

MWI 7900.1

REVISION A

EFFECTIVE DATE: April 9, 2004

EXPIRATION DATE: April 9, 2009

MARSHALL WORK INSTRUCTION

AD01

MANAGEMENT AND OPERATION OF MSFC MISSION MANAGEMENT AIRCRAFT

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		9/8/01	Document converted from MPG 6540.1D to MWI format and directive number changed to match new numbering scheme. Updated obsolete references.
Revision	A	4/9/2004	Paragraph 6.1.4 revised. Paragraph 9 revised to remove reference to NASA Form 372.

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1. PURPOSE

The purpose of this Marshall Work Instruction (MWI) is to establish work instructions and responsibilities for management control, utilization, and operation of Marshall Space Flight Center (MSFC) mission management aircraft.

2. APPLICABILITY

This Directive applies to all MSFC organizational elements and all MSFC mission management aircraft. Research and development, proficiency, and program support aircraft, regardless of the type or sources of acquisition, are excluded.

3. APPLICABLE DOCUMENTS

None

4. REFERENCES

None

5. DEFINITIONS

None

6. INSTRUCTIONS

6.1 The Management Official Requesting the Flight will:

6.1.1 Assure trip coordination as soon as possible with Air Operations for preplanning purposes.

6.1.2 Prepare page 1 of NASA Form 1653 and fax to Manager, Air Operations. The request will be signed by the approving official, usually one position level above the senior passenger. The approving official does not approve the use of the aircraft, only the trip request. The MSFC Associate Director approves the use of the aircraft prior to its departure.

6.1.3 Prepare and sign 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, also complete MSFC Form 362. The completed forms should be faxed to the Manager, Air Operations.

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6.1.4 Contractor personnel employed by firms under NASA cost-reimbursable contracts may be invited to travel on MSFC aircraft. The requesting official must prepare a NASA travel authorization. The travel authorization should show no per diem amounts for the contractor traveler. The NASA travel authorization should be routed through the contractor's Contracting Officer's Technical Representative to the funding organization and then to the Office of Chief Financial Officer. A completed travel authorization should be faxed to Air Operations as soon as possible after it is signed.

6.2 The Trip Coordinator will:

6.2.1 Be a passenger on the flight requested.

6.2.2 Serve as the point of contact for Air Operations and the flight crew regarding schedule changes due to weather, maintenance, or other safety-related items.

6.2.3 Have responsibility for contacting all passengers with pertinent schedule change information before and during the trip.

6.3 The Senior Passenger on the flight will:

6.3.1 Communicate to the Pilot-in-Command, as soon as possible, any significant itinerary or schedule deviations.

6.3.2 Approve any non-manifested passenger additions.

NOTE: Itinerary or schedule deviations which might impact another scheduled and approved flight require the approval of the Associate Director.

6.4 The Associate Director will:

6.4.1 Approve the use of mission management aircraft.

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

6.5 The Pilot-in-Command will:

6.5.1 Be responsible at all times for the safe operation of the aircraft and the safety of the passengers.

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6.5.2 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.

7. NOTES

None

8. SAFETY PRECAUTIONS AND WARNING NOTES

None

9. RECORDS

Completed NASA Form 1653 shall be retained for a period of 3 years. MSFC Form 3905 and MSFC Form 362 for critical cargo transport shall be retained with the appropriate NASA Form 1653 for a period of 3 years. NASA Forms 1653 and MSFC Forms 3905 and 362 shall be destroyed after 3 years of retention. Retention of all referenced forms shall be the responsibility of Air Operations.

10. PERSONNEL TRAINING AND CERTIFICATION

None

11. FLOW DIAGRAM

None

12. CANCELLATION

MWI 7900.1 dated September 8, 2001

Original signed by
Axel Roth for

David A. King
Director