

# MARSHALL PROCEDURES AND GUIDELINES

MPG 6540.1D

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## MANAGEMENT AND OPERATION OF MSFC MISSION MANAGEMENT AIRCRAFT

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Responsible Office: CO01/Human Resources and Administrative  
Support Office

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ATTACHMENT            RESPONSIBILITIES AND PROCEDURES

## PREFACE

### P.1 PURPOSE

To establish the Marshall Space Flight Center (MSFC) policy, procedures, and responsibilities for management control, utilization, and operation of MSFC mission management aircraft.

### P.2 APPLICABILITY

Research and development, proficiency, and program support aircraft, regardless of the type or sources of acquisition, are excluded.

This Directive applies to:

- a. All MSFC organizational elements.
- b. All MSFC mission management aircraft.

### P.3 AUTHORITY (Only applicable parts of most recent edition apply.)

- a. NPD 9710.1, "Delegation of Authority - To Authorize or Approve Travel on Official Business and Related Matters"
- b. NMI 7900.4, "NASA Aircraft Operations Management - Delegation of Authority" (in revision as NPD 7900.4)
- c. NHB 7900.3 (VI), "Aircraft Operations Management Manual" (in revision as NPG 7900.3)

### P.4 REFERENCES (Only applicable parts of most recent edition apply.)

MMI 9710.3, "Policy and Approval of Travel and Related Matters for Official Business and Conference Attendance"

### P.5 POLICY

- a. Every effort will be made to minimize flights that require excessive deadheading or involve long, unproductive layovers. Whenever practicable, intercenter airlift requirements will be combined.
- b. MSFC passenger-configured aircraft may be used to transport high-priority project support equipment, spares, repairables, and other such cargo, if commercial cargo service is inadequate.

c. MSFC use of another Center's aircraft, another Center's use of MSFC aircraft, or transportation of MSFC personnel on noncommercial flights will be approved by the Associate Director.

P.6 RESPONSIBILITIES AND PROCEDURES

See Attachment.

P.7 FORMS

This Directive prescribes the use of the following forms:

- a. MSFC Form 362, "Packaging, Handling, Transportation Record (PHTR)"
- b. MSFC Form 3905, "Cargo Movement by Aircraft"
- c. NASA Form 1653, "Mission Management Aircraft Request"

P.8 CANCELLATION

MMI 6540.1C and Changes 1 and 2 thereto

Originals signed by

J. Wayne Littles  
Director

Distribution:  
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**ATTACHMENT            RESPONSIBILITIES AND PROCEDURES**

1. Management Official Requesting the Flight will:

a. Assure flight coordination as soon as possible via telephone with the Manager, Air Operations, for preplanning purposes.

NOTE: The senior official on the flight will apprise the Pilot-in-Command as soon as possible of any significant itinerary or schedule deviations and will approve any nonmanifested passenger additions. Itinerary or schedule deviations which might impact another approved flight require the approval of the Associate Director.

b. Prepare page 1 of NASA Form 1653 and fax to Manager, Air Operations. Request will include the approval of the Director/Manager of the requesting basic organization. The MSFC Associate Director must approve the trip prior to departure.

c. Prepare MSFC Form 3905 if mission management aircraft is requested in lieu of commercial air to move critical cargo. If the hardware to be moved is flight or program critical, complete MSFC Form 362.

d. If contractor personnel are invited to travel on MSFC aircraft, see MMI 9710.3. The Contracting Officer or the Contracting Officer's Representative must prepare NASA Form 372.

NOTE: Only personnel employed by firms under NASA cost-reimbursable contracts are eligible.

2. Associate Director will:

a. Approve the use of administrative aircraft.

b. Approve travel aboard MSFC mission management aircraft on the basis of travel authorized by another Federal agency or congressional committee.

3. Pilot-in-Command

Pilot-in-Command is responsible at all times for the safe operation of the aircraft and the safety of the passengers. Additionally, the Pilot-in-Command will be the final authority as to whether a flight will be delayed or diverted for reasons of weather, aircraft conditions, or other safety related consideration.