

FY 2020 AST Business Plan



Safety

Reduce Aviation and Commercial Space Transportation-Related Fatalities and Serious Injuries in Commercial and General Aviation.

Systemic Safety Approach

Mitigate risks and encourage infrastructure and behavior change by using a data-driven systemic safety approach to identify risks, enhance standards and programs, and evaluate effectiveness.

Initiative: Potential/Emerging Safety Issues

Improve the ability to identify and assess safety risks through advanced analytics.

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Activity: Potential/Emerging Safety Issues

Facilitate potential/emerging safety issues through the FAA Safety Issue Identification and Management Process.

Target: Potential/Emerging Safety Issues (AST)

The FAA SMS Committee will facilitate at least three FAA safety risk assessments, with support from the stakeholder FAA Lines of Business, and document the progress of the assessments in the Hazard Identification Risk Management, and Tracking (HIRMT) tool. Specific support request: Attend bi-monthly meetings and comply with FAA Safety Issues Identification Process.

Initiative: Integrated Oversight Policy

Evolve the FAA safety oversight methodology to provide a system approach to managing risk, analyzing data, and conducting oversight. This is a multi-year plan.

Activity: FY20 Integrated Oversight Policy Activities

Upon completion of the identified FY20 business plan items, foundational elements for evolving our oversight systems and implementing the IOP will be established. Development of the Risk Methodology for Oversight will improve consistency and standardization in how LOBs/SOs manage risk across common product/service providers. The establishment of an Oversight Data Strategy will provide guiding principles for how data needs are identified and addressed for oversight. Finally, better integration of oversight activities will help evolve conducting oversight in a more standardized and systematic way.

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Target: Oversight Risk Methodology (AST)

Obtain AOA concurrence of an FAA Risk Methodology for Safety Oversight, which will include, common risk characteristics for Oversight Risk Profiles, and processes for ensuring identified risks are shared across LOB/SOs.

Target: Oversight Data Improvement (AST)

Finalize an Oversight Data Improvement strategy which will establish a set of principles to enable the seamless flow, identification, and access of timely, reliable, and relevant oversight information/data.

Target: Integrated/Collaborative Oversight (AST)

Provide applicable LOB/SO policy offices, policy changes/language for a minimum of 50% of the recommendations found in the RBDM c3 Reduction Duplicative Activity and Integrated Oversight Report.

Initiative: Commercial Space Transportation Systemic Safety Approach

Ensure that safety oversight keeps pace with changes in the commercial space transportation environment.

Activity: Safety Tools and Analyses

Develop internal tools and processes utilized by AST engineering and technical staff that continues to assist in facilitating the quantitative and qualitative evaluations of experimental permit and license applications.

Target: Action Plan Development

Develop an action plan to improve and streamline the flight safety and system safety application evaluation process.

Target: Enhance Flight Safety Analysis Procedures

Update the Flight Safety Analysis procedure (P-010) to better reflect current practice and address lessons learned.

Target: Enhance System Safety Analysis Procedures

Update the System Safety Analysis procedure (P-012) to better reflect current practice and address lessons learned.

Target: Flight Safety and System Safety Metrics Compliance

Track flight safety analysis and system safety analysis metrics in compliance with AST implementation.

Activity: Launch and Reentry Safety

AST will ensure there are no fatalities, serious injuries, or significant property damage to the uninvolved public during licensed or permitted space launch and reentry activities.

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Target: Licensed and Permitted Launch and Reentry Safety

AST will ensure there are no fatalities, serious injuries, or significant property damage to the uninvolved public during licensed or permitted space launch and reentry activities.

Activity: Launch/Reentry Operations Integration

Partner with the Air Traffic Organization (ATO), Office of Airports (ARP), and NextGen (ANG) to manage the safe integration of commercial space transportation operations into the National Airspace System (NAS) and its system of airports. Support the development and coordination of new processes and capabilities, provide subject matter expertise and safety support, and lead coordination with industry.

Target: Spaceport integration support

Partner with ARP to finalize the coordination plan for aligning launch and reentry site evaluation processes with associated airport processes and approvals.

Target: Spaceport Integration Support

Partner with ARP to update the coordination plan for aligning launch and reentry vehicle evaluation processes with associated airport processes and approvals.

Activity: Commercial Space Transportation: Airspace Operations Integration

Conduct various projects to support the safe integration of commercial space transportation operations into the national airspace.

Target: Air Traffic Control System Support

Provide safety and subject matter expertise support to the Air Traffic Control System Command Center and affected Air Traffic Control facilities during commercial space launch and reentry operations for which tactical support is required.

Initiative: Commercial Space Transportation Licensing

Maintain public safety through process improvements and the conduct of effective and efficient safety evaluations, safety inspections, and rulemaking. Complete 80% of the initiatives within this target, as well as achieve: a rolling average of 174 days to make license determination based on the 10 most recent license applications, and a rolling average of 118 days to make permit determination based on the 10 most recent permit applications.

Activity: Conduct commercial space transportation licensing processes

Maintain public safety through process improvements and the conduct of effective and efficient safety evaluations, safety inspections, and rulemaking. Complete 80% of the initiatives within this target, as well as achieve: a rolling average of 174 days to make license determination based on the 10 most recent license applications, and a rolling average of 118 days to make permit determination based on the 10 most recent permit applications.

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Target: Commercial Space Transportation New License Determination

Make new license or license modification determinations within 180 days of receiving an acceptable application.

Target: Commercial Space Transportation License Renewal

Make license renewal determinations within 90 days of receiving an acceptable application.

Activity: Improve Licensing Processes

Improve licensing process efficiency and effectiveness.

Target: Commercial space transportation licensing staff training

If warranted based on new hires or staff needs, deliver training material to AST staff with focus on new hires for evaluating license and permit and safety approval applications in accordance with P-002: License and Permit Application Reviews and Issuance Procedures. Maintain training material based on lessons learned.

Target: Commercial space transportation licensing lessons learned report

Prepare a report that captures lessons learned from application evaluations to identify potential licensing/permitting process improvements, which may include recommendations for updating the P-002 procedures or proposing regulatory changes if evaluations indicate a requirement is inadequate or not clearly defined.

Target: Commercial Space Transportation Licensing Division Metrics Implementation

Develop and track division metrics that correspond to the division's core functions and in accordance with the AST metrics implementation plan. Metrics should provide the ability to measure processes, performance, efficiency, effectiveness, workload, and responsiveness. Report metrics data to AST management on a monthly basis. Due: Last week of each month

Target: New Experimental Permit Determinations

Make new experimental permit or permit modification determinations within 120 days of receiving an acceptable application.

Activity: Conduct the Commercial Space Transportation Safety Approval Process

Make new commercial space transportation safety approval or safety approval modification determinations.

Target: Make Commercial Space Transportation Safety Approval Determinations

Make new safety approval or safety approval modification determinations within 180 days of receiving an acceptable application.

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Activity: Commercial Space Transportation Pre-Application Consultation Processes

Manage and coordinate with potential license, permit, or safety approval applicants, to facilitate the development of higher quality applications from commercial space companies. Provide initial applicant education, facilitate data exchanges and identify areas where regulatory guidance or interpretation is necessary to ensure a more robust evaluation process upon application acceptance.

Target: Annual Review of Commercial Space Transportation Pre-Application Procedures

Edit the pre-application consultation procedures (P011) and work instruction (WI-AST500-001) to update pre-applications consultation based on the Streamlining Launch and Reentry Licensing Rule

Target: Pre-Application Consultation Frequently Asked Questions

Track questions asked during pre-application consultation for inclusion in a frequently asked questions document and/or the standard pre-applications consultation briefing.

Target: Develop Pre-Application Consultation Materials that Promote Efficiency

Develop multi-media pre-application consultation briefings that can be viewed on AST's website. Voice over briefings are intended to be 15 minutes or less and kept at an introductory level to provide audiences a pre-application introduction to: Launch Sites, Experimental Permits, Safety Approvals, Human Space Flight, System Safety, and Flight Safety Analysis.

Target: Assess Changes to Pre-Application Consultation Materials for Part 450

Assess changes required to pre-application consultation processes and materials based on the proposed Part 450. Complete draft updates to pre-application consultation procedures and work instructions. Draft new Part 450 pre-application consultation briefing charts and checklists such that updates can be finalized when Part 450 becomes a Final Rule.

Initiative: Commercial Space Transportation Permitting Processes

Make commercial space transportation experimental permit determinations.

Activity: Commercial Space Transportation Experimental Permit Determinations

Make a determination to issue a permit to conduct experimental Reusable Launch Vehicle (RLV) suborbital launches

Target: Make New Experimental Permit Determinations

Make new experimental permit or permit modification determinations within 120 days of receiving an acceptable application.

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Target: Make Commercial Space Transportation Experimental Permit Renewal Determinations

Make experimental permit renewal determinations within 60 days of receiving an acceptable application.

Initiative: Conduct Safety Inspections

Verify operator compliance with public safety requirements during the conduct of launch/reentry, launch/reentry site operator, and safety approval operations to the extent necessary using a data-driven and behavioral driven monitoring approach. Execute the AST standardization and evaluation and inspection training programs to standardize a common approach to verification techniques. Execute mishap response coordination and enforcement programs to return operators to safe operation and compliance.

Activity: Inspect Launch and Reentry Operations and Sites

Conduct launch/reentry, launch/reentry site operator, and safety approval safety inspections as required.

Target: Monitor FAA Authorized Operators/Operations

Conduct monitoring activity against FAA authorized operators/operations to the extent necessary to ensure public safety and verify operator compliance in accordance with an established concept of operations (CONOPS) which adequately manages inspection resources while focusing on critical safety processes and activities in order to mitigate risk to the public. Record, document, and evaluate compliance monitoring results to effectively monitor future activities.

Target: Publish Annual Lessons Learned

: Increase safety and collaborate lessons learned with stakeholders through the development and publishing of an annual lessons learned report. Identify specific reoccurring waivers which could indicate inadequate or improperly defined public safety requirements. Identify lessons learned and other safety issues observed during inspection and mishap response or those which do not support operational environments and indicate potentially inadequate safety and mishap requirements necessitating modification. Develop and provide regulatory recommendations and/or draft language which could correct or better define public safety requirements. Coordinate results with the AST management team. Incorporate necessary changes into inspection procedures, training, and safety inspection plans.

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Target: Streamline and Modify Certification Process

Review the current safety inspector qualification matrix (QM) qualification and certification process. Develop a strategic plan to improve the delivery of training for qualification and certification of new safety inspectors based on the basic knowledge, skills, and experience required to independently and adequately monitor and support Commercial Space Transportation safety inspection division activities. Identify and document proficiency training requirements and guidelines for qualified/certified personnel in order to maintain certification. Review and identify improvements to the current qualification and certification record keeping process. Identify information technology requirements and potential applicable tools.

Activity: Maintain a Mishap Response Program

Develop, implement, and modify critical mishap response procedures, tools and exercises to familiarize and train division staff response to commercial space transportation mishap events. Share lessons learned with AST and other stakeholders. Support and oversee mishap activities associated with AST regulated operations.

Target: Commercial Space Transportation Mishap Response Exercise

Conduct a mishap notification and response team mishap exercise and include key stakeholders as required. Exercise AST bridge line activation and response actions which simulate an actual mishap event. Develop and implement a catastrophic mishap scenario for use during the exercise. Share results, lessons learned and other outcomes with the AST management team. Identify areas of weakness and strengths and provide recommended procedural or policy changes to improve AST mishap response.

Target: Coordinate Lessons Learned with Government Stakeholders

Coordinate mishap lessons learned with other government stakeholders (FAA, NASA, USAF, NTSB) through the Mishap Quad-Chair Working Group on an annual basis or as recommended by the Quad Working Group. Modify common mishap approaches and processes as required.

Activity: Maintain a Compliance and Enforcement Program

Identify operator compliance issues, process noncompliance in accordance with Agency policy and directives, and prepare/train/familiarize personnel to understand the FAA compliance program and process enforcement actions. Develop, implement, and modify compliance and enforcement program procedures, tools, and exercises.

Target: Maintain Compliance and Enforcement Program Policies and Procedures

: Familiarize AST staff with the Compliance & Enforcement program. Provide training Module 1, AST oversight of Compliance and Enforcement Program, for all AST personnel. Provide in depth training Module 2, Inspector training on Compliance and Enforcement, to all safety inspectors using a tabletop exercise (TTE).

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Target: Conduct a Compliance and Enforcement Tabletop Exercise

Develop and implement one (1) Compliance & Enforcement tabletop exercise (TTE) to instruct safety inspectors on the procedure to complete an enforcement process from identification of a potential noncompliance to completion of an enforcement process.

Target: Improve Compliance and Enforcement Internal Review Process

Develop templates for letters of correction, letters of investigation, and warning letters and incorporate the ability to use workflow on the Compliance and Enforcement SharePoint site. Make recommendations on all lower level compliance actions (non-administrative) within 5 working days of witnessing a potential noncompliance. Make recommendations on all administrative actions (non-civil) within 10 working days of witnessing a potential noncompliance.

Initiative: Commercial Space Transportation Operations Safety

Develop strategies to improve integration of the core functions of each of the divisions that will provide a safer and more efficient licensing process from pre-application consultation through license evaluation and operational phases of each proposed commercial space activity. Operations Integration also includes developing and maintaining an integrated status of all companies through all phases of their proposed commercial space activities to help AST more effectively manage and prioritize work. Partnership with NASA, DOD, and other government agencies, for the enhancement of commercial space safety is also a key element for Operations Integration.

Activity: Commercial Space Transportation Partnerships for Safety

Establish and promote an environment that maintains a focus on safety within the commercial space transportation industry. Promote strategies to encourage a safety culture within the commercial space transportation industry that will ensure safety is core to designs, processes, and decision making.

Target: Commercial Space Transportation Safety Awareness Initiatives

Provide an awareness of safety initiatives through AST-sanctioned events such as COMSTAC, the AST Conference, or the Today In Space daily news forums.

Activity: Commercial Space Transportation Project Integration

Develop strategies to improve integration of the core functions of each of the divisions that will provide a safer and more efficient licensing process from pre-application consultation through license evaluation and operational phases of each proposed commercial space activity.

Target: Coordinate and Track Commercial Space Transportation Workflow

Coordinate and track interdivisional workflow across divisions through AST's dashboard tool and identify areas for improvement that will provide for increased capability and better resource utilization across AST.

Target: Publish Commercial Space Transportation Metrics

Publish an integrated monthly and annual metrics report.

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Target: Refine Commercial Space Transportation Operations Integration Procedures

Refine procedures to document the operations integration role of AST-500 after pre-application consultation.

Infrastructure

Invest in Infrastructure to Ensure Safety, Mobility, and Accessibility and to Stimulate Economic Growth, Productivity and Competitiveness for American Workers and Businesses.

Project Delivery Planning Environment Funding and Finance

Facilitate expanded infrastructure development, modernization, and construction in both rural and urban communities by fostering more efficient and collaborative planning and construction techniques, accelerating project approval, leveraging all sources of funding, and promoting innovative financing while maintaining environmental stewardship.

Initiative: Commercial Space Transportation Environmental Stewardship

Perform a comprehensive environmental review for each licensed or permitted activity for which an application is accepted and document the results appropriately, for compliance with the National Environmental Policy Act and Agency Directives.

Activity: Commercial Space Transportation Environmental Reviews

Conduct environmental reviews for proposed launch, reentry and launch site operations in support of AST license, permit, and renewal evaluation timelines.

Target: Improve Commercial Space Transportation Environmental Efficiency

Update environmental review process guidance for applicants based on lessons learned, coordinate with AEE, and incorporate updates into AST's pre-application consultation process

Target: Develop stakeholder engagement strategies

Develop and document a strategy to engage stakeholders during pre-scoping activities associated with launch and reentry site proposals to improve regulatory planning and provide comprehensive inputs to the NEPA and other site licensing processes

System Operations and Performance

Enhance reliable and efficient movement of people and goods by promoting effective management and ensuring leadership in securing data and in sharing information across the transportation system.

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Initiative: Global Leadership

As the global leader in aviation, the FAA must engage internationally to increase compliance with international standards and enhance aviation safety and efficiency. With the U.S. economy and traveling public relying so heavily on global air transportation, we are more committed than ever to strengthening our global leadership and engagement. The FAA's global leadership is critical to achieving U.S. aviation goals and supporting broader national priorities.

Activity: Enhance U.S. Global Leadership and Presence Internationally

Enhance U.S. Global Leadership and presence internationally and advance U.S./DOT/FAA goals and priorities through collaborative, data-informed global and regional engagement. Must complete all targets

Target: Commercial Space Workshop

Coordinate at least one (1) workshop for sharing regulations and/or best practices for commercial space transportation.

Economic Competitiveness and Workforce

Enhance reliable and efficient movement of people and goods by promoting effective management and ensuring leadership in securing data and in sharing information across the transportation system.

Initiative: Harmonize Commercial Space Transportation Data and Standards Requirements

Promote commercial space transportation policies and investments that bring lasting economic benefits to the Nation by harmonizing and leading regulatory practices and by meeting the Nation's space transportation workforce needs.

Activity: Harmonize Commercial Sapce Transportation Requirements

Partner with United States Government and Industry partners to harmonize environmental requirements and data exchange standards to facilitate Aircraft Hazard Area generation and situation awareness.

Target: Harmonize environmental requirements at Federal Ranges

Develop and execute an agreement with the Eastern and Western Ranges that ensures all NEPA documents that are developed by Air Force or FAA to support commercial launch and reentry activities address agency-specific environmental requirements and standards

Target: Develop standards for NAS safety data exchange

Partner with Industry and the ATO to develop a data exchange standard for AHA generation and situational awareness to promote safe commercial launches and reentries in the NAS

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Innovation

Lead in the Development and Deployment of Innovative Practices and Technologies that improve the Safety and Performance of the Nation's Aviation System.

Development of Innovation

Encourage, coordinate, facilitate, and foster world-class research and development to enhance the safety, security, and performance of the Nation's transportation system.

Initiative: Conduct Space Transportation Research and Development

Manage research and development (R&D) activities in support of AST's mission goals. These goals are traceable to, and directly aligned with, over-arching FAA and DOT goals.

Activity: Center of Excellence for Commercial Space Transportation

Work with the FAA Technical Center, government agencies, academic institutions, and industry stakeholders to operate a world-class consortium to identify solutions for existing and anticipated commercial space transportation industry problems through basic and applied research.

Target: Provide Center of Excellence Oversight

Provide oversight to the Center of Excellence for Commercial Space Transportation and sustain critical research activities contributing to regulatory activities maintaining public safety, impacting the commercial space transportation industry, and disseminating research findings to industry

Activity: Perform Space Transportation Safety Research

Safety research increases regulatory efficiency and effectiveness, makes methodological refinements of current safety analyses, develops new safety analysis methods, and finds short-term solutions to immediate safety problems.

Target: IDENTIFY REQUIREMENTS FOR SAFETY RESEARCH

Work with division personnel to identify significant topics that can benefit from research activities.

Activity: STRATEGIC (LONG-TERM SAFETY) SPACE TRANSPORTATION RESEARCH

Strategic (long-term safety) research permits AST to develop industry standards, identify the need for new regulatory approaches, better plan for workforce, schedule, and resource needs, and improve AST's ability to rapidly respond to reporting requirements (for example, the Congressionally-mandated Spaceport Report).

Target: BEGIN IMPLEMENTATION OF SPACE TRANSPORTATION STRATEGIC RESEARCH

Begin implementation of strategic research platform.

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Activity: ENGAGE AST PERSONNEL IN RESEARCH ACTIVITIES

Identify research results for engaging AST personnel into the research processes of formulation, data collection, results interpretation, and application.

Target: RESEARCH DEVELOPMENT AND APPLICATION PLAN

Develop a plan to engage AST personnel in research development and application.

Initiative: Commercial Space Transportation Integration into the NAS

The FAA will engage with internal and external commercial space transportation stakeholders to develop, assess, and recommend appropriate processes, procedures, and infrastructure for the integration of commercial space transportation into the NAS.

Activity: Advance Spaceport Categorization

Spaceport Categorization Framework Initiative. Develop a spaceport categorization framework by activity and level of review and communicate across internal and external stakeholders. Success Criteria: Categorization framework is developed with stakeholder buy-in and incorporated into FAA's spaceport approval process, including communications and rulemaking

Target: Present Recommendations to the New Entrants Board

As required, present draft categorization proposal to New Entrants Board

Target: Publish Spaceport Categories on FAA Website

As required, update categories on the FAA website

Target: Assess ARC Recommendations and Develop Updated Categorization Framework

As necessary, categorization framework is refined with stakeholder buy-in and incorporated into FAA's spaceport approval process, including communications and rulemaking. As required, refine implementation plans.

Target: Update Pre-Application Consultation SOPs

Update standard operating procedures for pre-application consultation and coordination with the Office of Airports, Air Traffic.

Target: Provide Rulemaking Inputs

Provide inputs to rulemaking team, as necessary.

Initiative: Support Development of a National Civil Space Traffic Safety Architecture

Build on existing practices in the DoD, NASA, and emerging commercial SSA capabilities to assist the the US Government address the lack of a comprehensive collision avoidance system for commercial orbital activities in support of Presidential Space Policy Directives.

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Activity: Support the Development of a Civil Space Traffic Safety System

Support the development of a United States Space Traffic Management System and provide support to the FAA as required by Presidential Space Policy Directives.

Target: Compile Orbital Space Safety Best Practices

If required, compile best practices for commercial space safety issues and advocate for safety measures applicable to commercial or civil space activities in the NAS and in support of Presidential Space Policy Directives.

Target: Provide FAA Participation to Support Codification of US Civil Space Traffic Safety system

If required, support implementation of Presidential Space Policy Directives for a civil space traffic system to USG Departments and Agencies in support of Presidential Space Policy Directives implementation.

Target: Space Launch and Reentry Conjunction Analysis

If required, refine the airspace integration and launch and reentry conjunction assessment (CA) capability within the FAA and perform launch and reentry CA operations.

Initiative: Foster World-Class Research to Enhance Safety, Security, and performance in the Nation's Transportation System

Encourage, coordinate, facilitate, and foster world-class research and development to enhance the safety, security, and performance of the Nation's transportation system.

Activity: Enhance Domestic and International Airspace Safety During Commercial Space Transportation Launch and Reentry Activities

Perform airspace safety shortfall analysis and document implications through demonstrations of representative operations.

Target: Shortfall analysis of airspace safety during failure response

Conduct research and document the results of a safety shortfall analysis of current procedures for realtime use of Aircraft Hazard Areas (AHAs) in response to launch failures

Target: Global airspace safety data exchange demonstrations

In partnership with the DLR, execute two demonstrations of representative operations with global airspace safety implications and document the resulting data exchange findings and lessons learned

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Initiative: Office of Spaceports

The Office shall support licensing activities for operation of launch and reentry sites by developing policies that promote infrastructure improvements at spaceports and providing technical assistance and guidance to spaceports. The goals of the office are to promote United States spaceports within the Department, strengthen the Nation's competitiveness in commercial space transportation infrastructure, and increase resilience for the Federal Government and commercial customers.

Activity: SPACEPORT MARKET CHARACTERIZATION

Evaluate the Federal Government's national security and civil space transportation demands and the needs of the United States and international commercial markets.

Target: EVALUATE NATIONAL SECURITY AND CIVIL SPACE TRANSPORTATION DEMANDS

Evaluate the Federal Government's national security and civil space transportation demands and the needs of the United States and international commercial markets.

Target: Evaluate foreign spaceport investment

Review the development and investments made by international competitors in foreign spaceports.

Target: Commercial Spaceport Recommendations

Make recommendations on how the Federal Government can support, encourage, promote, and facilitate greater investments in infrastructure at spaceports.

Target: Develop and Propose Effective Policies for Commercial Spaceport Development

Propose policies and programs designed to ensure a robust and resilient orbital and suborbital spaceport infrastructure to serve and capitalize on these space transportation opportunities.

Target: Support development of Commercial Spaceport contributions to National Space Policy

Consider and make recommendations about how spaceports can fully support and enable the national space policy.

Deployment of Innovation

Accelerate and expand the deployment of new technologies and practices by reducing barriers to innovation and actively promoting innovations that enhance the safety and performance of the Nation's transportation system.

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Initiative: Commercial Space

The FAA will engage with internal and external commercial space transportation stakeholders to develop, assess, and recommend appropriate processes, procedures, and infrastructure for the integration of commercial space transportation into the NAS.

Activity: Expand Commercial Space Transportation Capacity

Enable the commercial space transportation industry through activities intended to encourage, facilitate, and promote the growth and international competitiveness of the U. S. commercial space transportation industry.

Target: Enabling Industry Competitiveness and Viability

Collect and publish, at least annually, website content presenting current global space launch activity information, performance data, and projections of future commercial launches.

Target: Publish Commercial Space Transportation Safety Information

Collect and publish safety record information for informed consent on AST's website.

Target: Space Education Outreach

Work in collaboration with the Aviation and Space Education (AVSED) Outreach coordinators to support the AVSED program. Support up to three domestic inquiries forwarded to AST by AVSED coordinators during FY2019.

Activity: Coordinate and Provide Commercial Space Transportation Education

Develop/maintain space education activities for space and non-space professionals.

Target: Foster Commercial Space Transportation Learning Organization

Establish requirements, processes, and products needed to implement a "learning organization" structure within AST to capture best practices and capture "lessons learned" and integrate them into AST day-to-day operations.

Activity: Implementing FAA Spaceport Categorization and Airspace Access ARC Recommendations

Implement as appropriate, FAA Spaceport Categorization and Airspace Access ARC's recommendations for improvements to processes, procedures, and infrastructure to integrate commercial space transportation into the NAS.

Target: Provide Spaceport Categorization ARC Support

Evaluate all Spaceport Categorization ARC recommendations for feasibility, suitability, and cost-effectiveness for implementation into FAA Commercial Space Transportation and ATO NAS safety and operations governing directives and operational procedures.

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Target: Implementation of appropriate FAA Commercial Space Transportation ARC Recommendations

Identify and prioritize for completion those Spaceport Categorization ARC recommendations to be implemented. Develop and publish a time-phased work plan to incorporate required changes to regulations, tactics, techniques, and procedures.

Activity: Commercial Space Transportation: Airspace Technology

Conduct various projects to support the safe integration of commercial space technology into the national airspace.

Target: Onboard operators to the Space Data Integrator operational evaluation

Partner with Industry and the ATO to coordinate and execute the SDI onboarding process for launch and reentry vehicle and site operators in support of the SDI operational evaluation.

Initiative: Develop and Deploy Improved Management Systems

Develop improved management processes, including improved internal reporting tools and electronic document management system identification and implementation.

Activity: Evaluate and Implement electronic Document Management Systems in AST Operations

Evaluate and utilize an electronic document management system in AST

Target: Evaluate Electronic Document Management System and Deploy in AST

Coordinate participation in FAA-Enterprise Level EDMS pilot program, identify AST trial projects and functions for implementation, train selected AST personnel, and configure the selected system for baseline functions within AST

Activity: Develop Internal License Evaluation Reporting Tools

Develop Gantt Chart reporting tools to improve the Commercial Space Transportation license evaluation process.

Target: Develop License Reporting Tools

Develop Gantt Chart reporting tools to improve the Commercial Space Transportation license evaluation process.

Accountability

Serve the Nation with Reduced Regulatory Burden and Greater Efficiency, Effectiveness and Accountability.

Regulatory Reform

Reduce current regulatory burdens and bureaucracy to ensure a safe, efficient, accessible, and convenient transportation system for people and commerce.

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Initiative: Develop and Issue Rules and Supporting Regulatory Documents

Develop and issue products to assist potential licensees and permittees in meeting regulatory requirements.

Activity: Manage the Commercial Space Rulemaking Program, Develop Rules, and Supporting Guidance Documents

Complete the disposition of the SLR2 comments and develop draft advisory documents to be published with the SLR2 final rule.

Target: Develop and issue products intended to assist potential licensees in meeting regulatory requirements pertaining to public safety.

Develop draft advisory documents on topic required for the final rule where no means of compliance exist in the current regulations.

Target: Develop guidance to assist potential licensees in meeting public safety regulatory requirements.

Develop draft guidance on licensing of payloads that carry nuclear material.

Target: AST Rulemaking Action Plan

Update AST's five year rulemaking plan.

Target: Track Rulemaking Metrics

Track rulemaking metrics in compliance with AST Implementation Plan. Due Monthly.

Target: Disposition the Streamlining Launch & Reentry Requirement (SLR2) NPRM comments

Complete the disposition of the SLR2 comments and determine if an SNPRM is warranted.

Activity: Perform Process Improvement Activities to Reduce Regulatory Burden While Maintaining Safety

Evaluate current licensing and evaluation procedures to identify and implement process and efficiency improvements

Target: Analyze Commercial Space Transportation License Application Processes

Analyze Commercial Space Transportation license evaluation processes to identify opportunities for efficiency improvement.

Target: Selection of Candidate Processes for Analysis and Improvement

Select two processes identified during Commercial Space Transportation licensing evaluation for process analysis and improvement.

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Target: Develop and Document Process Improvements in Guidance Documents

Fully develop Commercial Space transportation license processes improvements documented. Document processes improvements in AST P002

Activity: Develop Streamlined Regulatory Products and Processes

Reduce current regulatory burden to ensure a safe, efficient, and convenient space transportation system for people and space commerce.

Target: Support Regulatory Streamlining New Part 450

Support development of advisory materials and standards to implement new part 450.

Target: SUPPORT REGULATORY STREAMLINE OF PART 420/433

Support rulemaking action plan (RAP) development.

Target: SPACEPORT RULEMAKING: OBSTRUCTION EVALUATION- PART 77, REAUTHORIZATION (SEC 539 H) TECHNICAL CORRECTIONS

Investigate the requirements needed to implement legislative language of section 539 of the FAA Reauthorization Bill.

Target: Participate in the development for Support Orbital debris regulatory tracking/development

Support the interagency coordination/regulatory development of new orbital debris regulations.

Activity: Complete Launch and Reentry Streamlining Rule Part 450

AST will complete full disposition of all comments received during the Public Comment Period for the Commercial Space Streamlined Launch and Reentry Part 450 Rule NPRM. If required, update the economic analysis and enter the Final Rule into formal FAA coordination as directed by the Executive Office of the President

Target: Complete Processing of Part 450 for Final FAA Coordination and Publication

Complete disposition of comments and place the Commercial Space final Part 450 Rule into formal FAA coordination per White House Space Policy Directive #2.

Initiative: EEO/Diversity and Inclusion Action Committee (EAC)

Utilize the EEO Action Committee (EAC) to collaborate and support a diverse and inclusive workplace with existing employee workgroups, LOBs/SO, to create an inclusive work environment.

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Activity: Ensure a Diverse and Inclusive Workforce

AST will complete activities that will foster a diverse and inclusive workplace and improve the Reasonable Accommodation interactive process.

- Assist in development of a diverse workforce at all levels. Increase the representation of Persons with Targeted Disabilities (PWTD), Hispanics, and Women in the workforce as compared to the civilian labor workforce (CLF).
- Provide EEO training to managers and employees.
- Managers engage in the mediation/facilitation process.

Target: Reasonable Accommodations

Ensure 90% of AST reasonable accommodation requests are processed within 25 business days or less.

Target: Improve Participation/Outreach

Develop strategies to improve the representation of Persons with Targeted Disabilities (PWTD), Hispanics, and Women by providing resources and data analysis to LOB/SOs to increase the workforce as compared to the civilian labor workforce (CLF) and/or MD-715, Part J). These strategies will address hiring, training, career progression opportunities and will be deployed and tracked through the EAC Workgroups.

Target: EEO Training

Monitor the delivery of EEO training to 70% of AST managers and 20% of AST employees

Target: Mediation

Ensure that 75% of all AST managers engage in mediation when requested by employees.

Mission Efficiency and Support

Support mission requirements by efficiency and effectively planning for and managing human capital, finances, procurement, sustainable operations, information technology, emergency preparedness, and other mission support services.

Initiative: Contracting Opportunities for Small Businesses

Support small businesses and job creation by providing opportunities for small businesses to attain FAA contracts and purchase orders, with special emphasis on procurement opportunities for socially and economically disadvantaged small businesses (including 8(a) certified firms), service-disabled veteran-owned small businesses, and women owned small businesses.

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Activity: Contracting with Small Businesses

Utilize market analysis and acquisition strategies to provide opportunities for small businesses to compete for and attain FAA contracts and purchase orders, with special emphasis on procurement opportunities for socially and economically disadvantaged small businesses (including 8(a) certified firms), service-disabled veteran-owned small businesses, and women owned small businesses.

Target: AST- Support ACQ's Small Business efforts

Support ACQ's efforts to ensure 25% of the Agency's total direct procurement dollars are awarded to small businesses.

Initiative: AIT Key Operational and Project Management Activities

This initiative represents key activities and projects performed by AIT which are not clearly aligned under other AFN Initiatives and serves as a repository for short term incentives for AIT Executives.

Initiative: Government Partnerships

Continue to develop partnerships with NASA programs and centers, and other agencies to manage policy, coordination, and consistency of requirements for the enhancement of commercial space safety.

Activity: Government Partnerships

Continue to develop partnerships with NASA programs and centers, and other agencies to manage policy, coordination, and consistency of requirements for the enhancement of commercial space safety.

Target: NASA Partnerships

Perform annual review of AST developed framework outlining the FAA roles and responsibilities, including a concept of operations for FAA participation during NASA commercial crew program certification flights (shadow mode).

Target: Support Common Standards Working Group

Convene Common Standards Working Group (CSWG) to coordinate regulatory changes supporting Presidential Space Directives requirements

Target: Obtain Common Standards Working Group Concurrence

Obtain CSWG concurrence on recommendations.

Target: Support Interagency Space Traffic Operations and Reporting

Provide monthly report to the State Department in support of the UN Registration Convention

Activity: Support Congressional Requirements

Allocate resources to support development of policies and legislation supporting AST's mission.

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Target: Respond to Congressional Requirements

Respond to congressionally mandated reports.

Target: Develop responses to congressional inquiries, support and coordinate responses and reports for congressional tasks, and coordinate support and issues through inter-agency partnerships.

Develop responses to congressional inquiries, support and coordinate responses and reports for congressional tasks, and coordinate FAA Space Traffic support and issues through inter-agency partnerships. Work with inter-agency stakeholders to coordinate FAA support for national space traffic responsibilities. Develop agreements to support inter-agency partners as required.

Initiative: Support Commercial Space Transportation Advisory Committee (COMSTAC)

Work with the Commercial Space Transportation Advisory Committee (COMSTAC), NASA, the U.S. Air Force, and other stakeholders to enable safe commercial space flight operations involving flight crew and space flight participants, through preparation of at least one document addressing occupant safety practices, as well as through at least two meetings with stakeholders, concerning NASA commercial human spaceflight programs.

Activity: Advance Human Spaceflight Safety Standards

Work with the Commercial Space Transportation Advisory Committee (COMSTAC), NASA, the U.S. Air Force, and other stakeholders to enable safe commercial space flight operations involving flight crew and space flight participants.

Target: Support and Attend COMSTAC and ASTM Working Groups

Work with the Commercial Space Transportation Advisory Committee (COMSTAC), the Commercial Space Federation and other stakeholders to develop standards based on the Recommended Practices for Human Space Flight Occupant Safety, in order to enable safe commercial space flight operations that involve flight crew and space flight participants. Attend and participate in four COMSTAC or ASTM Working Group meetings or teleconferences and provide a standards summary progress report

Target: AST Communications Outreach

Plan and allocate communications outreach effort and resources to prioritize AST stakeholder communities. Review AST Communications and Outreach Plans.

Activity: COMSTAC Secretariat

Support two meetings of the Commercial Space Transportation Advisory Committee.

Target: Support COMSTAC Meetings

Serve as COMSTAC executive secretariat. Support two meetings of the Commercial Space Transportation Advisory Committee.

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Initiative: Commercial Space Transportation Environmental Stewardship

Perform a comprehensive environmental review for each licensed or permitted activity for which an application is accepted and document the results appropriately, for compliance with the National Environmental Protection Act and Agency Directives.

Activity: Commercial Space Transportation Environmental Reviews

Conduct environmental reviews for proposed launch, reentry and launch site operations in support of AST license, permit, and renewal evaluation timelines.

Target: Environmental Review for Licenses

Complete environmental reviews for licenses or license modification determinations within 180 days of receiving an acceptable application.

Target: Environmental reviews for Permits

Complete environmental reviews for experimental permits or permit modification determinations within 120 days of receiving an acceptable application.

Activity: Improve Commercial Space Transportation Environmental Efficiency

Improve the efficiency and effectiveness of AST's environmental review process by completing mission critical improvement tasks.

Target: Update Commercial Space Transportation Environmental Review Process

Update environmental review process guidance for applicants based on lessons learned and incorporate updates into AST's pre-application consultation process

Target: Partner with AEE on Environmental Projects

Update launch noise analysis guidance in partnership with AEE for inclusion into the FAA Order 1050.1F Desk Reference.

Target: Enable the adoption of Categorical Exclusions for launch/reentry

Develop a proposal to establish a new categorical exclusion for adopting applicable categorical exclusions for launch and reentry activities issued by other Federal agencies for demonstration of NEPA compliance in fulfillment of FAA obligations and coordinate the proposal with AEE.

Target: Explore the development of Categorical Exclusions for launch/reentry

Develop a proposal to establish a new categorical exclusion for launch and reentry activities for demonstration of NEPA compliance in fulfillment of FAA obligations and coordinate the proposal with AEE.

Initiative: Commercial Space Transportation International Coordination

Increase the international competitiveness of the U. S. commercial space transportation industry by advocating the adoption of U.S. law, FAA regulations and FAA practices.

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Activity: Promote US Law and FAA Regulations

AST participates in international forums to raise awareness of its practices and activities that have resulted in an outstanding public safety record.

Target: Meet with Foreign Governments to Advocate Commercial Space Transportation

Meet with four foreign governments to advocate the adoption of U.S. law, FAA regulations and/or practices and work towards potential written agreements or non-binding agreements.

Target: Provide US Leadership to ICAO Space Learning Group

Provide leadership in the International Civil Aviation Organization (ICAO) sub-orbital Space Learning Group to promote AST regulatory and recommended practices.

Initiative: Manage Preparation for Operational Disruption

Manage AST preparation for operational disruption

Activity: Continuity Of Operations

Perform annual review of AST Continuity of Operations Procedures

Target: Annual review of AST COOP Annex

Perform annual review of AST COOP Annex to ensure compliance with FAA COOP Plan.

Target: Develop and Publish an AST Reconstitution Annex to New FAA Order 1910.XXX Federal Aviation Administration (FAA) Reconstitution Plan

Develop and Publish an Office of Commercial Space Transportation Annex to new FAA Order 1910.XXX FAA Reconstitution Plan.

Initiative: Productivity and Financial Metrics

Each FAA organization will develop, track, and report quarterly on a comprehensive measure of its operating efficiency or financial performance. These measures will include: ATO cost per operation, overhead rates, and cost per accounting transaction.

Activity: Corporate Leadership for Efficiency Activities

As the agency lead for all cost control/efficiency efforts, ABA will provide leadership and guidance in the development of efficiency and financial metrics that can be used to track the efficiency and financial performance of each organization within the agency.

Target: AST Efficiency Measure: Average Days to Make License Determinations-Annual Check/Update

Provide or check updated FY 2021 measure template with changes as needed.

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Target: AST Efficiency Measure: Regulatory Cost per Launch/ Re-entry- Annual Check/Update

Provide or check updated FY 2021 measure template with changes as needed.

Activity: FY2020 Quarterly Data Consolidated and Reporting

Consolidate LOB/SO efficiency of financial and productivity metrics and report quarterly. Due 60 days after the end of each quarter.

Target: AST Efficiency Measure: Average Days to Make License Determinations- Quarterly Submission

Report quarterly results and comments to ABA on the average number of days to make license determinations. Due 30 days after the end of each quarter.

Target: AST Efficiency Measure: Regulatory Cost per Launch/ Re-entry- Quarterly Submission

Report quarterly results and comments to ABA for average regulatory cost of a commercial space launch. Due 30 days after the end of each quarter.

Initiative: Enhance Space Transportation Mission Efficiency and Support

Develop and execute activities to increase the efficiency and effectiveness of Office of Commercial Space Transportation efficiency and support to the safety mission.

Activity: Commercial Space Transportation Training & Education

Perform space transportation risk management training and education

Target: PUBLIC SAFETY ANALYSIS TRAINING

Train AST personnel and industry in fundamentals in public risk management and safety analyses.

Activity: Monitor SPECTRUM/FREQUENCY MANAGEMENT for Commercial Space Transportation

Investigate spectrum allocation and frequency management to ensure availability for commercial space operations.

Target: SPECTRUM ALLOCATION AND FREQUENCY MANAGEMENT FOR COMMERCIAL SPACE OPERATIONS

Investigate spectrum allocation and frequency management to ensure availability for commercial space operations. Develop a white paper on this topic to inform policy decision-making.

Activity: Develop Cyber Security Options for Commercial Space transportation

Evaluate cybersecurity implications for commercial space operations to inform policy decision-making.

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Target: CYBERSECURITY WHITE PAPER

Develop a white paper on cybersecurity implications for commercial space operations to inform policy decision-making.

Activity: Developing effective Interagency/Interorganizational collaborations

Develop inter-agency and organization collaborative efforts to advance commercial Space Transportation safety and effectiveness.

Target: INTERAGENCY GRANTS

Support Maritime Administration R&D (MARAD) and other interagency grants for related to spaceport development.

Target: FOSTERING USG CONSENSUS STANDARDS FOR PUBLIC SAFETY

Direct the coordination between the FAA, NASA, and USAF to establish and maintain common public safety requirements and compliance evaluation standards for space transportation at Federal and non-Federal launch sites in a timely and efficient manner without altering or otherwise modifying the roles and responsibilities delineated by statute or national policy. Lead the Range Commanders Council (RCC) Risk Committee work to refine/update standards and guidelines for the safety risk management process, criteria, and methods. Specific targets for FY20 are revision of the Common Standards Working Group (CSWG) Charter and the RCC 321 Supplement.

Target: INTERNATIONAL ACTIVITIES, CONSULTATIONS, AND COLLABORATIONS

Represent AST in international venues, meetings, and conferences.

Initiative: Develop Commercial Space Transportation Strategic Plan

Develop Strategic Plan for the Office of Commercial Space Transportation consistent with Department of Transportation and FAA Goals, Objectives, and Guidance

Activity: Commercial Space Transportation Strategic Plan

Develop Strategic Plan for the Office of Commercial Space Transportation

Target: Develop Strategic Plan for the Office of Commercial Space Transportation

Develop and coordinate a Strategic Plan for the Office of Commercial Space Transportation which incorporates the Goals, Objectives, and guidance of the Department of Transportation and FAA to include planning criteria for programs, resources, and manpower necessary to execute the AST strategic program.

Initiative: Implement Staffing Requirements Determination Methodology

AST will complete activities that will provide the necessary data and support information needed to prepare and present its request for personnel resources.

FY 2020 AST Business Plan



Activity: Implement Staffing Requirements Determination Methodology

AST will complete activities that will provide the necessary data and support information needed to prepare and present its request for personnel resources.

Target: AST will Collect and Report Measures of Workload

AST will collect and report measures of workload (e.g., inspections conducted and licenses issued) by the 5th business day following the close of a report period that quantifies work accomplishments aligned with activities defined in the AST LDR Dictionary. Measures will account for at least 75% of mission-related LDR activity work time during the fiscal year. Due Monthly

Target: AST LDR Data Align with the AST LDR Dictionary.

The 12-month moving average of LDR data compliance with the AST LDR Dictionary will be at least 90%.

Target: AST will Meet Agency LDR Compliance Rate Target

LDR compliance rate for AST will be no less than the agency target for the fiscal year and will meet or exceed the agency target for at least 22 pay periods of the fiscal year.

Activity: Reorganize the Office of Commercial Space Transportation

Implement a restructuring of Commercial Space Transportation Organization that will clearly define and align roles and responsibilities to more efficiently and expeditiously complete the expected 10 fold increase in work load with only a 25% increase in manpower

Target: Create and staff an Office of Commercial Space Transportation reorganization template

Create a reorganization template.

Target: Implement a new organizational structure

Complete design of, and communicate a new organizational structure to stakeholders