



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

ORDER
1110.77X

Effective Date:

09/29/17

SUBJ: RTCA Charter

- 1. Committee's Official Designation.** RTCA Advisory Committee.
- 2. Authority.** The Federal Aviation Administration (FAA) finds that it is in the public interest to utilize the RTCA advisory committee in connection with the duties of the FAA under law, and in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, Pub. L. 92-463, 5 U.S.C. App 2.
- 3. Objectives and Scope of Activities.** RTCA, Inc. is a private, not-for-profit association that is utilized as a federal advisory committee by the FAA. The RTCA Advisory Committee, composed of RTCA members appointed by the Secretary, works in response to requests from the FAA, providing recommendations from the aviation community on issues/challenges involving: air transportation concepts, requirements, operational capabilities, the associated use of technology, and related considerations to operations that affect the future of the Air Traffic Management System and the integration of new technologies by providing recommendations in these areas. As requested by the FAA, the RTCA Advisory Committee provides advice on topics including but not limited to: Next Generation Air Transportation System (NextGen), Tactical Operations, new entrants such as Unmanned Aircraft Systems (UAS) and other technical requirements for the FAA. The RTCA Advisory Committee does not exercise program management responsibilities and makes no decisions directly affecting the programs on which it provides advice.
- 4. Audience.** This order applies to the FAA and all members of the RTCA Advisory Committee that participate in advisory activities for the FAA.
- 5. Where to Find This Order.** You can find this order on the FAA.GOV website under the "Regulations & Policies" tab and select "[Orders & Notices](#)" or on the My FAA Employee website. Use "Tools & Resources" tab and select "[Orders & Notices](#)."
- 6. This Order Cancels.** FAA Order 1110.77W, RTCA, Inc. (Utilized as an advisory committee), Effective Date: April 01, 2017.
- 7. Description of Duties.** The objective of the RTCA Advisory Committee is to assist the FAA with seeking resolution and/or investigating options for resolution. At the request of the FAA, this committee will perform the following advisory duties:

- a. Develop recommendations to meet government and industry common objectives and responsibilities, taking into account aviation system user and provider requirements.
- b. Analyze and recommend solutions to the challenges the aviation community faces as it continues to increase safety, security, system capacity, and efficiency.
- c. Develop consensus recommendations on solutions to meet user and provider requirements, including developing recommendations of minimum operational performance standards for electronic systems and equipment that support aviation.
- d. Facilitate planning between government and industry to achieve a consensus-based set of recommendations on issues that include, without limitation, those that are critical to setting international standards, ensuring successful implementation of NextGen, Air Traffic Management System modernization, and new entrants into the National Airspace System (NAS).
- e. Support FAA by providing recommendations for: (1) investment priorities and (2) minimum performance standards, reports, and guidance documents.

8. Agency or Official to Whom the Committee Reports. The RTCA Advisory Committee reports to the Secretary of the Department of Transportation (DOT) through the FAA Administrator.

9. Support. FAA will provide support for the RTCA Advisory Committee and its subcommittees. The FAA will participate and provide requirements, review and consider guidance. In addition, the Designated Federal Officer (DFO) (see paragraph 11) for the RTCA Advisory Committee and subcommittees will determine appropriate FAA participation to ensure proper understanding of the subject matter.

10. Estimated Annual Operating Costs and Staff Years. The FAA's annual operating costs to support RTCA Advisory Committee and its subcommittees for the period and scope specified by the charter shall not exceed \$750,000 and 9.5 full time equivalent (FTE).

11. Designated Federal Officer. The FAA Administrator, on behalf of the Secretary, designates full-time or part-time employees, appointed in accordance with agency procedures, as the DFO (or alternate DFO) for the RTCA Advisory Committee and subcommittees.

- a. The DFO or alternate will ensure compliance with FACA, and any other applicable laws and regulations
- b. The DFO or alternate must be present at all the RTCA Advisory Committee and subcommittee meetings
- c. In accordance with the FACA, the DFO or alternate must perform the following duties:
 - 1) Call, attend, and adjourn all the committee/subcommittees meetings
 - 2) Approve all committee/subcommittee agendas

- 3) Maintain membership records
- 4) Ensure efficient operations
- 5) Maintain required records for availability to the public
- 6) Provide copies of RTCA Advisory Committee reports to the Committee Management Officer (CMO) for forwarding to the Library of Congress
- 7) Adjourn any meeting in coordination with the committee chair when doing so would be in the public interest; and
- 8) Chair meetings when directed to do so by the FAA Administrator

12. Estimated Number and Frequency of Meetings. Committee and subcommittee meetings will comply with the following applicable provisions of FACA:

a. The RTCA Advisory Committee will meet at least annually, as required, to carry out its responsibilities. The Program Management Subcommittee will meet quarterly, as required, to carry out its responsibilities. The NextGen, Tactical Operations and Drone Advisory Subcommittees will meet three times a year to ensure continuity and good preparation for public decision-making meetings. Special subcommittees meet as their workload requires.

b. RTCA Advisory Committee and subcommittee meetings will be open to the public, except as provided by section 10(d) of the FACA and applicable regulations. Meetings will be announced in the Federal Register at least 15 days before each meeting, except in emergencies. Additionally, the FAA may use other forms of notice, such as press releases and web site notifications for committee and subcommittee meetings.

c. Anyone interested may attend meetings and appear before the RTCA Advisory Committee or subcommittees within reasonable limits of space and time. Additionally, anyone interested may file written statements with the committee/subcommittees. RTCA Advisory Committee will provide public web access to committee/subcommittee meeting agendas, summaries and other appropriate materials. This includes documents that are in the Final Review and Comment (FRAC) period.

13. Duration. The period of performance for this charter is October 1, 2017 through March 31, 2018. All subcommittees will be on a continuing period of performance for the duration of the charter, unless its tasks are completed prior to the six months.

14. Termination. The charter shall terminate 6 months after its filing date unless renewed in accordance with FACA and other applicable regulations.

If RTCA Advisory Committee is terminated the FAA will give as much advance notice as possible of such action to all participants.

15. Membership and Designation. The Secretary will appoint members based on the recommendations of the FAA. The membership varies to address the complexity of the topic. Membership includes FAA regular government employees, special government employees, and various representative members from the aviation sector, including manufacturers of aircraft and aircraft systems; airports and air traffic management; dispatchers, pilots and operators; state/local government; and others in the aviation industry.

Members also may be drawn from FAA's Office of NextGen, Security and Hazardous Materials Safety, Air Traffic Operations, Aviation Safety, Airports Division, Policy, International Affairs and Environment Office, as well as MITRE Inc.

In addition, the chair of any subcommittee may request that the RTCA Advisory Committee invite experts in a non-represented subject matter, if it is determined essential to the successful completion of its function.

a. The RTCA Advisory Committee has approximately 24 members, NextGen Advisory Subcommittee has approximately 43 members, Drone Advisory Subcommittee has approximately 79 members, Tactical Operations Subcommittee has approximately 18 members, and Program Management Subcommittee has approximately 21 members. Membership is determined by the topic.

b. Non-government representatives will serve without government compensation. The employing organization bears all costs related to its participation. 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).

16. Subcommittees. The FAA has the authority to create and dissolve subcommittees, as needed. All subcommittees, must report to the RTCA Advisory Committee and must not provide advice or work products directly to the agency unless operating under the authority and requirements contained in FACA, §102-3.145.

17. Recordkeeping. The records of the committee, formally and informally established subcommittees, or other work or task subgroup of the subcommittee, shall be handled in accordance with the General Records Schedule 6.2, or other approved agency records disposition schedule.

The committee/subcommittee 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. Subject to the Freedom of Information Act, 5 U.S.C. § 552, records, reports, transcripts, minutes or meeting summaries, and other materials presented to or prepared for the RTCA Advisory Committee are available for public inspection.

18. Filing Date. This charter is effective September 29 2017, the date on which it was filed with Congress.

19. Distribution. This order is distributed as referenced in Paragraph 5 of this Order.

A handwritten signature in black ink, appearing to read 'Michael P. Huerta', enclosed within a large, hand-drawn circle.

Michael P. Huerta
Administrator