

**CHANGE**

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**ORDER  
1110.77V  
CHG 1**

Effective Date

Charter for RTCA, Inc.

08/31/16

**SUBJ:** RTCA, Inc. (Utilized as an Advisory Committee)

1. **Purpose.** This is required to add new scope in paragraph 7d and add the drone advisory committee in appendix B; increase operating costs for the second year of the charter from \$1,100,000 to \$1,500,000 respectively; and add committees to Appendix A. RTCA Special Committees.
2. **Who this change affects.** Aviation Safety and NextGen.
3. **Explanation of Policy Change.** None.
4. **Disposition of Transmittal Paragraph.** Retain this transmittal sheet until the directive is cancelled by a new directive.

**PAGE CHANGE CONTROL CHART**

<b>Remove Pages</b>	<b>Dated</b>	<b>Insert Pages</b>	<b>Dated</b>
2 through 7	04/01/15	2 through 8	08/31/16
		Appendix B, Page 9	08/31/16

5. **Administrative Information.** The content on pages 2 through 8 will have new page numbers to accommodate the paragraph 7d insertion on page 2. Appendix B is inserted on page 9. This order change will only be distributed to Aviation Safety Office (AVS) and the NextGen Office (ANG) for review and concurrence.

  
Michael P. Huerta  
Administrator



**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**NextGen Organization**

**Charter for RTCA, Inc.**

**ORDER**

**1110.77V**

**Effective Date:**

**04/01/15**

**SUBJ: RTCA, Inc. (Utilized as an Advisory Committee)**

---

- 1. Committee's Official Designation.** RTCA, Inc. (Utilized as an advisory committee).
- 2. Authority.** This order renews the charter for using the RTCA, Inc. (referred to as RTCA throughout) and some of its components as an advisory committee in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, Pub. L. 92-463, 5 U.S.C. App. RTCA benefits the public interest and supports the Federal Aviation Administration (FAA) in performing its duties and responsibilities under Subtitle VII, 49 U.S.C. § 40101.
- 3. Purpose of This Order.** The FAA and other Government members of the RTCA will use components of RTCA (for example, the NextGen Advisory Committee (NAC), Program Management Committee (PMC), Tactical Operations Committee (TOC), and the Special Committees) as a Federal advisory committee. The FAA may decide to form additional committees, as it deems necessary during the term of this charter. These advisory committees will function under section 3(2)(C) of the FACA.
- 4. Audience.** This order applies to all members of the RTCA advisory committees and the FAA director level organizations at the Washington, D.C., Headquarters, and the William J. Hughes Technical Center in Atlantic City, NJ.
- 5. Where to Find This Order.** You can find this order on the FAA website under "Regulations & Policies" and select "Orders & Notices". This order can also be found on the MyFAA Employee website, using "Tools & Resources" tab and select "Orders & Notices."
- 6. This Order Cancels.** FAA Order 1110.77U, RTCA, Inc. (Utilized as an advisory committee), Effective Date: 04/01/2013.
- 7. Objective and Scope of Activities.** The objective of the advisory committee is to seek resolution of issues and challenges involving air transportation concepts, requirements, operational capabilities, and the associated use of technology and related considerations to aeronautical operations that affect the future Air Traffic Management System.
  - a.** To achieve this, specific objectives include the following:
    - (1) Combine aviation system user and provider requirements in a manner that helps Government and industry meet their common objectives and responsibilities.

(2) Analyze and recommend solutions to the challenges the aviation community faces as it continues to increase safety, security, system capacity, and efficiency.

(3) Develop consensus on relevant solutions to meet user and provider requirements, including the development of minimum operational performance standards and minimum operations performance standards for electronic systems and equipment that support aviation.

(4) Aid in developing the appropriate material on which to base U.S. positions for the International Civil Aviation Organization (ICAO) and other international organizations, when requested.

(5) Provide a venue where the FAA can solicit a single, consensus-based set of recommendations on issues that (1) are critical to the successful implementation of NextGen and Air Traffic Management System modernization and (2) require a commitment of resources and/or synchronized planning between Government and industry to achieve the intended outcome.

b. RTCA provides the following two categories of recommendations:

(1) Broad-gauged policy and investment priority recommendations used by the FAA when considering policy and program decisions.

(2) Minimum performance standards, reports, and guidance documents used by the FAA in regulatory decisions and rulemaking. Government regulatory and procurement practices reference or use the RTCA standards (with or without change). The RTCA recommendations are used in the private sector as the basis for development, investment, and other business decisions.

c. The advisory committee will not aid in the coordination or review of safety and certification issues that are inherently governmental.

d. RTCA also provides the following categories of recommendations:

(1) A Rolling Plan for NextGen Priorities through Fiscal Year 2019.

(2) A traffic flow management strategy to maintain capacity during Performance Based Navigation (PBN) operations consistent with the FAA's implementation of the PBN Navigation Strategy.

(3) FAA operational increments for NextGen planning consistent with the FAA's NextGen Vision.

**8. Description of Duties.** Components of the RTCA must serve as an advisory committee performing the following duties under the RTCA operating structure and methodology described below:

a. The FAA Air Traffic Organization Chief Operating Officer, the Assistant Administrator for NextGen, the Associate Administrator for Aviation Safety, and the Assistant Administrator of

Policy, International Affairs and Environment, serve as the FAA *ex officio*, nonvoting members of the RTCA Policy Board.

b. The FAA will keep participation in all levels of the RTCA committees to a minimum, serving in an *ex officio* capacity as nonvoting members. The Designated Federal Officer (DFO) for the various committees will determine appropriate FAA participation to ensure further understanding of the subject matter. The FAA officials will not serve as chair or co-chair of any committee. Exceptions for Special Committees will require approval of the FAA members of PMC.

c. The RTCA President and the FAA members of the RTCA Policy Board will review the NAC, the PMC and the TOC membership yearly to ensure a balanced and equitable representation of the points of view and roles performed by the committees and to the extent feasible of the aviation community. Recommended membership changes to the NAC, PMC, and TOC will be presented to the RTCA President and respective DFOs for review and approval.

**9. Agency or Official to Whom the Committee Reports.** The RTCA Advisory Committee must report to the Secretary of Transportation through the FAA Administrator.

**10. Support.** The FAA will provide support to the RTCA NAC, PMC, Special Committees, TOC, and any other Federal advisory committee established under this charter.

**11. Annual Operating Cost:** FAA annual funding commitment to support RTCA operating costs for the period covered by the charter shall not exceed \$1,100,000 for the first year and \$1,500,000 for the second year. The increase ceiling in the second year is to reflect the added requirements for NAC and to add the drone advisory committee (Appendix B).

**12. Designated Federal Officer.** The FAA Administrator, on behalf of the Secretary, designates full-time government employees as DFO and alternate for the NAC, PMC, and TOC.

a. The DFO or alternate must be present at all of the NAC, PMC, TOC and Special Committee meetings.

b. In accordance with the FACA, the DFO or alternate must be assigned to each committee to perform the following duties:

- (1) Call, attend, and adjourn committee meetings;
- (2) Approve agendas, maintain required records on costs and membership;
- (3) Ensure efficient operations;
- (4) Maintain records for availability to the public, provide copies of committee reports to the Committee Management Officer for forwarding to the Library of Congress; and
- (5) Close any advisory committee meeting, in coordination with the chairperson, when so doing would be in the public interest.

**13. Estimated Number and Frequency of Meetings.** The PMC will meet quarterly, as required, to carry out its responsibilities. The NAC and TOC will meet three times a year to ensure continuity and good preparation for public decision-making meetings. Special Committees meet as their workload requires. The NAC, PMC, TOC and Special Committee meetings must comply with all applicable provisions of the FACA, including the following:

**a.** The NAC, PMC, TOC and Special Committee, meetings must be open to the public and a notice must appear in the *Federal Register* at least 15 days before each meeting, except in emergencies. The notice must include the name of the advisory committee, the time, place, purpose of the meeting (including a summary of the agenda), and a statement that the meeting will be open to the public. The FAA may use other forms of notice, such as press releases.

**b.** Anyone interested can attend meetings and appear before the committee subject to reasonable limits of space and time. Additionally, anyone interested may file written statements with the committee.

(1) Meetings may be closed to the public only as authorized by section 10(d) of the FACA and applicable regulations.

(2) All RTCA advisory committees will follow the regular advisory committee process in making recommendations to the FAA, and will not make recommendations directly to FAA program offices.

(3) The FAA has determined that continued use of RTCA and its components as an advisory committee is in the public interest for responsibilities imposed on FAA by law.

**14. Duration:** Continuing.

**15. Termination:** There is not a termination date.

**a.** However, FAA may terminate the charter incorporated in this Order if the following conditions occur:

(1) RTCA disbands; the use of RTCA components by FAA ceases;

(2) RTCA operations as covered by the FACA do not comply with FACA or implementing regulations, and RTCA cannot, or will not, achieve compliance;

(3) RTCA refuses membership to a qualified applicant; or FAA determines that, as to important aspects of its operations, the role of RTCA as an advisory committee cannot be upheld.

**b.** The FAA will give as much advance notice as possible of such action to the RTCA and all participants. Such action by the FAA would not prevent another Government Agency from chartering RTCA under the Federal Advisory Committee Act.

**16. Membership and Designation:** The RTCA PMC has approximately 19 members. The PMC members, with the exception of the RTCA President, are volunteers appointed by the RTCA President and serve with concurrence of their parent organization. Selection of PMC members is managed to ensure an appropriate balance of Government and industry perspectives and coverage for all disciplines addressed by Special Committees. The criterion for selecting a PMC member includes the ability to provide the requisite executive management and support of Special Committee activities.

a. The PMC, using Special Committees, manages most of the Federal advisory committee-related business of the RTCA related to the development of minimum performance standards and guidance material. The PMC establishes Special Committees in response to needs identified by government and industry. The RTCA President, in consultation with the FAA DFO, recommends the chair or co-chair for each committee. The PMC approves the terms of reference for the Special Committee; approves the chairs; approves recommendations; monitors progress; reviews reports; and approves, modifies, returns for additional work, or disapproves these reports. The PMC meetings are open to the public and are announced in the *Federal Register*.

b. Special Committees along with policy committees, such as the NAC and TOC are a principal means for RTCA to carry out its mission for the FAA. The PMC invites the RTCA member organizations to recruit and name qualified persons to serve on Special Committees. The Special Committee urges any organization materially affected by work of Special Committees to participate to create a balanced membership. In addition, the chair of any Special Committee may invite non-members of the RTCA having expertise in the subject matter to participate. The duration of the Special Committee depends upon the assigned tasks. The RTCA will publish notices in the *Federal Register* when plenary meetings are open to the public.

c. The RTCA NAC has approximately 28 members. Committee membership includes representatives from the following stakeholders: Air Traffic Management Automation Providers, Aircraft Manufacturers, Airports, Avionics Manufacturers, Department of Defense (DoD), Environmental Interest, Finance, Labor, General Aviation, Air Carriers, Business Aviation, and the Transportation Security Administration. The FAA (NextGen Office, Air Traffic Operations, Aviation Safety, Airports, and Policy, International Affairs and Environment), MITRE, and RTCA are nonvoting members of the committee.

d. The RTCA TOC has approximately 17 members. Committee membership includes representatives from the following stakeholders: Airline Pilots, Airports, Business Aviation, Commercial Air Carriers, Controllers (NATCA), Dispatchers, DoD, General Aviation, and Regional Air Carriers. The FAA, MITRE, and RTCA are nonvoting members of the committee.

e. Representatives of non-Government RTCA member organizations serve on the committees without Government compensation. The employing organization bears all costs related to its participation on such RTCA committees. Appointed members of the RTCA Policy Board, Board of Directors, NAC, PMC, chairpersons of Special Committees and TOC serve as "representative" members. They must represent a particular interest of employment, education, experience, or affiliation with a specific aviation-related organization (reference Department of

Transportation (DOT) Order 1120.3B, Committee Management Policy and Procedures, Ch. II, 10.a.).

**f.** To identify clearly and provide proper disclosure of their specific affiliation or professional interest, appointed members will complete an Advisory Committee Candidate Biographical Information Request, Form DOT F 1120.1 (as described in the DOT Order 1120.3B, Committee Management Policy and Procedures, Ch. II, 11b(1)). Members must complete a new form DOT F 1120.1 when a change in affiliation occurs.

**17. Subcommittees.** The Department of Transportation has the authority to create subcommittees. All RTCA advisory subcommittees or work groups must report to the parent Federal advisory committee and must not provide advice or work products directly to the agency.

**18. Recordkeeping.** RTCA will publish the minutes of each NAC, PMC, Special Committee, and TOC meeting. The official minutes must include the following: time and place of the meeting; a list of all attendees, including members, staff, and public observers; a summary of matters discussed and conclusions reached; reference to reports issued or approved by the committee; and a description of public participation, including verbal or written statements. The committee chair must certify the accuracy of the minutes. Meeting summaries are available to the public and are posted on the RTCA web site at <http://www.rtca.org>.

**a.** Yearly, RTCA must provide information to FAA on its committees, including, but not limited to the following: the number of meetings of each committee; the total number of meetings; meeting attendance for FAA, other Government, and non-Government participants; the name and organizational affiliation of each RTCA committee member; report titles and dates; and dates of all meetings.

**b.** This order complies with the requirements in section 9(c) of the FACA for charters for PMC and Special Committees or other advisory committee task forces.

**c.** Appendix A provides a list of the current Special Committees. A new charter action is not required to assign a new tasking to an existing Special Committee so long as the new tasking is within its topical responsibility. These committees must comply with all requirements and implementing regulations covered in section 10 of the FACA.

**d.** The NAC, PMC, TOC and Special Committees formally and informally established subcommittees, or other subgroups of the committee, will handle their records in accordance with General Records Schedule 26, Item 2, or other approved Agency records disposition schedule.

**e.** Subject to the conditions of the Freedom of Information Act, 5 U.S.C. § 552(b), records, reports, transcripts, minutes or meeting summaries, and other documents are available for public inspection or purchase from RTCA. Copies of FAA documents are available to the public according to the fee schedule published in title 49, part 7, of the Code of Federal Regulations.

**19. Filing Date.** Renewal of the RTCA charter and its components, listed in Appendix A, is effective April 1, 2015, which is the filing date of the charter. Using RTCA components as advisory committees will continue for two (2) years, unless sooner terminated or renewed by proper authority.

**20. Distribution.** This order is available electronically as described in paragraph 3.

A handwritten signature in black ink, appearing to read 'Michael P. Huerta', with a circled number '1' to the right.

Michael P. Huerta  
Administrator



**Appendix A. RTCA Special Committees**

Paragraph 18b contains information on the Special Committees. The following is a list of RTCA Special Committees as of January 2016. You can find the most current list of RTCA Special Committees at [www.rtca.org](http://www.rtca.org).

SC-135	Environmental Testing
SC-147	Traffic Alert & Collision Avoidance System (TCAS)
SC-159	Global Positioning System (GPS)
SC-186	Automatic Dependent Surveillance-Broadcast (ADS-B)
SC-206	Aeronautical Information Services (AIS) Data Link
SC-209	ATCRBS & Mode S Transponder
SC-213	Enhanced Flight Vision Systems & Synthetic Vision Systems (EFVS/SVS)
SC-214	Standards for Air Traffic Data Communication Services
SC-216	Aeronautical Systems Security
SC-217	Aeronautical Databases
SC-222	AMS(R)S
SC-223	Aeronautical Mobile Airport Communication System
SC-224	Airport Security Access Control Systems
SC-225	Rechargeable Lithium Batteries & Battery Systems
SC-227	Standards of Navigation Performance
SC-228	Minimum Operational Performance Standards for Unmanned Aircraft Systems
SC-229	406 MHz Emergency Locator Transmitters (ELTs)
SC-230	Airborne Weather Detection Systems
SC-231	Terrain Awareness Warning Systems (TAWS)
SC-232	Airborne Selective Calling Equipment
SC-233	Addressing Human Factors/Pilot Interface Issues for Avionics
SC-234	Portable Electronic Devices
SC-235	Non-Rechargeable Lithium Batteries

## Appendix B. Drone Advisory Committee

The following describes the addition of the designation of the Drone Advisory Committee (DAC).

**1. Purpose:** Establish the DAC as a component of the RTCA Federal advisory committee.

**2. Description:** The RTCA DAC will comply with the provisions of the RTCA Charter and the DAC specific provisions below:

**a. Objective and Scope of Activities.** The Objective of the DAC is to provide an open venue for FAA and UAS stakeholders to work in partnership to identify and recommend a single, consensus-based set of resolutions for near-term issues regarding the efficiency and safety of integrating UAS into the NAS and to develop recommendations to address those issues and challenges. The DAC will also provide the FAA with recommendations which may be used for tactical and strategic planning purposes. The DAC is comprised of executive leaders from key unmanned aircraft stakeholders as well as key stakeholders in the manned aviation community. The DAC will track and report progress and activities of FAA-approved subcommittees, provide suggested guidance for their work, and will coordinate final products for submittal to the FAA Administrator. Each FAA-approved Task Group will have a specific, limited charter that is developed by the DAC and is approved by the FAA Administrator. Unless otherwise stated, Task Groups will be sunset upon completion of deliverables as documented in their respective charter(s). Task Groups may be cancelled prior to completion of specified deliverables in accordance with the terms in their respective charter(s).

**b. Estimated Number and Frequency of Meetings.** The DAC will hold at least three meetings per year, as required, to carry out its responsibilities. The DAC will meet as often as necessary to ensure continuity and good preparation for public decision making meetings.

**c. Membership.** The DAC has approximately 30 members. Committee membership includes representatives from the following stakeholder communities: UAS Manufacturers (all sizes), UAS Operators (all sizes), Drone Hardware Component Manufacturers, Drone Software Application Manufacturers, Traditional Manned Aviation Operators, Airports and Airport Communities, Labor (controllers, pilots), Research and Development, Academia, Local Government, and Navigation, Communication and Surveillance and Air Traffic Management Capabilities Providers. The FAA (UAS Integration Office, Air Traffic Organization, and other Federal Representatives) are non-voting members of the committee.

**d. A Terms of Reference (TOR)** will be developed separately that details the specific conduct of the DAC. Provisions of the TOR will comply with all requirements and implementing regulations covered in section 10 of the FACA.