

18 August 2005

**VUSSP Headquarters
Lyndon B. Johnson Space Flight Center**

**Virtual United States Space Program
Standard Operating Procedures**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes: NONE

PAGES: 3

DISTRIBUTION: A

SECTION 1: APPLYING TO THE VUSSP

- 1.1** All personnel desiring to apply to the VUSSP must complete an application.
- 1.2** Applicants will have the choice of applying to be a Pilot, Astronaut or Mission Controller. They will complete the corresponding application and submit it to Headquarters, VUSSP.
- 1.3** Upon application acceptance and admission into the VUSSP, the member will be placed in the appropriate division to begin his/her training. The member will be under the direct administrative control of the division he/she is assigned to and must follow that division's approved Regulations, Procedures and Chain of Command. Failure to do so will result in action as described in Section 5 of this document.
- 1.4** Applicants who are selected to begin Astronaut Training must be contacted by the approved Training Director no later than 5 days from the time of acceptance. Training must be set up in accordance with the Astronaut Training Regulation and in the set time frame.
- 1.5** Members who choose to become pilots must have an active IVAO membership. If they do not, one must be obtained before any type of training or operation may begin. Pilots are under the direct administrative control of the Aeronautic Operations Division for all training and Experimental Test Flight Operations and Transport.
- 1.6** All applicants will undergo a background check with IVAO to verify their good standing with the organizations.
- 1.7** Any applicant whose application is denied can request an appeal through the process described in Section 5 of this document.

SECTION 2: TRAINING AND OPERATIONAL CURRENCY

- 2.1** Once members have completed their training as prescribed by the corresponding training regulation or manual, the member will be placed on Active Duty status in the organization.
- 2.2** Pilots must retain currency in all qualified aircraft by completing at least 2 hours of flight time every 30 days in each of their qualified aircraft.
- 2.3** Astronauts do not have to maintain any kind of flight currency. However, an operational readiness and personnel review will be conducted by the Director, Flight Crew Operations every 6 calendar months from the time of graduation. If the Director, Flight Crew Operations does not feel the Astronaut meets the criteria to stay on Active Duty status, the Astronaut will be assigned recurrent training until they are back to operational ready status.
- 2.4** Certified Mission Controllers must undergo a comprehensive evaluation every 90 days from the time of graduation in addition to a personnel review conducted by the Assistant Director, Mission Control Operations every 6 calendar months from the time of graduation.
- 2.5** If the member fails to meet any of the currency requirements for their position, they will lose qualification in that position or aircraft. In order to regain the qualification they must be re-certified by an approved Examiner before they can operate the position or aircraft again for any reason.

SECTION 3: MISSION POLICIES

- 3.1** All active missions both manned and unmanned must operate according to the mission plan that has been accepted by Headquarters, VUSSP. No deviations or alterations to the mission may be made unless approved by Headquarters, VUSSP.
- 3.2** During any active mission, the Mission Control Operations Division has sole authority over the mission. The Flight Director on duty makes all mission critical decisions and keeps Headquarters, VUSSP and the contracting division apprised.
- 3.3** If the mission contains an unmanned probe or satellite, operational control will be returned to the contracting division once the Director, Mission Control Operations gives authorization and the Control team has terminated the telemetry uplink in the Mission Control Center.
- 3.4** At no time may an unauthorized person make any mission critical decisions or tamper with the spacecraft systems in any way. If found doing so, the person responsible will face the consequences as described in Section 5 of this document.
- 3.5** Headquarters, VUSSP will give the final authorization for a mission no later than 24 hours before the scheduled liftoff time. After authorization is given, the only way a mission may be cancelled is with the express authorization of the Director, VUSSP or an Abort Command from the Flight Director on duty.
- 3.6** The Mission Control Operations Division assumes all control of any active mission from the time the spacecraft clears the tower at Kennedy Space Center till authorization is received to transfer control or the crew/payload has arrived safely back on Earth.

SECTION 4: TESTING AND EVALUATION

- 4.1** Divisions are authorized to administer controlled tests to students during training. Tests will be uploaded into the VUSSP Central Testing Database where they will be accessible to all members. Security features will be available to divisions requesting them through writing to Headquarters, VUSSP.
- 4.2** Students must adhere to all division testing regulations including administration security and passing requirements.
- 4.3** Testing is not required for admission into the VUSSP. However, divisions may require testing in order to qualify for a position such as Astronaut or Mission Controller.
- 4.4** Members who refuse to test may either be reassigned or have a special designation until an agreement can be reached between the member and the division.

SECTION 5: CODE OF CONDUCT AND DUE PROCESS

- 5.1** In the event an application for the VUSSP is denied, the applicant has a maximum of 30 days in which they may file an appeal with the Executive Board. The Executive Board will consider the appeal for merit. Appeals with merit will be discussed in closed session where the final review and decision will be made.
- 5.2** Failure to adhere to any division regulations or procedures will result in a letter of reprimand in the member's personnel record. In some cases, the member will appear in front of a review board and if the situation warrants, suspension or dismissal from the VUSSP may occur.
- 5.3** Any member who makes an unauthorized mission critical decision or tampers with any spacecraft systems at any time will immediately be suspended, face a review board and possible dismissal from the VUSSP.
- 5.4** Members who are dismissed from the VUSSP for any reason may re-apply after serving no less than 1 year's dismissal sentence. Members who have been given a permanent dismissal and try to re-apply will go ignored by the VUSSP Human Resources Division.
- 5.5** If a member submits an appeal at any time and is not satisfied with the initial decision, he/she may consult with the Assistant Director, VUSSP for further action.

//Signed//

Matthew Nowaczewski, Assistant Director
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//Signed//

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