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NESDIS

NESDIS FLYOUT CHART POLICY

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COMPLIANCE IS MANDATORY

Prepared by:

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NOAA Satellite and Information Service
NESDIS Flyout Chart Policy

I. Purpose of this policy:

The purpose of this document is to define the administrative procedures for the NOAA Satellite and Information Service (NESDIS) to prepare and maintain flyout charts for NOAA's Geostationary, Polar and, if the Assistant Administrator (AA) directs, other satellite missions in the NESDIS enterprise. This policy replaces NQP-0305: *NESDIS Satellite Flyout Chart Updating Policy*, dated June 23, 2011, which is hereby rescinded. This policy does not direct any changes to any NESDIS operational procedure or acquisition policy.

II. Purpose of flyout charts:

NESDIS flyout charts communicate top-level NESDIS satellite operational and acquisition status to key stakeholders and the public. NOAA uses the flyout charts to portray the status of its on-orbit constellations and the planned launch dates for the future satellites. The flyout chart format is useful for public presentations and for budget submittals.

The purpose of flyout charts is very limited in scope. The flyout charts are not intended to provide real-time operational status of any NOAA spacecraft nor are they intended to replace integrated master schedules for satellite acquisition programs. Real-time status for on-orbit assets is found on the Office of Satellite and Product Operations (OSPO) website. The flyout charts reflect results of decisions and events and, by themselves, are not used for any decision-making process. Depictions of future satellites are linked to the corresponding program office web site.

III. Reference Documents:

- NESDIS Quality Procedure [NQP] –1501: *NOAA/NESDIS Guidance for media materials: press releases, web features and media highlights*
- Office of Satellite and Product Operations (OSPO): Operational status pages found in http://www.ospo.noaa.gov

IV. Roles and Responsibilities:

- NESDIS Assistant Administrator (AA): Approving official.
- NESDIS Office of Systems Architecture and Advanced Plans (OSAAP):
  - NESDIS process owner for flyout chart production, maintenance and archiving;
  - Maintains this policy and updates it as needed;
  - Responsible for configuration control of all NESDIS flyout charts;
  - Tasks acquisition program offices and the Office of Satellite and Product Operations (OSPO) for updates with sufficient lead time for staffing;
  - Verifies that sufficient documentation exists to justify a change to a chart; and,
  - Prepares front office staffing packages including all change justifications.

- NESDIS Satellite Program and Project Offices:
  - Provides relevant updated information to OSAAP concerning major decisions affecting the accuracy of a flyout chart. Major decisions include, but are not limited to: changes in planned launch dates into the next quarter year, addition or cancelation of a program or individual satellite, or yearly adjustments to extended lifetime estimates for on-orbit spacecraft; and,
  - Reviews final draft of flyout charts and policy updates.
- NESDIS Office of Satellite and Product Operations (OSPO):
  - Provides relevant update information to OSAAP
  - Reviews program offices extended life estimates for on-orbit assets; and,
  - Recommends to OSAAP, as appropriate, updates to flyout chart data based on significant operational events or milestones.
- NESDIS Chief of Staff: Ensures that the current flyout charts are posted on the NESDIS web site and publishes guidelines governing their use in presentations and other publications.

V. Guidelines

In order to communicate to stakeholders, NESDIS flyout charts will contain consistent top-level information based on consistent assumptions. In spite of best efforts, NESDIS personnel must be aware that there is a risk of stakeholder misperceptions and incorrect conclusions if charts are viewed as the definitive source of NESDIS information.

- Content: The flyout charts are intended to depict continuity of current and future constellations of NOAA polar and geostationary spacecraft. Other satellite programs may be added in the future as the AA directs.
- Official designation: The original flyout chart updates will be signed by the NESDIS AA or designee.
- Publication: The flyout charts will be published on the NESDIS web pages in portable document format (PDF). The original signature will be replaced with "Original Signed By" and hyperlinks will be placed in the satellite bars as follows:
  - Operational satellites: Linked to the relevant OSPO operational status web page.
  - Future satellites: Linked to the appropriate program office web page.
- Calendar format: Since flyout charts are published on the NESDIS public web site, primary dates shall be in calendar years. A fiscal year line will also be included to communicate to budgetary and fiscal audiences.
- Launch Date: The planned launch date for each individual satellite will be defined by the beginning of the horizontal bar. Launch dates will be sequenced based on the program office acquisition strategy as approved by the NESDIS AA.
- On-orbit Checkout, Storage and Specialized Operations Designation: The period of time that a GOES spacecraft is currently in checkout, on-orbit storage or being used for specialized operations such as, but not limited to, super rapid scan (SRS), will be depicted in a different manner from a full-time operational GOES spacecraft. The primary purpose

of this designation is to show stakeholders and users that a GOES spacecraft is not in the GOES East or West positions but is periodically used for operations.

- Post Launch Test & Checkout Period: This depiction may be removed and combined with the on-orbit checkout, storage and specialized operations designations if the hyperlinked OSPO status pages adequately communicate the current status of a spacecraft.
- Operational Life: The planned length of time that a satellite is anticipated to be in operation is delineated by a solid bar beginning with the scheduled or actual launch date. As a general rule, two different colors will be used for spacecraft in orbit and spacecraft which have not been launched. The depicted operational life is program-dependent and defined by the program office during the acquisition cycle.
- Extended Life Estimations: Individual satellite extended lifetime estimates will be depicted by extending the bar from the end of design life to a date in the future determined in accordance with the NESDIS extended life estimation policy. The line will end in a solid arrow pointing to the right. The extended life estimate is the result of a reliability analysis performed under OSAAP auspices and is determined to be the date, at a chosen confidence level, that the satellite is expected to reach its end of life. Current NESDIS policy is to depict estimated life at a 60% confidence level. Depending upon the satellite capabilities, there could be a 60% confidence date for the end of the weather observation mission and a later date for the end of non-remote sensing missions such as Argos and SARSAT on POES. In conjunction with OSPO, NESDIS programs offices will provide OSAAP with updated extended life estimations at least annually. Depending upon the previous year's flight history, updated extended life estimations could be longer or shorter than the previous year. Extended life estimates for spacecraft which have not yet been launched will not be depicted on the flyout chart until one year after launch.
- End of life: Following the end of mission for a NESDIS spacecraft, it will be removed from the appropriate flyout chart at the next update.
- Use in external presentation: Unless otherwise authorized, only the current signed flyout charts will be used in external communications.

VI. Update Policy:

- Routine updates: The flyout charts will be updated as appropriate, with a yearly update timed to coincide with annual fiscal year budget submittals.
- Out-of-cycle updates: Generally, operational events may require a flyout chart update. These events include, but are not limited to:
  - Deorbit, decommissioning, or mission-ending failure of an operational asset;
  - Launch of a new satellite and its designation as a NOAA "numbered" satellite (e.g.: GOES-P redesignated as GOES-15);
  - Major operational change, such as a GOES spacecraft being brought out of storage and into operations;
  - Major change in the program of record; or,
  - As directed by the NESDIS AA based on other operational or acquisition events.

- Unless otherwise directed, a routine update is not required if an out-of-cycle update is published within 30 days of when a routine update would have been issued.
- Flyout chart updates are not required for any change in operational status that the Director, OSPO, believes is reversible or otherwise temporary in nature.
- Flyout charts will not be updated for launch date changes of less than 90 days in duration.

VII. Administrative Procedures for Revisions:

OSAAP shall implement NESDIS correspondence staffing procedures to update flyout charts. The first phase begins when an event listed in Section VI occurs. The annual review cycle is a triggering event if a year has passed with no significant events. The NESDIS AA may direct a flyout chart change at any time. The OSAAP Director, in consultation with the NESDIS AA, will determine if a proposed change is appropriate when the proposal originated from someone other than the AA.

Staffing consists of these major phases:

- Data gathering and validation: NESDIS program or staff offices proposing a flyout chart change will provide OSAAP with the appropriate source documentation for the change. The OSAAP director will determine the relevance of the source documentation.
- Internal review: OSAAP prepares a new flyout chart that accurately depicts information contained in the relevant source documentation and executes an internal review process.
- Front office clearance & signature: Following internal review, OSAAP compiles and adjudicates all staff comments into a comprehensive signature staff package. The package is reviewed by the senior front office staff and sent to the AA for signature.
- Publishing: Following the AA's approval of the new flyout chart and staff package, the Chief of Staff will initiate procedures for publishing the flyout chart on the NESDIS web page. OSAAP will retain the original signed copy of the flyout chart for archiving as described below.
- Archiving: OSAAP will archive current and previous flyout chart versions along with their staffing packages, in the NESDIS *Data by Design* (or subsequent) archiving system.