

## **APPENDIX M – PROCEDURES FOR TASKING THE NGATS INSTITUTE**

### **1.1. Applicability**

These procedures apply to all tasks, projects, surveys, studies, analysis, and/or other activities initiated by Interagency Product Teams (IPT) and/or JPDO Divisions to be performed by the NGATS Institute.

### **1.2 Tasks appropriate/inappropriate for performance by the NGATS Institute**

It IS appropriate to task the NGATS Institute to perform work such as surveys, studies, analysis, limited demonstrations, and/or other activities that would benefit from private sector expertise, insight, or knowledge.

It is NOT appropriate to use the Institute for:

- Any task whose primary purpose is to arrive at private sector consensus on policy or technical issues, as opposed to a recommendation derived from individual or collective expert knowledge;
- Major system acquisitions;
- Tasks outside the scope of NGATS action plans;
- Tasks that should be bid competitively.

### **2.1 Developing a Task Request for Institute Work**

Work of the NGATS Institute begins with a fully developed Task Request generated by an IPT Director or JPDO Division Director. The Task Request shall, at a minimum, include the following:

- Statement of work
- Proposed budget
- Proposed schedule
- Expected deliverables
- Desired resource characteristics, if any
- Criteria for acceptability of deliverables, if any.

Appropriate tasks may be recommended by the IPT or JPDO Division Director, members of the IPT, or other stakeholder[s]. IPT directors are encouraged to engage IPT members, including those from the private sector, in a discussion about the need for and recommended requirements for the task.

The IPT Director or JPDO Division Director, with the advice and assistance of other government personnel if needed or desired, shall write the Task Request. The Director may in his/her discretion take into consideration and rely upon data, information, advice, or other input from any source to inform the drafting process, including views and advice of private sector IPT members. **However, private sector individuals shall not participate in the drafting process.**

All draft Task Requests shall be submitted to the JPDO Director Enterprise, Engineering (EEI) and Integration for prioritization, approving, and processing.

### **3.1 Prioritizing, Approving, and Processing Task Requests**

The Director EEI shall review all Task Requests, and make a determination whether the Task Request is consistent with the NGATS architecture, roadmaps, action plans, and other guidelines. The Director EEI shall transmit to the Chief Architect a copy of all Task Requests determined to be consistent with/germane to NGATS work and objectives. All Task Requests lacking the required information or specificity, or determined not to be consistent/germane shall be returned to the originating Director with an explanation of the insufficiency. The Director EEI's conclusion of insufficiency does not preclude the tasking Director from submitting a revised Task Request for consideration.

*Task Requests for Unfunded Work (e.g. studies, analysis, surveys that can be accomplished using volunteer expertise and Institute resources only).* Provided the proposed task is consistent with/germane to NGATS work and objectives, the Director EEI will forward it directly to the Master IPT for approval/disapproval.

*Task Requests for Work Funded by Partner Agencies, JPDO-Funded Work, or Work Funded Jointly by JPDO and One or More Partner Agencies.* All Task Requests for JPDO-funded or JPDO-partner agency jointly funded work that have been determined by the Director EEI to be consistent with/germane to NGATS work and objectives will be prioritized by the Director EEI and Chief Architect working together. At least once per quarter on or before October 30, January 31, April 30, and July 31, the Chief Architect and Director EEI will review all pending Task Requests in the context of available funding, and prioritize those tasks in accordance with their potential to further NGATS objectives. As new Task Requests emerge, the Director EEI and Chief Architect together will rank and insert them into the current priority list. As available funding permits, the Director EEI will forward prioritized Task Requests to the Master IPT for approval/disapproval.

The Director EEI will transmit all Master IPT-approved Task Requests—unfunded, agency-funded, and JPDO-funded—to the JPDO Director Business Management for negotiation with the NGATS Institute Executive Director, and appropriate contracting/engagement procedures. The tasking Director will assist the Director Business Management to determine the appropriate task type (e.g., fixed price, time and materials, etc.), and to develop and document appropriate criteria for evaluating the ongoing progress and acceptability of NGATS Institute products and deliverables.

The JPDO Director Business Management shall cause the approved Task Request to be posted on the JPDO web site, [www.jpdo.aero](http://www.jpdo.aero), before transmitting it to the NGATS Institute for execution.

#### **4.1 Oversight and Review of NGATS Institute Work**

The tasking Director shall review and evaluate requested NGATS Institute work on a periodic basis, but not less than quarterly, and will provide the results of those evaluations to the Director Business Manager. The Director Business Manager may require approval by the tasking Director or the Director EEI before remitting progress, periodic or final payments on NGATS Institute work.

The Director Business Management will obtain the approval of the tasking Director and Director EEI before accepting any NGATS Institute final product or deliverable. The Director Business Management will withhold final payment, and will return to the Institute for additional work or re-work any product or deliverable deemed unacceptable by the tasking Director and/or Director EEI.