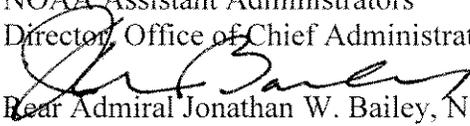




MEMORANDUM FOR: NOAA Assistant Administrators  
Director, Office of Chief Administrative Officer

FROM:   
Rear Admiral Jonathan W. Bailey, NOAA  
Director

SUBJECT: NOAA Aviation Safety Board Terms of Reference –  
Charter

The FY 2006 - FY 2010 Program Decision Memorandum (PDM) of May 3, 2004 directed the establishment of the Aviation Safety Policy, Aviation Safety Program and NOAA Administrative Order (NAO) 209-124. The Aviation Safety Board (ASB) was formed to support the initiatives and objectives outlined by the PDM and established by the NAO. This memorandum introduces and distributes the Terms of Reference/Charter (TOR) which explains the responsibilities, functions, operation and qualifications of the ASB.

Selection criteria for representatives on the ASB is based on each candidate's diversity of experience, currency of experience, engagement, and scope of professional qualification in aviation operations, safety, and training.

A list of those currently serving on the ASB along with a copy of the approved TOR is attached for your information and use.

Please confirm membership on the NOAA ASB by submitting the names of those representing your office to Jim Kelley, Aviation Safety Program Manager, OMAO ([jim.kelley@noaa.gov](mailto:jim.kelley@noaa.gov)).

It is recommended the name of your representative(s), and their corresponding duties be shared with those involved with aviation activities within your Line Office.

#### Attachments

cc: CAPT Brian Taggart, NOAA	Eric Stengle
CAPT Michael Gallagher, NOAA	Dave Withrow
CAPT(Sel.) Harris Halverson, NOAA	David Meek
CAPT Scott Kuester, NOAA	Jay Kennedy
CDR Eric Berkowitz, NOAA	Matt Pickett
CDR Jeff Hagan, NOAA	Joel Curtis
Bill Cunningham	Nancy Briscoe
Terry Brisbin	Don Aiken
Jim Kelley	Craig Gillis

