

# **Virtual United Aeronautics and Spaceflight Organization**



## **General VUSSP Standard Operating Procedures**

**Document No. GVSOP 1-061027**

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**Instituted On: 11/10/2006**

**Revised On: 11/21/2024**

## **SECTION I. Organization Structure and Setup**

### **Purpose**

Every VUSSP mission is planned to with the idea of realism in mind and must adhere to strict guidelines much like in the real world. The purpose of this document is to lay out all guidelines and regulations regarding the successful operation of VUSSP. This document holds the force of organization policy and shall be treated as such.

### **Organizational Setup**

**Executive Director** - VUSSP's Chief Executive shall be known as the Executive Director with the founding individual serving as the initial Executive Director. The Executive Director shall be tasked with formulating rules, regulations, and guidelines regarding the overall operation of the VUSSP. In the case that the initial Executive Director shall step down for any reason, a replacement must be appointed by a majority vote of the organizations Departmental Directors. In the case that there is a tie or an even number of Department Directors, it shall be the duty of the Deputy Director to vote to break the tie.

**Deputy Director** – VUSSP's Assistant Director shall be known as the Deputy Director. The Deputy Director shall assist the Executive Director in formulating rules, regulations, and guidelines regarding the overall operation of the VUSSP. The Deputy Director shall be responsible for the management of each department and responsible for appointing Department directors. In the temporary absence of the Executive Director, the Deputy Director shall serve as the acting Executive Director until the return of the current or a permanent Executive Director has been appointed.

**Department Directors and Staff** - Department directors shall be appointed by the Executive and Deputy Directors of the VUSSP. Department Directors may appoint their own staff including his/her Deputy Department Director to best maintain the operability of his/her department. The Executive and Deputy Director of the VUSSP must be notified within 24-48 hours of a member being appointed to a staff position within his/her department. The staff member's name, valid e-mail address, and any other contact information must be provided upon with the notification.

### **Spaceflight Operations Department**

**Purpose and Objective** - The purpose and objective of the Spaceflight Operations Department is to actively design, implement, and execute thoroughly thought-out program and mission proposals in the pursuit of the exploration of our universe.

**Duties and Responsibilities** - The SFO Director and his/her Assistant are directly responsible for the day-to-day operations of the department. As with all other VUSSP departments, the SFOD will function with direct oversight from the Deputy Director of the VUSSP. The direct responsibilities of the Department Director are as follows:

- Reports directly to the Deputy Director of the VUSSP all activities and events taking place within the department
- Ensure smooth operation of the division, providing direct oversight and management

The Assistant Department Director is bestowed with the following responsibilities:

- Reports directly to the SFO Director
- Assists the SFO Director with oversight and management of the department

### **Mission Control Operations Department**

**Purpose and Objectives** - The purpose of the Mission Control Operations Department is to provide quality support for all VUSSP manned and unmanned spaceflight missions. The department is tasked with the creation of all mission operational parameters, checklists, and procedures with assistance from the Spaceflight Operations Department.

**Duties and Responsibilities** - The Mission Control Operations Department is tasked with the responsibility of preparing mission crews and components and ensuring the safe launch and/or recovery of crews and components. The department shall be run by the MCO Director, appointed by the Executive or Deputy Director of the VUSSP and shall have the following responsibilities:

- Shall ensure the proper and efficient method of training for both mission crews and mission control staff for both manned and unmanned spaceflight missions
- Ensure the correct training method for mission controllers by evaluating and reevaluating current, past, and new training tools designed for high knowledge retention and efficiency
- Ensure the smooth operation of the department through effective and efficient management and co-management
- Ensure all training materials and procedure manuals are current and up-to-date and conform to VUSSP standard operating procedures and organization policies
- Compose and submit frequent department reports detailing the status and current operations of the department, to the Executive and Deputy Director of the VUSSP

The duties and responsibilities of the Assistant MCO Director are as follows:

- Reports directly to the MCO Director
- Directly in charge of department staff (flight directors, mission controllers, support staff, etc.)
- Compiles a weekly report to submit to the MCO Director on staff activities

### **Aeronautic Operations Department**

**Purpose and Objective** - The Aeronautic Operations Department will further atmospheric knowledge in both earth studies and in aircraft research as well as provide a rich source of talent for the VUSSP Astronaut Corp.

**Duties and Responsibilities** - The Aeronautic Operations Department is directly in-charge of all atmospheric aircraft operations including and not limited to:

- The launch and/or recovery of spacecraft
- Range safety during spaceflight operations
- Atmospheric testing
- Experimental aircraft testing

The duties and responsibilities of the AO Director are as follows:

- Competent management of the department through the effective use of a staff hierarchy
- Appointment of an Assistant Director
- Ensures that all pilots remain active and fully qualified
- Ensure that those who are not qualified in one or more areas receive the necessary training to work towards being qualified
- Creates training materials and designs training programs, keeping them updated, concurrent with VUSSP standard operating procedures and organization policies

The duties and responsibilities of the Assistant Director are as follows:

- Assists the AO Director with the duties outlined above
- Compiles a weekly report to submit to the AO Director on all departmental activities

## **SECTION II. General Organization Operations**

### **Department Reports**

**Department Director Reports** - Department-level reports shall be submitted to the Executive and Deputy Directors of the VUSSP on a bi-weekly basis. The reports shall be comprehensive documents detailing department operations during that period, current events, planned events, new ideas, member/staff rosters, contact information, suggestions, comments, etc. Each report MUST have at least the aforementioned information included before it will be deemed a properly formatted Department Report. All reports must be converted into PDF format and sent via VUSSP inter-agency email.

**Interdepartmental Reports** - These reports are submitted, every week, to each Department Director by the respective Assistant Director. These reports shall include information on new staff members and their contact information, department events, etc. The format and additional contents of the reports and deadline for submission shall be determined by the Department Director.

**"Other" Reports** - Reports not outlined in this section shall be referred to as "Other" Reports and shall not be regulated by this document. "Other" reports shall not be used for the purpose of reporting the current state of a department, but for all other issues/topics relating strictly to VUSSP and the department it is written for. No special guidelines exist, giving the Department Director and his/her Assistant the ability to have a report created for them, catering to their informational needs.

## **SECTION III. General Training Information**

### **Leadership Level**

**Department Directors** - Department Directors derive their power and authority from Executive and Deputy Directors of the VUSSP and their designee (if any), therefore, it is the responsibility of the Deputy Director of the VUSSP to adequately train each Department Director appointed within the organization so that they may effectively and efficiently carry out their duties and responsibilities as the Director of their respective department. No specific training materials need to be utilized in this level of training.

**Assistant Department Directors** - Training for Assistant Department Directors shall comprise of the same training method as for Department Directors, however, the Department Director is solely responsible for the training of the individual. A log or record of training must be kept and submitted to the Board of Directors following the successful training of the individual to give oversight on training areas that need to be strengthened. No training materials are necessary for this level of training.

**Support Staff** - Support staff consists of senior department staff members appointed by the departments directors (i.e. Flight Directors, Program Managers, etc.) to manage departmental needs and events. Both departmental directors are directly responsible for the training of all senior departmental staff members.

**General Departmental Staff** - General Departmental staff members comprise of all non-senior, low-level staff members who carry out day-to-day department operational work. These members represent the largest percentage of organization personnel and are considered non-permanent members. Both department directors are directly responsible for the training of these members as well as the training curriculum. Department support staff (senior level) may be assigned as necessary to carry out staff training utilizing training materials made and/or approved by the Department Directors per instructions laid out in Section IV of this SOP.

## **Section IV. Basic Training Requirements**

### **Overview**

**Organization-wide Requirements-** All members are required to attend VUSSP Academy to gain basic aptitude in all relevant areas of their chosen VUSSP career path. Directors and Assistant Directors will be given 30 days to complete their courses to fully complete the appointment process. All assessment results for all members shall be recorded and made accessible to members respective department directors and the Executive and Deputy Director of the VUSSP.

**Training Outline-** Immediately upon application approval, personnel will be e-mailed study materials and VUSSP Academy login information for their approved departments. Personnel will have no more than 30 days to complete their courses unless extenuating circumstances have been communicated with the department(s) in which the member is assigned.

Once verification that the member has successfully completed their department level courses from VUSSP Academy, they will be permitted to begin their duties within their assigned department.

## **Section VI. Conclusion**

**Document Amending-** Documents such as SOP's, directives, and any other documentation that are used for policies, regulations, and directives fall under the document amending clause of this document. The Executive Director and his/her expressed designee can make immediate amendments to organizational SOP's, directives, and any other documents pertaining to policies and regulations.



**Revision History**

10-27-2006 Original version completed

11-10-2006 Document became official VUSSP policy

11-24-2024 Document amended and immediately adopted for updated organizational structure

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