



**National Center for Advanced Technologies, Inc.**  
**1000 Wilson Boulevard, Suite 1700, Arlington, VA 22209-3901**  
**PHONE: (703) 358-1000 FAX (703) 358-1011 E-MAIL: [ncat@ncat.com](mailto:ncat@ncat.com)**

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***Next Generation Air Transportation System (NextGen) Institute***

*Process Document*

Process for Selecting Private Sector Participants for JPDO Working Groups

Revision: 2.0

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1. Purpose:

This document outlines the process to be used to select private sector members of working groups requested by the inter-agency Joint Planning and Development Office (JPDO) under Other Transactions Agreement (OTA) DTFAWA-05-A-00005.

2. Requirements:

1. Working Group Needs Statement/Solicitation – generated in coordination with the JPDO and posted on the NextGen Institute Web Site for a period no shorter than 10 (ten) business days.
2. Working Group Composition Review Panel – The NextGen Institute Executive Director shall convene a review panel(s), comprised of no less than three qualified individuals from the Institute’s Participants, to assist the Executive Director in making the selection of representatives to the working group.
  - a) Working Group Composition Review Panel members will be provided this process document once named to the review panel for their review of the process and procedures.

3. Review:

1. The selection of private sector representatives to the JPDO working group may be reviewed by the Institute Management Council (IMC) at its discretion. Notice to review the selection must be made in writing to the NextGen Institute Executive Director prior to the notification of selected participants.

4. Procedure:

1. All relevant materials for applications received in response to posted solicitations will be forwarded to the Working Group Composition Review Panel members in advance of the review and selection meeting(s).

2. When sorting of applicants against needs is necessary: All applicants will be reviewed against the required expertise and skill statement in the posted solicitation for each seat, position, or area of expertise specified in the solicitation.
  - a) Candidates will be sorted into groups of applicants, each corresponding to each seat, position, or area of expertise specified in the posted solicitation.
  - b) The statement and information provided by each applicant shall be the primary means for this grouping. However, the members of the Working Group Composition Review Panel may supplement this information with their personal knowledge of a candidate's skills and experience where applicable and necessary to assist in the grouping. In instances in which decisions made are based (entirely or partially) on personal knowledge of a candidate's skills, a note citing those skills / experiences shall be added to the file for record.
  - c) Unless prohibited in the solicitation, candidates may be grouped for consideration for more than one seat, position, or area of expertise specified in the posted solicitation if they demonstrate the relevant skills or experience.
  - d) If a relevant seat, position, or area of expertise for a candidate can not be determined using the process outlined in 4.2.b, then the candidate will receive no further consideration for membership on the working group by the Working Group Composition Review Panel
3. For each seat, position, or area of expertise specified in the posted solicitation:
  - a) *If no applicants have applied:* the NextGen Institute shall issue a new notice for solicitation on its website, unless the JPDO Working Group Leader states in writing that this seat, position, or area of expertise is no longer required by that Working Group. The new needs solicitation should be coordinated with the JPDO to ensure it reflects any modifications needed for clarity. This new notice shall once again be posted for a period of time no shorter than 10 (ten) business days.
  - b) *If the number of applicants matches the stated needs:* the Working Group Composition Review Panel will review the applicant's skills and experience to ensure it is consistent with the needs of the Working Group. Required or preferred attributes of working group members, such as ability to support or past performance supporting working group activities, or demonstrated ability/inability to work in a cooperative team environment, may be factored into this assessment.
  - c) *If the number of applicants exceeds the stated needs:*
    1. Each applicant shall be assessed using the considerations outlined in 4.3.b.
    2. *If the number of acceptable applicants exceeds the stated needs,* the Working Group co-leads/designee shall be consulted to determine if additional members are acceptable. If an

increased number of members are acceptable, the Working Group Composition Review Panel shall consider the needs for working group balance (skills, experience, represented organization(s)) before determining to accept additional members on the working group.

3. *If the number of working group members remains constrained,* then the Working Group Composition Review Panel shall determine which applicant(s) best meet the needs of the working group. In addition to individual attributes of the candidates, the Working Group Composition Review Panel shall consider the needs for working group balance (e.g., skills, experience, represented organization) in making their determination. The Working Group Composition Review Panel shall also consider potential value added by each applicant through their affiliation (e.g., links to association technical committees may allow them to bring a broader range of input or additional expertise to working group deliberations). If selection is made solely based on organizational representation, a record shall be made in the permanent file.
4. Final review:
  - a) Working Group Composition Review Panel shall conduct a final review of their selections to ensure that the overall needs of the working group are met.
  - b) If any solicited working group needs remain unfilled, either through a lack of applications or a lack of suitable applicants, the NextGen Institute shall issue a new notice for solicitation on its website, unless the JPDO Working Co-Leads state in writing that this seat, position, or area of expertise is no longer required by that Working Group.
5. Notification
  1. Upon completion of the review and selection process, and before the first meeting of the working group, each applicant for membership on a working group will be notified by the NextGen Institute of the resolution of their application.
  2. Those selected by the Working Group Composition Review Panel will be provided “New Institute Participant” packages within 10 (ten) business days of notification of selection. This package will include important information on the roles of the Working Group and the NextGen Institute, as well as information on Non-Conflict of Interest protections. Other information may be included in this package. New members will be required to sign and return (via hardcopy or acceptable electronic format) acknowledging receipt and review of the New Institute Participant package.
  3. In cases where the NextGen Institute Management Council (IMC) has issued advance notice to the NextGen Institute Executive Director that the IMC wishes

to review the working group composition, then this notification shall occur only after the IMC review and concurrence of the membership selections.

- a) In cases in which the IMC has taken issue with an individual selected to participate on a Working Group, the IMC shall provide the Working Group Composition Review Panel with a written explanation of why the non-concurrence has been issued. The review panel will then reconvene (with IMC participation if necessary) to make final selection.

6. Documentation

1. The NextGen Institute shall ensure that the decisions and supporting rationale of the Working Group are appropriately documented.

Final Note

All individuals that are currently providing direct support to the JPDO as a contractor to a government organization are government representatives to the working groups. Therefore, their review and selection is not covered by this process.