



National Aeronautics and Space Administration

Charter for the Aerosciences Test Advisory Board (ATAB)

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Preamble

The Aerosciences Test Advisory Board (ATAB) is established by the Agency to provide guidance to and input for the ground test capabilities that are managed within the Aeronautics Research Mission Directorate (ARMD). Representing the major stakeholders of the aerosciences ground test capabilities, the ATAB serves as the Capability Portfolio Advisory Board to the ARMD Aerosciences Evaluation and Test Capabilities (AETC) Portfolio of major facilities in the development and execution of plans and to support the facilitation of conflict resolution.

1 Purpose

This Charter describes the responsibilities and requirements of the ATAB established by the Agency to provide guidance to and input for the aerosciences ground test capabilities that are managed within the ARMD.

This Charter describes the ATAB membership and communication requirements.

2 Scope

This Charter applies to the facilities managed by the AETC Portfolio encompassing a diverse suite of wind tunnels located at Ames Research Center (ARC), Glenn Research Center (GRC), and Langley Research Center (LaRC). These facilities are necessary to meet current and future testing requirements aligned to Agency mission and National needs in aeronautics, space, and science.

This Charter assigns the ATAB the following responsibilities:

- a. shall represent the major stakeholders of the aerosciences ground test capabilities, and serves as the main advisory board to the AETC Portfolio,
- b. shall provide input to tactical considerations such as annual Mission Directorate (MD) demand and utilization,
- c. shall provide guidance for strategic investments and divestments, such as future program needs, required capability and facility construction or modernization, and adjustments to Portfolio content and assets,
- d. shall support the development of AETC recommendations for Agency decisions on scalability (capacities), strategic, and changes to covered aerosciences ground test capabilities,
- e. should review annual execution against plan(s) and provides recommendations for alternative approaches to managing testing assets and resources including structural changes to management, budgeting, and overall plans and efforts to realize efficiencies,
- f. should provide observations about operations, maintenance, capability advancements, and test technologies (improvements to test technologies and test techniques) necessary for sustainment of aerosciences ground testing capabilities, and
- g. should inform Agency capability leadership at the Centers, the NASA Aerosciences, Flight Mechanics, and Propulsion Technical Fellows, and the associated Technical Discipline Teams (TDTs) as necessary.

3 Authority

The ATAB is delegated oversight authority by

- National Aeronautics and Space Act, as amended, 51 U.S.C. §20113.
- NPD 1000.0, NASA Strategic Management Handbook
- NPD 1000.3, The NASA Organization with Change, Chapter 3
- NPR 8600.1 NASA Capability Portfolio Management Requirements

4 Governing Council Affiliation: N/A

The ATAB is chartered under the line authority of the Associate Administrator for Aeronautics Research Mission Directorate per NPR 8600.1.

5 Functions

The ATAB performs the following functions and activities:

- a. reviews and advises based on assessment AETC management and fulfillment of the requirements of the AETC Capability Portfolio Management Plan and requirements of NPR 8600.1 NASA Capability Portfolio Management Requirements,
- b. reviews and advises on the AETC Portfolio Strategic Plan and strategic guidance included in NPR 8600.1,
- c. reviews AETC metrics and performance against identified tenets of Agency Capability Portfolio Management, including
 - retaining capability appropriate to the level of mission and program/project risk
 - creating opportunities for innovation
 - promoting capability advancements to meet emerging MD requirements and needs
 - sustaining capabilities at needed capacities
 - fostering efficient utilization of capabilities and capacities
 - reducing administrative overhead
- d. reviews the AETC Portfolio planning, prioritization, acquisition, and divestment strategies and provides input and advice on the consistency of these strategies against MD goals and objectives,
- e. facilitates resolution of inter-MD utilization priority issues that the AETC Portfolio and/or Centers cannot resolve,
- f. recommends cost waivers for proposed collaboration partnerships having a defined tangible value to NASA,
- g. acts as primary interface between the AETC Portfolio and MDs to promote communication and collaboration between NASA MDs and address tactical and strategic aerosciences ground testing capability requirements and sustainment, including
 - providing a forum for MDs to exchange program-level information about activities in aerospace ground testing

- identifying and addressing Agency and MD priorities in aerosciences ground testing, recognizing gaps in the identified priorities, and promoting coordination to address these gaps
 - identifying opportunities for collaboration and coordination between MDs and with external partners in specific aerosciences ground testing areas
- h. serves as a communication conduit to the Centers and TDTs to ensure they remain informed of requirements and status, including
- providing a forum to exchange information about tactical and strategic activities in aerosciences ground testing
 - identifying and addressing Agency and MD priorities in aerosciences ground testing and recognizing gaps in the identified priorities and promoting coordination to address these gaps
 - identifying opportunities for collaboration and coordination between Agency entities and with external partners in specific aerosciences ground testing areas
- i. reviews the facilities and assets contained within the aerosciences ground test capabilities for Capability Operational Readiness Level and associated level of resources support, including those capabilities for which AETC has cognizance (e.g., small- and mid-sized facilities), and
- j. elevates all recommendations, unresolved conflicts, or changes to established agreements that cannot be resolved by the ATAB to ARMD with a summary of pros and cons and dissenting opinions as necessary.

Agreements and business rules associated with the functions and activities are documented in Appendix A – ATAB Agreements and Business Rules.

6 Membership

The ATAB consists of the following members:

- Chair, Senior Aerospace Subject Matter Expert selected by the ARMD Office of Associate Administrator
- Deputy Chair, Representative for Aerosciences TDT selected by the NASA Engineering and Safety Center (NESC) Aerosciences Technical Fellow
- AETC Portfolio Representative
- ARMD Representative
- Exploration Systems Development Mission Directorate (ESDMD) and Space Operations Mission Directorate (SOMD) Representative
- Science Mission Directorate (SMD) Representative
- Space Technology Mission Directorate (STMD) Representative

The ATAB has the following non-voting, ex officio members:

- Technical Representative for Space Applications
- Technical Representative for Aeronautics Applications
- Representative for Business Applications

In addition, one Center/AETC Point-of-Contact (POC) or representative (non-member, non-voting) from each Center with AETC facilities is invited to attend and participate in ATAB meetings. The ATAB can and will invite representatives from HQ and Center support organizations to participate in regular and ad hoc ATAB activities and meetings as non-voting attendees. All positions and members are identified in Appendix B – ATAB Members.

Administrative support for the ATAB will be provided by AETC.

Strong working relationships and an Agency-level ground test capabilities network are required for capability stewardship to be successful. The ATAB ensures productive and successful capability engagement, leadership, and management by:

- Establishing an effective endorsement and utilization of the Capability Portfolio Management Plan for aerosciences ground test capabilities
- Bringing relevant concerns, issues, and areas of interest to the attention of the Agency
- Advocating across HQ, MDs, and Centers for the processes and results

ATAB members cover the cost of travel for participation in ATAB and AETC meetings.

ATAB Chair:

- Completes agreements necessary for personnel assignment to the ATAB
- Provides vision and guiding principles to the ATAB and coordinates with ATAB members and representatives
- Calls meetings, proposes appropriate agendas, and establishes that a quorum is present; approves minutes
- Establishes timeframes for review of content consistent with recurring needs and on an annual basis consistent with other Agency processes
- Conducts and facilitates discussions of needs and review of recommendations and status
- Assigns, monitors, and reports actions
- Guides discussions toward consensus; if consensus is not possible, documents dissenting opinions and elevates action to ARMD
- Assures that commitments are clear and documented
- Is responsible for the maintenance of the ATAB Charter and all records generated; ATAB meetings are documented and reported, and meeting minutes, including significant discussions and associated documents, action status, decisions, and dissenting opinions are maintained

ATAB Voting Members:

- Serve as the management representative for their MD or stakeholder Agency organization. In the aerosciences ground testing capabilities process, these representatives are considered the key Agency leadership roles responsible for guidance and sponsorship of vision, initiatives, processes, and policies and assuring alignment with program/project needs.
- Propose meeting agenda topics
- Represent the interests of their affected stakeholders, as well as those of the Agency, with regard to aerosciences ground testing capabilities implementation strategy

- Commit stakeholder position in priority, requirements, or resource discussions or requests for sponsorship of recommendations as required
- Attend meetings or provide a designee with the same authority and accountability
- Are prepared and informed participants in discussions; identify opportunities, risks, and actions; seek compromise when necessary, and if not possible, document dissenting opinions and elevates action
- Coordinate within the stakeholder organization as needed to integrate a consolidated organizational position. The representatives coordinate with their stakeholders and customers (management, programs/projects, or capabilities agents) as necessary to ensure a timely and proactive engagement with the ATAB in the recommendation or approval of implementation plans for proposed strategic investments and initiatives.
- Recommend and accept actions and report status of actions
- Maintain awareness of ongoing Agency efforts or challenges which may be relevant and work with the ATAB on potential focus areas which could improve the investment value in aerosciences ground testing capabilities

7 Meetings

The ATAB meets quarterly, and additional meetings are called by the Chair as necessary.

ATAB members are invited to attend AETC Quarterly Meetings.

8 Duration

Unless otherwise specified, the Charter will continue until the Chair cancels or amends it.

9 Assessment

The Charter will be reviewed and revised as necessary every five years for approval from the ARMD OAA.

10 Records

The Chair and AETC Portfolio Coordinator are responsible for the maintenance of this Charter and all other records.

Each meeting shall result in documentation of content, including minutes and action item status. The presentation will be a combination of AETC and other reports as determined by meeting agenda.

The records are maintained electronically at the ATAB's SharePoint site, <https://nasa.sharepoint.com/sites/ATAB/>.

11 Approval

This Charter for the ATAB is hereby approved:

Mr. Robert Pearce
Associate Administrator, Aeronautics
Research Mission Directorate

Date

Dr. David Schuster
NASA Technical Fellow for Aerosciences,
Office of the Chief Engineer

Date

12 Appendix A – ATAB Agreements and Business Rules

1. The ATAB is reevaluated and renewed in five-year increments.
2. The Chair is selected by ARMD. MDs have the responsibility/flexibility on how they assign MD Representatives.
3. Two Technical Representatives serve the ATAB as non-voting, ex officio members. The two Technical Representatives are for Space Applications and for Aeronautics Applications.
4. One Business Representative serves the ATAB as a rotational, non-voting, ex officio member. The Business Representative is a CFO from either ARC, GRC, or LaRC, and this person serves for (approximately) one year. The Center CFOs have the responsibility/flexibility to determine who they assign.
5. The ATAB invites a Center/AETC POCs or Representative from each center with AETC facilities to attend meetings. However, these Center/AETC Representatives are not members of the ATAB.
6. The ATAB has seven voting members. For voting situations, a quorum consists of a minimum of five members to include: the Chair or Deputy Chair, the Capability Management Portfolio Director, and at least three of the Representatives from the MDs.
7. Any ATAB member or representative can develop and submit to the ATAB Chair a written minority opinion that will be included in any documented ATAB position or recommendation.
8. The ATAB provides assurance that the Agency is doing the right testing and the right amount of testing. MD representatives have the ultimate responsibility for setting priorities and determining what is *right*, but the ATAB reviews and concurs with requested testing and resolves disputes that can't be handled through a MD/Center negotiation.
9. The ATAB provides assurance that the Agency's major aerosciences ground testing capabilities are relevant and in adequate condition. The ATAB should inform if redundant testing capabilities are available and readily accessible for Agency use in the national landscape. The ATAB also should inform of necessary capabilities that do not exist within the Agency.
10. The ATAB supports efficient operation of the aerosciences ground test capabilities under the New Funding Model (NFM).
11. AETC operations costs and MD NFM contributions were determined for a set/planned capacity and testing beyond the planned capacity requires additional funding.
12. For capacity allocation, AETC does their annual test demand survey collection and planning process and presents this information to ATAB for review. Anything more formal or intensive than that is not required if projections are within capacity and the ATAB is convinced the right testing is requested. The ATAB provides input if the requested testing isn't a priority. For testing that exceeds the capacity allocation, MD options are: (1) prioritize within their allocation; (2) negotiate allocation with other MDs; and/or, (3) work with AETC to fund over-capacity testing.
13. Collaboration and data sharing define internal testing, and all partnerships must still abide by the SAA or other agreement regulations, constraints, and processes (e.g., non-exclusivity). MD Representatives validate this and the value of a partnership if prioritization is required. NASA partners qualify for internal testing if the following apply:
 - a. Mutually beneficial interests only, and
 - b. Testing is sponsored by a NASA program or project, and

- c. Testing is documented through a NASA Space Act Agreement or interagency agreement, and
- d. One or more of the following apply to required data sharing:
 - Enables and/or increases NASA technology readiness
 - Supports Small Business Innovation Research (SBIR) or NASA Research Announcements (NRA)
 - Lowers NASA research and/or development risks
 - Accelerates NASA technology transfer
 - Reduces risks of NASA contracted deliverables
 - Enables and/or accelerates delivery of NASA contracted deliverables

The sponsoring NASA program or project is responsible for substantiating internal testing. The ATAB concurs or facilitates resolution, if required.

14. For Center innovation initiatives, Centers have two options: (1) appeal to MDs for part of their capacity allocation/reserve; and, (2) appeal to ATAB for the reserve set aside during the annual capacity allocation process.
15. Any net reimbursable funding is equally shared (i.e., a 50/50 split) between the Center bringing in the revenue and AETC.
16. Annual capability assessments are conducted through AETC and their Capability Assessment Team (CAT). The TDTs and MDs review these reports and offer recommendations (assessment methodology, capability requirements and details, criteria, weighting) on how to modify this effort to be inclusive of their aerosciences ground testing needs.
17. The ATAB reviews all investments contained within the annual AETC Portfolio Implementation Plan and offers recommendations on strategic investments needed to meet Aerosciences TDT and MD requirements.
18. The ATAB reviews the charter on an annual basis to determine if there is a need to make changes. The ATAB Charter is revised any time a major change that requires a review and signature process is implemented. Minor changes to the main body and appendices updates are made without subjecting the plan to a new signature/approval process. The master copy of the ATAB Charter is maintained by the ATAB Chair and is available on the Aerosciences Test Advisory Board SharePoint (<https://nasa.sharepoint.com/sites/ATAB/>). Additional information is identified in Appendix C – ATAB Charter Activities Log.

13 Appendix B – ATAB Members

Voting

- Chair
- Deputy Chair, Representative for Aero TDT

- Representative for AETC
- Representative for ARMD
- Representative for SOMD/ESDMD
- Representative for SMD
- Representative for STMD

Anthony Washburn
Dave Schuster, Tech Fellow for
Aerosciences
Ron Colantonio, AETC PD
Maureen Kudlac
Dan Hedin
Barbara Hilton
Karen Knight

Non-Voting

- Technical Representative for Space Applications
- Technical Representative for Aeronautics Applications
- Representative for Business Applications

Rey Gomez, JSC
Jim Ross, ARC
Vicki Hagerman, GRC

In addition, three Center/AETC POCs or Representatives (non-member, non-voting) are invited to attend and participate in ATAB meetings.

14 Appendix C – ATAB Charter Activities Log

The ATAB reviews the charter on an annual basis to determine if there is a need to make interim changes. The ATAB Charter is revised any time a major change that requires a review and signature process is implemented. Minor changes to the main body and appendices updates are made without subjecting the plan to a new signature/approval process. Updates or changes to the appendices are reflected by a change in the decimal place of the version number (e.g., Version 1.0, Version 1.1, etc.). If a change to an appendix impacts the ATAB Charter or significantly changes the scope or focus of the ATAB, this charter undergoes a full review and signature process. Every time the ATAB Charter undergoes such a signature process, the version number is increased (e.g., Version 1.0, Version 2.0, etc.). The master copy of the ATAB Charter is maintained by the ATAB Chair and is available on the Aerosciences Test Advisory Board SharePoint (<https://nasa.sharepoint.com/sites/ATAB/>).

Date	Event	Change	Signatures
12-20-16	Initial Version	None	Yes
06-27-18	Chair Rotation	Version 1.1	No
03-23-20	ARMD Rep Rotation	Version 1.2	No
02-10-21	SMD Rep Rotation	Version 1.3	No
03-23-21	Business Rep Rotation	Version 1.4	No
08-25-21	STMD Rep Rotation	Version 1.5	No
12-10-21	5 Year Mod and Extension	Version 2.0	Yes
08-10-22	Version 2.0 Revision	Version 2.1	Yes
10-13-22	Version 2.1 Revision	Version 2.2	Yes
12-22-22	SMD Rep Rotation	Version 2.3	No
01-26-23	Version 2.3 Reformat Revision	Version 2.4	Yes