraft, and CAS to meet mission requirements to the AMD Director.

5.2 The AAC will continually evaluate the agency's aircraft capabilities and make recommendations on the acquisition and disposition of fleet aircraft and CAS to the AMD Director for consideration by the flight requirements owners, namely the Mission Directorates, in managing NASA's aviation technical capabilities in order to ensure the agency has the aircraft capabilities necessary to meet its current and future missions. The AAC will ensure agency aircraft technical capabilities are aligned with agency guidance. The AAC may charter ad hoc groups, as needed, to guide Agency-wide policy and approach in specific aircraft technical capabilities.

6. MEMBERSHIP

6.1 The members of the AAC are:

- a. Director, Aircraft Management Division, Chairperson
- b. Mission Directorate Aircraft Representatives
- c. Center Chiefs of Aircraft Operations
- d. Center Aircraft Representatives (Centers conducting CAS or UAS operations only)
- e. Office of Safety and Mission Assurance (Ex-Officio)
- f. Office of the Chief Engineer (Ex-Officio)
- g. Executive Secretary (Ex-Officio)

6.2 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.

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

6.4 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 Committee.

6.5 The AAC Chairperson will appoint an Executive Secretary to manage the activities of the AAC. Agendas will be coordinated by the Executive Secretary based on suggested topics from Committee members (or from elsewhere within NASA) and approved by the Chairperson.

7. MEETINGS

7.1 The AAC will meet semiannually in conjunction with the semi-annual Inter-Center Aircraft Operations Panel (IAOP) meetings. Additional meetings will be scheduled as appropriate, and may be conducted virtually, as required by the Chairperson. The Committee will strive for consensus and document any alternative viewpoints. The Chairperson will make final decisions when consensus cannot be reached.

8. DURATION

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

9. ASSESSMENT MEASURES

9.1 The AMD Director, will provide a status of AAC activities and accomplishments to the Agency Program Management Council (APMC), as required.

9.2 The AMD Director, will summarize the accomplishments of the AAC through the Agency's Annual Aircraft Report of aircraft accomplishments for assessment of performance.

10. RECORDS

10.1 Results of AAC meetings will be documented in meeting minutes (as appropriate) by the Executive Secretary.

10.2 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 AAC.