

UNIVERSITY- NATIONAL OCEANOGRAPHIC LABORATORY SYSTEM GUIDELINES FOR REQUESTING/BECOMING A UNOLS NATIONAL OCEANOGRAPHIC AIRCRAFT FACILITY

DRAFT – September 30, 2004

1. INTRODUCTION

This instruction provides guidelines for requesting the designation of an institution's aircraft or fleet of aircraft as a University-National Oceanographic Laboratory System (UNOLS) National Oceanographic Aircraft Facility (NOAF). Included in these guidelines is a description of the objectives of UNOLS Operator Institutions, the relationship of UNOLS facilities to research and academia, the relationship of UNOLS Operating Institutions as UNOLS members, and the responsibilities of UNOLS Operating Institutions.

2. OBJECTIVES OF UNOLS OPERATOR INSTITUTIONS

The objective of a UNOLS Operator Institution is to provide an oceanographic facility, in this case aircraft, to scientists, faculty, and students from both within and outside of their institution, provided that funding is available from the sponsor of the class/research or from the user.

3. RELATIONSHIP TO RESEARCH AND ACADEMIA

UNOLS aircraft are those United States research aircraft generally operated in support of national oceanographic research and education programs by academic institutions and are significantly funded by the federal government.

4. RELATIONSHIP OF UNOLS OPERATING INSTITUTION AS UNOLS MEMBER

UNOLS institutions that operate UNOLS NOAFs are, in addition, designated as Operator Institutions.

UNOLS NOAFs are designated by the UNOLS Council. The list of designated UNOLS NOAFs shall be reviewed regularly for additions or deletions by the UNOLS Council. If a facility ceases to meet the UNOLS standards, the UNOLS Council shall recommend termination of such designation.

5. RESPONSIBILITIES OF A UNOLS OPERATING INSTITUTION

The responsibilities of the UNOLS Operating Institution include, but are not limited to:

- a. Assuring that aircraft are regularly available to all federally funded users.
- b. Maintaining their aircraft to accommodate the needs of the academic oceanographic programs.

- c. Operating and maintaining their UNOLS NOAFs in accordance with FAA Part 135 (or 91 or 119??) and the airworthiness standards of FAA Part 25 (?) and NTSB regulations (are these sufficient or even applicable to all aircraft?).
- d. Subjecting to regular, recognized aircraft inspection procedures, such as the required FAA annual and more frequent inspections as required by statute.
- e. Participating fully in the UNOLS scheduling process. While scheduling is the responsibility of the operating institution, the operating institution shall receive, acknowledge, and structure requests for aircraft-time use in consultation with the UNOLS Office.
- f. Submitting flight reports and flight assessments according to UNOLS uniform practices.
- g. Adhere to cost accounting and performance standards according to UNOLS uniform procedures.
- h. Requesting funds for operation of their NOAFs. UNOLS membership does not guarantee federal funding.

6. REQUIREMENTS FOR BECOMING A UNOLS NOAF

An institution requesting designation of their aircraft facilities as a UNOLS NOAF must be a qualified UNOLS member institution. If they are not a member, they must submit an application for membership in accordance with the guidelines established in the UNOLS Charter. These applications can be submitted in tandem with their requests to designate a vessel as a UNOLS vessel. Application forms can be obtained from the UNOLS Office.

The requirements for designating a vessel as a UNOLS vessel include:

- a. The institution must operate the aircraft facility for oceanographic research and education purposes.
- b. There must be evidence of three or more years of continuous operation of shared use research/education facilities.
- c. The operating institution must be able to provide a projection of the aircraft facilities' use for the next year, including user charges.
- d. The aircraft must successfully complete an appropriate safety inspection such as the FAA annual inspection at the, institution's expense (see above).
- e. The vessel must be capable of operation under the FAA Part 135 (or 91 or 119 ???).
- f. The aircraft must be regularly available to all federally funded users.
- g. The aircraft must be maintained to accommodate the needs of the academic oceanographic programs.
- h. The operating institution must be willing to participate fully in the UNOLS scheduling process. The operator shall receive, acknowledge, and structure requests for ship-time use in consultation with the UNOLS Office.
- i. The operating institution must be willing to submit flight reports and flight assessments according to UNOLS uniform practices.
- j. The operating institution must adhere to cost accounting and performance standards according to UNOLS uniform procedures.
- k. The operator institution must be capable of obtaining the necessary funds to support operation of their aircraft. UNOLS membership does not guarantee federal funding.
- l. The operator institution must submit a written application to the UNOLS Office addressing all of the requirements listed above and include a statement addressing how the addition of this aircraft facility to the UNOLS Academic Research Facilities will improve the mix of

facilities available for oceanographic programs or address an identified need for specific capabilities.

DESIGNATION OF A UNOLS NOAF

Requests for designation of a aircraft facility as a UNOLS NOAF shall be considered by the UNOLS Council upon receipt for evaluation of a written application by the operating institution. The application should address all requirements outlined in the previous section and shall be evaluated both upon that information and the match of the aircraft to current and projected requirements for additional facilities. Designation of UNOLS NOAFs is normally done by the UNOLS Council after a review of an application. If the application is denied, the applicant shall be promptly notified as to the specific reasons for the denial. The applicant shall then have two options:

OPTION 1: The applicant may reapply to the Council after addressing the specified deficiencies.

OPTION 2: The applicant may submit their modified re-application, along with a copy of the Council's notification of denial, for reconsideration by the UNOLS general membership. Designation would then be determined by a vote at the next annual meeting in accordance with the procedures described in Section 5a of the UNOLS charter.