



Minutes of the NOAA Aviation Safety Board Meeting January 21, 2010



Minutes of the Aviation Safety Board (ASB) Meeting
Date: Thursday, January 21, 2010

Time: 13:15 (EDT)

Membership Required by Charter:

Chairperson: NOAA Aviation Safety Program Manager

Voting Members:

- Chairperson
- NOAA Safety Office
- NWS
- NESDIS
- Aircraft Operations Center (AOC)
- NMFS
- NOS
- OAR

Observers:

- NOAA Acquisitions and Grants Office (AGO)
- NOAA Program Planning and Integration (PPI)
- NOAA General Counsel (GC)
- NOAA Workforce Management Office (WFM)

Board Members/Observers present:

- Jim Kelley, Aviation Safety Program Manager (Chairperson)
- Craig Gillis

Board Members/Observers in Teleconference:

- CAPT Michael S Gallagher, NMFS
- CAPT Chris Beaverson, OAR
- CDR Mark Nelson, AOC
- Terry Brisbin, NWS
- Jon Dixon, ASPMO – ALSE Tech contractor
- Jack Salmon, AGO
- David Meek, NWS
- Joel Curtis, NWS
- Curtis Angell, WFM

Board Members/Observers absent:

- NOS
- NESDIS
- GC
- PPI

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Agenda items discussed:

Jim Kelley welcomed the members and opened the ASB meeting at 13:15 EDT with a roll call.

1. New members: CDR Mark Nelson, AOC; CAPT Chris Beaverson, OAR; Jack O. Salmon, AOG; and Curtis Angell, WFM were introduced and welcomed. A sample member designation appointment letter was requested and has been forwarded to all new members and appointing offices.

2. Egress and Survival Training was discussed. Jon Dixon manages Egress and Survival Training for our Aviation Safety Program. Jon plans and coordinates classes with FAA, CAMI instructors in locations indicating highest training demands. Courses are planned in late January [Bolder], March [Tampa] and April [Miami]. CAMI instructors operate on invitational orders from hosting Line Offices [L/O]. If your employees or others working for your offices or projects, Jon is the person to contact as soon as the requirement is recognized for availability and coordination.



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3. Jim pitched Aviation Safety Officer [ASO] certification. Course offered through the GSA sponsored ICAP FedFleet annual event take place in Phoenix this summer – 12 thru 15 July. This is the quickest and most economical route to an ASO certificate. For ASOs, it is an intensive lineup of various applicable courses. The end result is an ASO certificate and increasing our NOAA population of ASOs. AOC indicated they may send 3 and NMFS and NWS are each sending 2. We need attendees from other L/Os. Your presence is also an excellent opportunity to share notes and concerns among ourselves and other agencies. The timing of the course offering was protested by many in the meeting. Jim mentioned trying to move the event to more appropriate time/seasons to the GSA/FedFleet planners. Many larger agencies protest too.

4. The annual grunt work of requesting, finding and collecting ALSE inspection, maintenance and shipping funds will be replaced with Service Level Agreements [SLA] between OMAO and each L/O. This effort will be underway in coming months. The annual quest for these funds consumes an inordinate amount of time and energy. Though total cost is minor, the consequences of having ALSE out of service will be addressed at L/O level.

Jon poled our ALSE vendors and tells us anticipated shelf life is about 15 years.

5. NOAA plans nearly 3,000 Commercial Aviation Services [CAS] hours each year. Jim reviewed how it is requested, managed, reported and tracked. He mentioned the difficulty encountered in receiving the monthly use reports. Reminding our users to submit timely reports is helpful. Additionally, users are encouraged to submit SAFECOM reports for both kudos and concerns.

David Meek and others expressed a desire to unify and quantify the various charter and flight time reports. Flight hour usage is of special interest among higher echelons in L/Os, downtown and Fleet Allocation Council. Currently, NWS has an MOU with Civil Air Patrol [CAP] for quick reaction assessments. Our CAS and guest/rider “mooching” activities are required to report flight activities via NOAA Forms 56-56 and 56-66 as well. Still, we are not capturing all activity. None of these forms are centrally location: reporting requirements within the forms is quite vague. Many have expressed frustration with lack of reporting consistencies. Someone with time, energy, capacity, willingness to deal with bureaucracy and connections is welcome to tackle this one.

6. Many of us are becoming better acquainted with training and services available through and from the Department of Interior. Joel will be in Boise within a few months for other meetings and plans to visit their headquarters office to improve our familiarity and explore networking opportunities.

7. A new Inter Agency Agreement [IAA] and SLA were put in place for FY10. Details are posted on our website. Some documentation requirements and procedures have changed. Please review the new information.

8. NAO issues: leaning, migration to H/B, consolidating definitions and acronyms. Our NAO has cleared Kevin Amos [PA&E] with some configuration changes and is with the CAO's technical writer. Key intention of this effort is to strip out all procedures and instructions from NAO's and focus on policy. Procedures and instructions are being placed in Handbooks supporting each NAO. The reason behind this: a Handbook containing procedures and instructions can be updated without all of the work required to update NAOs. For example, our NAO exhibit is migrating to the handbook.

9. This ASB meeting was adjourned at 14:10. Next ASB meeting is tentatively planned for early March and will be posted on our Aviation Safety website.