

[| NODIS Library](#) | [Program Formulation\(7000s\)](#) | [Search](#) |

NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 7900.3B**
Effective Date: June 14,
2007
Expiration Date: June 14,
2012[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)
--

Subject: Aircraft Operations Management

Responsible Office: Aircraft Management Division

[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) | [Chapter8](#) | [Chapter9](#) | [Chapter10](#) | [Chapter11](#) | [Chapter12](#) | [Chapter13](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [AppendixG](#) | [AppendixH](#) | [AppendixI](#) | [Index](#) | [ALL](#) |

Chapter 8. Aircraft Acquisitions and Dispositions

8.1 General

This chapter establishes policy for acquisition and disposition of all NASA aircraft/UASs. Center 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. [388] In addition, transfer of aircraft between Federal agencies and disposal of aircraft, including exchange/sales by Federal agencies, must be authorized by GSA.

8.2 Aircraft Acquisition

Prior to acquiring aircraft for operational use, the Associate Administrator of the Mission Directorate or the Center Director shall submit an acquisition request to the HQ AMD per appendix G, along with a business case analysis in support of the aircraft acquisition. [389] 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 Federal Acquisition Regulations and guidelines, including OMB Circulars A-76 and A-126, and initiated only after approval from the Assistant Administrator for Infrastructure and Administration 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.

8.2.1.1 In completing appendix G, the program/project manager must coordinate with the Center Environmental Management Office to determine whether the proposed aircraft acquisition requires preparation of an environmental assessment. [390]

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

8.2.3 Mission Directorates establish the requirements and funding level for each aircraft assigned to support their programs and must approve the program/project managers' acquisition requests prior to submission to the HQ AMD.

8.2.4 The HQ AMD coordinates and assists Mission Directorates, program/project managers, and Centers with acquisition, assignment, and disposition of all aircraft. AMD shall enter all acquired aircraft into FAIRS. [391]

8.2.5 Centers shall record all acquired aircraft in the NASA Equipment Management System (NEMS) in accordance with NPR 4200.1, NASA Equipment Management Procedural Requirements. [392] Centers shall register all aircraft, excluding parts and DoD-loaned aircraft, with the FAA. [393]

8.3 Aircraft Materiel Acquisition Procedures

8.3.1 "Parts Aircraft" Acquisition. The program/project manager or Center Director shall notify the HQ AMD prior to acquisition of an aircraft whose intended use is solely for "parts aircraft." [394] In addition to all applicable Federal regulations, acquisition of aircraft whose intended use is solely for "parts aircraft" are subject to the following procedures:

8.3.1.1 Centers shall remove the data plates from all aircraft acquired solely for parts purposes and forward the data plates to HQ AMD for disposition. [395]

8.3.1.2 Centers shall enter parts aircraft into each respective Center's property inventory records in accordance with NPR 4200.1, NASA Equipment Management Procedural Requirements. [396]

8.3.2 Aircraft Materiel Acquisition. Aircraft materiel, such as spare parts, shall be acquired, managed, and controlled in compliance with NPR 4100.1, NASA Materials Inventory Management Manual. [397]

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 must be disposed of when it is excess to the current and anticipated needs of the Agency. Disposal of NASA owned aircraft shall be in accordance with Federal Property Management Regulations and the applicable portions of NPD 4300.1, NASA Personal Property Disposal Policy, and NPR 4300.1, NASA Personal Property Disposal Procedural Requirements. [398] Disposal of NASA aircraft identified as artifacts or heritage assets shall be in accordance with NPR 4310.1, Identification and Disposition of NASA Artifacts. [399] Aircraft disposition shall be coordinated in advance with the HQ AMD and approved by the Assistant Administrator for Infrastructure and Administration. [400]

8.4.2 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 AMD 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. [401]

8.4.3 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 Flight Operations Office to be unsafe for civil use, the manufacturer's data plate shall be removed and forwarded to the HQ AMD for disposition. [402] Every effort will be made, including destruction of the aircraft, to ensure that aircraft parts which 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, NASA Equipment Management Procedural Requirements, 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. [403] Adjustments will be made to ensure that financial statements are accurate.

[| TOC](#) | [| Preface](#) | [| Chapter1](#) | [| Chapter2](#) | [| Chapter3](#) | [| Chapter4](#) | [| Chapter5](#) | [| Chapter6](#) |
[| Chapter7](#) | [| Chapter8](#) | [| Chapter9](#) | [| Chapter10](#) | [| Chapter11](#) | [| Chapter12](#) | [| Chapter13](#) |
[| AppendixA](#) | [| AppendixB](#) | [| AppendixC](#) | [| AppendixD](#) | [| AppendixE](#) | [| AppendixF](#) |
[| AppendixG](#) | [| AppendixH](#) | [| AppendixI](#) | [| Index](#) | [| ALL](#) |

[| NODIS Library](#) | [| Program Formulation\(7000s\)](#) | [| Search](#) |

DISTRIBUTION:
NODIS

This Document Is Uncontrolled When Printed.
Check the NASA Online Directives Information System (NODIS) Library
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>
