



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1150.2
Effective Date: June 27, 2005
Expiration Date: June 27, 2010**

Responsible Office: Office of the Director

Subject: Councils, Boards, Panels, Committees, Teams, and Groups

1. POLICY

a. Official Langley Research Center (LaRC) Councils, Boards, Panels, Committees, Teams, and Groups will be assigned via this directive. Adhoc groups which are those established for a specific, nonrecurring activity, such as mishap investigation boards, source evaluation boards, and program/project (review) boards, are excluded.

b. Definitions

(1) Council – An executive management body brought together to make decisions regarding Center policy, strategy, planning, goals, and resources. A council is chaired by the Center Director, Deputy Center Director, or Associate Director for Operations.

(2) Board – A senior management body brought together and charged with the responsibility of executing Center policy, strategy, and planning. This body is empowered to make decisions consistent with guiding policy/direction and programmatic guidelines. A board is chaired at the senior management level or by its designee as appointed.

(3) Panels, Committees, Teams, and Groups – A body of individuals responsible for implementing defined objectives that are of an enduring nature and develop specific products at the request and approval of Center management. These are chaired by an employee assigned by a member of senior management functioning as the sponsoring official.

c. Additions or deletions of Councils, Boards, Panels, Committees, Teams, and Groups defined in the Attachments or revisions to the charter of a Council, Board, Panel, Committee, Team, or Group are subject to the formal management review and approval requirements.

2. APPLICABILITY

This policy directive is applicable to LaRC civil servant employees.

3. AUTHORITY

42 U.S.C. 2473(c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.

4. REFERENCES

None

June 27, 2005

LAPD 1150.2

5. RESPONSIBILITIES

a. Employees

Notify authorizing officials when changes to the Attachments are necessary.

b. Authorizing Officials (Director, Deputy Director, or the Associate Director for Operations.

Submit written authorization to Mail Stop 224/Directives Manager, or ldm@larc.nasa.gov, whenever a Council, Board, Panel, Committee, Team, or Group requirement must be changed.

c. Directives Manager

(1) Changes to the Attachments which are not detailed in the Policy paragraph, 1.c., may be made by the Directives Manager without further routing upon receipt of a signed instruction from either the Director, Deputy Director, or the Associate Director for Operations, or their delegate, as appropriate.

NOTE: E-mail may be accepted as approval for change. This is required to authenticate electronic changes.

(2) The Directives Manager will send an e-mail semiannually to the Organizational Unit Managers to review the directive for content (additions, deletions, or to update charter) as well as verification that membership data is accurately reflected.

7. DELEGATION OF AUTHORITY

None

8. MEASUREMENTS

None

9. CANCELLATION

LAPD 1150.2, "Boards, Councils, Panels, Committees, and Teams," dated December 14, 2004.

original signed on file

Roy D. Bridges, Jr.
Director

Attachments A and B

June 27, 2005

LAPD 1150.2 Attachment A

COUNCIL	Strategic Leadership Council (SLC)	
Reporting To	Director	
Charter	<ul style="list-style-type: none"> Assess and authorize new business opportunities. Ensure adequate resources are available for commitments. Decide on significant bid and proposal activities, including resources. Decision authority with regard to resource conflicts. Ensure appropriate balance across Product Units, Core Resources Units, the Chief Technologist's Advanced Planning and Partnership Office, and Exploration and Flight Projects Directorate. Assess new partnerships. Decide Center priorities and approve strategic portfolio. Ensure cross center integration. Assess and ensure appropriate Center transformation. Approve Chief Financial Officer's rate formulation and allocation strategy. 	
Attendees	Chair: Director	Executive Secretary: Director, Advanced Planning and Partnership Office
	<u>Core Members:</u> Director; Deputy Director; Associate Director for Operations; Chief of Staff; Directors of Product Units; Directors of Core Resources Units; and Chief Technologist-Director of Advanced Planning and Partnership Office (see Attachment B for Product Units and Core Resources Units organizations)	
	<u>Advisory Members:</u> Senior Scientist; Chief Financial Officer; Chief Counsel; Chief Information Officer; Director of Human Capital Management Office; Procurement Officer; Director of Safety and Mission Assurance Office; Office of Strategic Communications and Education Director; Director of NESC; Director of Advanced Planning Office; Director of Exploration and Flight Projects Directorate; Director of Systems Management Office; and LMS Management Representative	
Meeting Frequency	Weekly	
Minutes Requirement	Minutes of each meeting are posted on the CSLC Website.	
Minutes Responsibility	Minutes are maintained on the CSLC Website by the Executive Secretary	
Last Updated	June 15, 2006 February 28, 2007	

June 27, 2005

LAPD 1150.2 Attachment A

COUNCIL	Center Program Management Council (CPMC)	
Reporting To	Director	
Charter	<p>The CPMC has primary responsibility for evaluating the cost, schedule, and technical content and assessing performance of Center projects to assure Langley is meeting its commitments. The Council meets:</p> <ul style="list-style-type: none"> To provide a forum for LaRC management to review and assess project progress, status, issues and appropriate compliance with NPR 7120.5 "NASA Program and Project Management Processes and Requirements"; To identify and resolve problems, including those which are beyond the control of the program/project; To facilitate management decisions, actions, and recommendations relative to Center projects; To monitor Center commitments with regard to planned, needed, and actual costs and workforce; To ensure Senior Management is informed about significant events and issues, providing sufficient time to formulate strategy and detect and correct global problems; To assess the readiness of programs and projects to enter implementation or to proceed with major planned events, such as a confirmation review, shipping of major deliverables or readiness for flight operations; To concur on project planning and implementation; and To identify systemic Center issues and problems requiring corrective, preventative, or improvement action. 	
Attendees	Chair: Director Deputy Director	Executive Secretary Vice Chair: Head Director, Systems Management Office
	<p><u>Members:</u> Center Director Deputy Director Associate Director Operations Chief of Staff Director, Systems Management Office Director, Safety and Mission Assurance Office Director, Office of Procurement Director, Office of Human Capital Management Chief Financial Officer Chief Information Officer Senior Chief Engineer, <u>Systems Engineering Directorate</u> (appointed by the Deputy Director) Senior Project Manager (appointed by the Deputy Director) Directors of Core Resources Units <u>Directors of Product Units</u> <u>Director, Advanced Planning and Partnership Office</u> NESC Chief Engineer (Ex-officio)</p>	
Meeting Frequency	Monthly or as needed for special purpose reviews	
Minutes Requirement	Minutes, including Action Items shall be recorded by the Executive Secretary	
Minutes Responsibility	Minutes maintained for Council reference by the Executive Secretary	
Last Updated	March 8, 2005 March 19, 2007	

June 27, 2005

LAPD 1150.2 Attachment A

COUNCIL	NASA Langley Exchange Council	
Reporting To	Director	
Charter	Operates under LAPD 9050.9, "NASA LaRC Exchange Morale, Welfare and Recreation Activities." Exchange activities, which contribute to the efficiency, welfare, and morale of Langley Research Center personnel consistent with provisions of NPD 9050.6.	
Attendees	<p>Chair: Director, Office of Human Capital Management Secretary: As appointed by Chair</p> <p><u>Voting Members:</u> (appointed by the Director)</p> <p>Henry Russell, Chair, Army Research Lab Charles D. Engle, Treasurer – Office of Chief Financial Officer Teresa M. Hass, Office of Procurement Jesse C. Midgett, Chief Technologist's Advanced Planning and Partnership Office Gene S. Monroe, Systems Engineering Directorate Kathryn C. Suddreth, Advanced Planning and Partnership Office Rodney D. Russell, Research and Technology Directorate, Langley Exchange Activities Advisory Council President</p> <p><u>Ex-officio Members assist as technical advisors and are non-voting:</u> Charles A. Polen, Office of Chief Counsel Venita O. Robinson, Office of Equal Opportunity Programs Mike P. Finneran, Office of Strategic Communications and Education Diana L. Kerns, Security Management and Safeguards Team and Program Protection Branch (COD) James R. Carson, Office of Chief Financial Officer</p> <p><u>Exchange Operations</u> Randy B. Cone, Exchange Operations Manager Diane L. Crockett, Exchange Shop Manager Diane L. Crockett, Exchange Finance and Accounting Office Kathy L. Skinner, Child Development Director Donis Anders West, Food and Beverage Manager</p>	
Meeting Frequency	Quarterly (or as frequency as required)	
Minutes Requirement	Maintained for Council reference	
Minutes Responsibility	Appointed by Chair	
Last Updated	June 15, 2006 February 28, 2007	

June 27, 2005

LAPD 1150.2 Attachment A

COUNCIL	Executive Resources, Awards, and Recognition Council (ERARC)	
Reporting To	Center Director	
Charter	<p>Responsible for selection of Center candidates for Agency sponsored programs such as Fellowships, Leadership Development Program (LDP), Senior Executive Service Candidate Development Program (SESCDP), NASA Administrator's Fellowship Program (NAFP); Langley sponsored Brookings Institute Courses, Federal Executive Institute (FEI), Managing the Influence Process (MIP), and Management Education Program (MEP). Responsible for working with the SLC to design the yearly strategy for executive and leadership training and development.</p> <p>The Council is also responsible for Center decision on quality step increases (QSI's) if nominations are submitted in excess of Center guideline, the review and final decisions on Center Team Awards, and responsible for making final determination on the Center's Honor Awards nominations recommended by the LaRC's Honor Award Panel. The nominations are then forwarded to Headquarters for final deliberation and approval.</p>	
Attendees	Chair: Rotates between Director and Deputy Director each year	Secretary: Organizational Development and Workforce Relations Branch, OHCM
	<p><u>Voting Members:</u></p> <p>Chief of Staff</p> <p>Director, Office of Human Capital Management</p> <p>Director, Office of Equal Opportunity Programs</p> <p>Director, Advanced Planning and Partnership Office</p> <p>1 member from Shared Service Units (Rotates between the Directors)</p> <p>1 member from Strategic/Management Units (Rotates between the Directors)</p> <p>2 members from Core Research Units (Rotates between the Directors)</p> <p>1 member from the following combined units: Project, Research, Science & Technology Product; and the Chief Technologist's Office (Rotates between the Directors of ARD, EFPD, SD, SAD, and the Chief Technologist)</p> <p>1 member rotate between the following Directors</p> <ul style="list-style-type: none"> - Office of Procurement - Office of Chief Counsel - Office of Strategic Communications and Education - Office of Chief Financial Officer - Office of Chief Information Officer - Safety and Mission Assurance Office <p>2 members rotate between the following Directors</p> <ul style="list-style-type: none"> - Research Services Directorate - Systems Engineering Directorate - Research and Technology Directorate - Center Operations Directorate <p>1 member rotate between the following Directors</p> <ul style="list-style-type: none"> - Aeronautics Research Directorate - Science Directorate - Systems Analysis and Concepts Directorate - Exploration and Flight Projects Directorate <p>(See Attachment B for rotational panel members assignments.)</p>	
Meeting Frequency	Scheduled monthly (cancelled if not needed)	
Minutes Requirement	No minutes required. Decisions are recorded.	
Minutes Responsibility	OHCM representative	
Last Updated	May 11, 2006 March 1, 2007	

June 27, 2005

LAPD 1150.2 Attachment A

COUNCIL	Executive Safety Council	
Reporting To	Director	
Charter	Maintain an overview of the Center's safety program by establishing a standing committee system to focus Center expertise on safety problems, especially those not covered by precedent.	
Attendees	Chair: Director (or Deputy when Director is absent)	Secretary: SMAO Director
	<p><u>Members:</u> Associate Director for Operations Chief of Staff Director, Systems Engineering Directorate Director, Research and Technology Director, Sciences Directorate Director, Flight Research Services Directorate Director, Office of Human Capital Management Director, Center Operations Directorate Director, Office of Procurement Director, Systems Management Office Director, Exploration and Flight Projects Directorate Director, Aeronautics Research Directorate Director, Systems Analysis and Advanced Concepts Director LaRC Chief Engineer, NESC Representative, American Federation of Government Employees, Local 2755 Aviation Safety Officer</p> <p><u>Ex-officio Members:</u> Chief Financial Officer Chief Information Officer Chief Counsel</p> <p>Other Participants: Major on-site support service contract managers and Army representative</p>	
Meeting Frequency	Two times per year or as called by the Chair. When the Chair deems necessary.	
Minutes Requirement	Copies to be provided to Members, meeting participants, Director, and NASA HQ.	
Minutes Responsibility	Board Secretary	
Last Updated	June 15, 2006 February 28, 2007	

BOARD	Customer Service Boards (CSB's)	
Reporting To	Director of Service Providing Organization(s)	
Charter	Offer input and develop recommendations for the service-providing organization(s). Detailed operating guidelines may be found in the LMS Policy Manual.	
Attendees	Co-Chairs: Each CSB will be co-chaired by a Director/Deputy of the service providing organization and, on a rotating basis, by a representative from one of the customer organizations.	Secretary: Provided by the Service Providing Organization
	Members of the CSB's will be Deputy Directors (or designees) of the principal customer organizations. Represented customer organizations will be selected by the Director of the service providing organization and approved by the Strategic Leadership Council.	
Meeting Frequency	Initially monthly, but no less than quarterly.	
Minutes Requirement	Electronic copies provided to co-chairs and all members within one week of meeting	
Minutes Responsibility	Board Secretary	
Last Updated	December 15, 2004	

June 27, 2005

LAPD 1150.2 Attachment A

BOARD	Institutional Review Board	
Reporting To	Executive Safety Council	
Charter	Protect human research subjects by reviewing all ground-based research involving human subjects.	
Attendees	Chair: Jeffrey S. Hill	Secretary: Patricia G. Cowin
	Members: Patricia G. Cowin (Vice Chair) Randy B. Cone Dr. Leroy P. Gross (ex-officio) Raymon McAdaragh James A. Osborn Charles A. Polen Lawrence J. Prinzel Richard J. Yasky Thomas J. Quenville	
Meeting Frequency	Annually and as needed.	
Minutes Requirement	Copies provided to Chair, ESC, Director, SMAO, and each meeting attendee.	
Minutes Responsibility	Secretary	
Last Updated	August 18, 2005 February 28, 2007	

BOARD	Airworthiness and Safety Review Board (ASRB)	
Reporting To	Executive Safety Council	
Charter	Assure that appropriate reviews are conducted for, and provide guidance for, all research-related atmospheric flight vehicle activities (regardless of scale or human operation mode) that are funded, managed, or conducted by LaRC, for the purposes of: (1) approving Flight Safety Release letters; and (2) recommending airworthiness and safety requirements for flight operations.	
Attendees	Chair: Melvin H. Lucy Co-Chairperson: Victor A. Carreno	Secretary: James Comstock
	Members: Junilla Applin John Chapman Kurt N. Detweiler Leslie O. Kagey, III (Aviation Safety Officer) Donald J. Porter, Jr. (Head, Mission Assurance Branch, SMAO) Brent Weathered Noel J. West	
Meeting Frequency	Mandatory meetings scheduled once a quarter; generally first Wednesday of every month with special meetings as necessary to accommodate project schedules.	
Minutes Requirement	Original to files, paper copy to the Chair, ESC; electronic copy to all ESC and ASRB members, all meeting attendees, and designated WFF flight operations personnel.	
Minutes Responsibility	ASRB Secretary	
Last Updated	May 12, 2006 February 28, 2007	

June 27, 2005

LAPD 1150.2 Attachment A

BOARD	Facility Safety Advisory Board	
Reporting To	Executive Safety Council	
Charter	Evaluates safety policy before implementation and reviews items requiring management attention, after coordination with the LaRC Safety Manager	
Attendees	Chair: Wesley L. Goodman Vice Chair: vacant	Secretary: Janet L. Edmondson
	<u>Members:</u> Stanley Hogge Nicholas A. Kepics Brian S. Luoto Anton Schuszler, II Venki S. Venkat (non-voting) Mark Whitaker	
Meeting Frequency	Quarterly	
Minutes Requirement	Original to files. Electronic copy to all members, attendees, and Director, SMAO.	
Minutes Responsibility	FSAB Secretary	
Last Updated	May 12, 2006 February 28, 2007	

BOARD	Property Survey Board	
Reporting To	Director	
Charter	To investigate and make recommendations to the appropriate management level concerning the loss, damage, or destruction of property equal to or greater than \$1000 in acquisition value (NPR 4200.1E), and sensitive items with a value of \$500 or more.	
Attendees	Chair: Barbara S. Trippe	Secretary: Catherine M. Morris (NEMS Equipment Manager)
	<u>Members:</u> Donald J. Reichle, Vice Chair W. Eugene "Gene" Griffith, Property Survey Officer Alesia L. Williams G. Doug Boggs Laura J. Smith Richard L. Chase Josephine L. Sawyer <u>Ex-Officio:</u> Catherine M. Morris – Capital Assets and Logistics Management Team Branch , Center Operations Directorate (COD) Charles Cramer- Security Management and Safeguards Team and Program Protection Branch , COD Kenneth H. Goetzke - Representative for Office of Chief Counsel	
Meeting Frequency	At least monthly	
Minutes Requirement	Minutes are required for each meeting	
Minutes Responsibility	NASA Equipment Management System (NEMS) Equipment Manager	
Last Updated	March 9, 2006 February 28, 2007	

June 27, 2005

LAPD 1150.2 Attachment A

PANEL	LaRC Honor Awards Panel	
Reporting To	ERARC	
Charter	Panel convenes to review and prioritize the Center's honor award nominations and present their recommendations to the ERARC. The ERARC will finalize the Center nomination package for Agency review.	
Attendees	Co-Chairs: Senior Scientist and Director, Office Strategic Communications and Education	Secretary: none
	Members: Members representative of Center population	
Meeting Frequency	Annually	
Minutes Requirement	Not required	
Minutes Responsibility	N/A	
Last Updated	April 7, 2006	

COMMITTEE	Facility Operational Safety Assessment Committee	
Reporting To	Executive Safety Council	
Charter	Provide Center-wide operational safety oversight during the transition to contractor-provided maintenance and facility engineering support and to make recommendations and institutionalize changes to improve facility safety.	
Attendees	Chair: James A. Osborn(acting) Vice Chair: Lynn D. Curtis	Secretary: Nicholas A. Kepics
	Members: William K. Davis (non-voting) Victor E. Delnore Michael V. Foretich Donald R. Green (non-voting) John R. Hefner Jeffrey S. Hill John T. Inge Peter F. Jacobs Jerry Kegelmann Marie F. Lane Roslyn L. McCreery Troy F. Middleton Carlos S. Perez-Ramos Thomas G. Popernack, Jr. Bert Sawyer (non-voting) Lloyd Smith John B. Warren Charles B. Zeitman	
Meeting Frequency	Monthly, as needed.	
Minutes Requirement	Copies provided to Chair, ESC, Director, SMAO, and each meeting attendee.	
Minutes Responsibility	Secretary	
Last Updated	August 18, 2005 February 28, 2007	

June 27, 2005

LAPD 1150.2 Attachment A

COMMITTEE	Wind Tunnel Model Systems Committee	
Reporting To	Executive Safety Council	
Charter	<ul style="list-style-type: none"> • Provide oversight of LPR 1710.15, "Wind-Tunnel Model Systems Criteria," which covers procedures and policies associated with models tested in mandatory facilities that reside in different competencies. • Provide a process to integrate new technologies/criteria into LPR 1710.15. • Provide a process to strengthen the policy guide based on experiences and lessons learned from facility mishaps and close calls. • Communicate required changes resulting from facility mishaps and close calls. • Expedite communication between the ESC and LPR 1710.15 users. • Align LPR 1710.15 with other LaRC policy guides. 	
Attendees	Chair: vacant Thomas Popernack, Jr. Vice Chairperson: Ronald C. Busa vacant	Secretary: Troy F. Middleton
	Members: Michael J. Acheson William C. Alexander Genevieve D. Dixon Scott C. Forth Wesley L. Goodman Ricky Hall William Langford James O'Shaughnessy (non-voting) Thomas G. Popernack, Jr. Larry C. Rash (non-voting) Ray D. Rhew Gautam H. Shah Venki Venkat (non-voting)	
Meeting Frequency	At least semi-annually	
Minutes Requirement	Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.	
Minutes Responsibility	Secretary	
Last Updated	May 12, 2006 February 28, 2007	

June 27, 2005

LAPD 1150.2 Attachment A

COMMITTEE	Electrical Systems Committee	
Reporting To	Executive Safety Council	
Charter	a. Conduct reviews and provide guidance on safety and activities such as grounding systems, flight electrical power systems, and control systems. b. Recommend requirements, standards, and procedures for systems designed to use, store, confine, or distribute significant levels of electrical energy. c. Investigate and recommend corrective action for major electrical systems faults. d. Maintain an overview of developments in electrical safety. e. Provide electrical systems information for the LaRC Safety Manual; namely, LPR 1710.6, "Electrical Safety," and LPR 1710.10, "Safety Clearance Procedures (Lockout/Tagout)." 	
Attendees	Chair: John T. Inge Vice Chair: vacant	Secretary: Alan W. Henderson
	<u>Members:</u> Ellen B. Carpenter Joseph M. Falzone (non-voting) Gregory Hogge Carl E. Horne (non-voting) H. Keith Knight Thomas Levin Douglas M. Smith Michael D. Vaccarelli	
Meeting Frequency	Monthly as needed.	
Minutes Requirement	Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.	
Minutes Responsibility	Secretary	
Last Updated	May 12, 2006 February 28, 2007	

COMMITTEE	Ionizing Radiation Committee	
Reporting To	Executive Safety Council	
Charter	Conduct reviews and provide guidance on safety of radiation-producing devices, such as X-ray tubes, accelerators, electron beam welders, and radioactive materials. Recommend standards for ionizing radiation sources requirements and procedures for their procurement, transportation, storage, handling, use, and disposal. Maintain an overview of developments in ionizing radiation safety. Provide ionizing radiation information for the LaRC Safety Manual "Ionizing Radiation," LPR 1710.5.	
Attendees	Chair: Danny R. Sprinkle	Secretary: Danny R. Sprinkle
	<u>Members:</u> Karen M. Taminger, Vice Chairperson Ingrid A. Carlberg Patricia G. Cowin (ex-officio) David E. Hartman (non-voting) Margaret Holloman Warren C. Kelliher Kim Merritt, Radiation Safety Officer (RSO) Mason Proctor (ex-officio) Robert Singleterry, Jr. Ralph M. Stephens Charles E. Townsley	
Meeting Frequency	At least Quarterly	
Minutes Requirement	Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.	
Minutes Responsibility	Secretary	
Last Updated	August 18, 2005 February 28, 2007	

June 27, 2005

LAPD 1150.2 Attachment A

COMMITTEE	Non-ionizing Radiation Committee	
Reporting To	Executive Safety Council	
Charter	Provide reviews and guidance for the safety aspects of activities including lasers, microwave and radio frequency (RF) equipment, and infrared devices. Recommend standards for non-ionizing radiation sources requirements and procedures for their procurement, transportation, handling, use, and disposal. Maintain an overview of developments in non-ionizing radiation safety. Provide non-ionizing radiation information for the LaRC Safety Manual "Non-ionizing Radiation," LPR 1710.8.	
Attendees	Chair: Johnathan W. Hair	Secretary: Connie Osborn Bruce Barnes
	<u>Members:</u> Byron L. Meadows, Vice Chairperson Bruce W. Barnes Anthony L. Cook Patricia G. Cowin (non-voting) Gary A. Fleming Stephen B. Jones Sandra Koppen Joseph W. Lee Kim Merritt (ex-officio) Keith E. Murray Connie Osborn (non-voting) Sixto L. Vasquez Julie Williams-Bryd Meng-Chou Wu	
Meeting Frequency	At least quarterly	
Minutes Requirement	Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.	
Minutes Responsibility	Secretary	
Last Updated	May 12, 2006 February 28, 2007	

June 27, 2005

LAPD 1150.2 Attachment A

COMMITTEE	Potentially Hazardous Materials Committee	
Reporting To	Executive Safety Council	
Charter	Conduct reviews and provide guidance on safety of activities involving any material that is a health or physical hazards such as toxic, flammable, corrosive, cryogenic, or asphyxiation. Recommend standards for potentially hazardous materials and procedures for their procurement, transportation, storage, handling, use, and disposal. Maintain an overview of developments in hazardous materials safety. Provide potentially hazardous materials data for the LaRC Safety Manual, LPR 1710.12, "Potentially Hazardous Materials." Oversee activities involving pyrotechnic/propulsion explosive devices and materials.	
Attendees	Chair: Gilda A. Miner	Secretary: Gilda A. Miner
	<u>Members:</u> Joseph G. Smith, Vice Chairperson James F. Dezern Patricia G. Cowin Donna Freet (non-voting) Roger W. Johnston (ex-officio) Warren C. Kelliher Marie Lane Melvin H. Lucy Connie Osborn (non-voting) Gerald L. Pellet K. Mason Proctor Chip Quinn (ex-officio) Douglas M. Smith Mary Ann Smith Carl J. Voglewede Cherie Walton (ex-officio) George Walton (ex-officio) Suzanne Zaremski (ex-officio) Charles B. Zeitman	
Meeting Frequency	At least Semiannually	
Minutes Requirement	Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.	
Minutes Responsibility	Secretary	
Last Updated	September 8, 2005 February 28, 2007	

June 27, 2005

LAPD 1150.2 Attachment A

COMMITTEE	Pressure Systems Committee	
Reporting To	Executive Safety Council	
Charter	<ul style="list-style-type: none"> • Conduct reviews and provide guidance on safety of ground or flight pressure systems using gaseous or fluid media. Recommend requirements, standards, and procedures for systems designed to use, confine, or distribute pressurized media. Maintain an overview of developments in the field of pressure systems. • Provide pressure systems information for the LaRC Safety Manual "Safety Regulations Covering Pressurized Systems," LPR 1710.40 and "Langley Research Center Standard for the Evaluation of Socket and Branch Connection Welds," LPR 1710.41. 	
Attendees	Chair: John R. Micol Vice Chair: vacant	Secretary: C. T. Moore
	<u>Members:</u> Michael DiFulvio John L. Dougherty (non-voting) Scott C. Forth David P. Gianettino (non-voting) Charles H. Greenhalgh, Jr. Scott A. Hill Robert V. Kerns, Jr. Troy F. Middleton Gerald E. Miller (Maintia Technology Incorporated, (MTI) non-voting) Connie Osborn (non-voting) Carlos Perez-Ramos Standard Practice Engineers (SPE) will be designated to assist the committee in reviewing activities for ground and flight systems. A Cryogenic Systems Consultant will be designated to assist in reviewing cryogenic systems.	
Meeting Frequency	At least Semiannually	
Minutes Requirement	Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.	
Minutes Responsibility	Secretary	
Last Updated	November 1, 2005 February 28, 2007	

June 27, 2005

LAPD 1150.2 Attachment A

COMMITTEE	Systems Operations Committee	
Reporting To	Executive Safety Council	
Charter	Conduct reviews and provide guidance on the safety of activities such as operating a facility from a total system standpoint. Interface with other facilities and equipment. Recommend requirements, standards, and practices for standard and acceptable interim operating procedures. Provide operations safety review for minor facility modifications and equipment not scheduled for review by the project review system. Maintain an overview of development in operations safety. Provide systems operations information for the LaRC Safety Manual.	
Attendees	Chair: James A. Osborn	Secretary: Connie K. Osborn vacant
	<u>Members:</u> Carlos Perez-Ramos, Vice Chairperson Zachary T. Applin Carlito I. Barnes Glenn A. Brehm Jose Caraballo Donald R. Green (non-voting) Wesley Goodman Peyton Gregory Henry H. Haskin Robert V. Kerns William A. Kilgore Clark A. Kimmel (non-voting) Troy F. Middleton Connie Osborn (non-voting) David W. Pierpont Thomas G. Popernack, Jr. Bo C. Trieu Richard D. White Richard L. Wineman (non-voting)	
Meeting Frequency	At least Semiannually	
Minutes Requirement	Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.	
Minutes Responsibility	Secretary	
Last Updated	May 12, 2006 February 28, 2007	

June 27, 2005

LAPD 1150.2 Attachment A

COMMITTEE	Labor/Management Safety and Health Advisory Committee	
Reporting To	Executive Safety Council	
Charter	Provides a forum for personnel, through their union, and safety and health management to discuss problem areas to ensure their resolution.	
Attendees	Chair: Jose A. Caraballo	Secretary: Janet L. Edmondson
	Members: Randy B. Cone Marie F. Lane Monica G. Schrum Gregory F. Sullivan Francine A. Taliaferro Donald R. Green (ex-officio)	
Meeting Frequency	Quarterly	
Minutes Requirement	Copies to be provided to Chair, ESC, Director, SMAO, and each meeting attendee.	
Minutes Responsibility	Secretary	
Last Updated	May 12, 2006	

COMMITTEE	Engineering Drawing System Committee	
Reporting To	Office of the Director	
Charter	To provide Centerwide uniform drafting requirements and drawing files.	
Attendees	Chair: Sidney E Holloway III ("Chip")	Secretary: None
	Members: • Center Operations Directorate representatives • System Engineering Directorate representatives • Research and Technology Directorate representatives	
Meeting Frequency	Yearly or as needed to correct problems.	
Minutes Requirement	None	
Minutes Responsibility	N/A	
Last Updated	May 12, 2006	

June 27, 2005

LAPD 1150.2 Attachment A

COMMITTEE	Federal Women's Program Committee (FWPC)	
Reporting To	Head, Office of Equal Opportunity Programs (OEOP)	
Charter	To address special employment issues and concerns affecting female employees and to serve in conjunction with all levels of management in designing programs which will further the installation's affirmative employment goals. Authorized by Executive Order 11375.	
Attendees	Chair: Donna Phillips	Secretary: Lavenia (Rene) Williams
	<u>Members:</u> Representatives will be drawn from all organizational levels to reflect the diversity of the Center at a ratio of 1 representative to 150 employees. Representatives will be appointed via letter signed by their program director for a 2-year term and may be reappointed. The FWPM and union representatives are ex-officio members. A Chair, Vice-Chair, and Secretary are selected by the membership of the FWPC for a 1-year term.	
Meeting Frequency	Monthly	
Minutes Requirement	Minutes to be distributed to all members.	
Minutes Responsibility	Secretary	
Last Updated	April 1, 2003	

COMMITTEE	Diversity Awareness Committee (DAC)	
Reporting To	Office of Equal Opportunity Program (OEOP)	
Charter	To facilitate diversity awareness of the Center, foster the creation of a work environment where diversity is understood and valued, and where each individual can develop to their fullest potential.	
Attendees	Chair: Sherry Richardson Vice-Chair: Lana Olson-Hicks	Secretary: Rotational
	<u>Members:</u> Representatives will be selected from all organizational levels, occupations, and ethnicities to reflect the diversity of the Center at a ratio of 1 representative to 150 employees, not to exceed 20 members. An OEOP staff representative and Union representatives will serve as ex-officio. Representatives may self-nominate with written concurrence from their supervisor, and/or will be nominated by supervisors. Final selection will be approved by the Head, OEOP. Members will serve 3-year terms and may be reappointed at the discretion of the Head, OEOP. A Chair, Vice Chair and Secretary to be selected by membership of the DAC. Each shall serve up to a 2-year term, not in conflict with the 3-year term limit.	
Meeting Frequency	Monthly	
Minutes Requirement	Minutes to be distributed to all members.	
Minutes Responsibility	Secretary	
Last Updated	December 1, 2004	

June 27, 2005

LAPD 1150.2 Attachment A

COMMITTEE	Langley Colloquium Committee	
Reporting To	Director	
Charter	The Colloquium Lecture Series at NASA Langley provides monthly lectures and demonstrations related to science and technology. These lectures stimulate the creative processes of Langley employees, and enhance the quality of life at Langley by providing more opportunities for learning.	
Attendees	Chair: Dr. R. Clayton Rogers	Records Secretary: Myra L. Walton-Basnight,
	<u>Members:</u> C. Michael Holloway, Vice Chair Dennis Bushnell Ingrid Carlberg Lucille H. Crittenden Dana Dunham (retiree) Carolyn L. Helmeastsie Dr. Arlene S. Levine Dr. Joel S. Levine Thomas M. Moul, Corresponding Secretary Susan O. Palmer Richard S. Pappa Paresh C. Parikh W. Hewitt Phillips (retiree) Dr. Norman W. Schaeffler Dr. Jarek Sobieski Cary R. Spitzer Brian K. Stewart Dr. Sheila Ann Thibeault Martin R. Waszak Julie A. Williams-Byrd	
Meeting Frequency	Monthly	
Minutes Requirement	Minutes to be distributed to all members.	
Minutes Responsibility	The Records Secretary retains all minutes.	
Last Updated	April 5, 2006	

COMMITTEE	Langley Chapter, NASA Employees' Benefit Association (NEBA) Committee	
Reporting To	Director	
Charter	NPC 3871.1	
Attendees	President: Dave Gosselin James Carson	Secretary-Treasurer: vacant
	Vice President: Linda H. Park	
Meeting Frequency	Annual Board Meeting and other meetings as required	
Minutes Requirement	Maintained by Chairman	
Minutes Responsibility	Chairman	
Last Updated	March 8, 2005 March 1, 2007	

June 27, 2005

LAPD 1150.2 Attachment A

COMMITTEE	Advanced Study Committee	
Reporting To	Deputy Director	
Charter	<p>Committee: Recommend policy for advanced study under the "Government Employee Training Act." Advise the Organizational Development and Workforce Relations Branch, Office of Human Capital Management, in the administration of LaRC's graduate study program. Be aware of the Center's advanced study needs. Be knowledgeable of graduate study opportunities from local institutions and from non-commuting institutions. Review and approve staff member requests for full-time graduate study and part-time programs in administration. Make recommendations to the Deputy Director on other matters concerning improving the qualifications of professional employees.</p> <p>Senior Scientist: Approve the procurement of educational resource lecturer services.</p>	
Attendees	Chair: Deputy Director Co-Chair: Senior Scientist	Secretary: George D. Allison
	<p>Members:</p> <p>Charles E. Harris John B. Herrin Ajay Kumar Jerry R. Newsom Donna L. Phillips Stephen P. Sandford Lelia B. Vann</p>	
Meeting Frequency	Meetings held on the call of the Chairperson	
Minutes Requirement	Not stated	
Minutes Responsibility	Secretary - George Allison	
Last Updated	June 15, 2006	

COMMITTEE	Professional Entrance Training Review Committee	
Reporting To	Director, Office of Human Capital Management	
Charter	To hear oral presentations by Aerospace Technologist (AST) trainees at GS-7 level at the end of their training periods and to determine whether the trainee has demonstrated the capability to perform at the level required for promotion to the next higher grade.	
Attendees	Chair: Chief Scientist	Secretary: A member of the Organizational Development and Workforce Relations Branch
	<p>Members: Members are selected on the basis of knowledge and experience in the subject matter of the oral presentation and in the field of training involved. One member will be appointed from within the trainee's organization and two members will be appointed from outside the trainee's organization.</p>	
Meeting Frequency	Meetings are scheduled by the Organizational Development and Workforce Relations Branch with the concurrence of the Chair, during the last month of the trainee's period of training.	
Minutes Requirement	Not stated	
Minutes Responsibility	Organizational Development and Workforce Relations Branch	
Last Updated	June 15, 2006	

June 27, 2005

LAPD 1150.2 Attachment A

COMMITTEE	Employee Suggestion Committee	
Reporting To	Director, Office of Human Capital Management	
Charter	Reviews evaluations of technical and administrative suggestions submitted by Langley employees to determine the eligibility of the suggester to receive an award and recommends the type and amount of award to be granted.	
Attendees	Chair: Thomas H. Brinkley	Secretary: Karen E. Ridlon
	Members: Marvin E. Beatty Edward G. Carden Lloyd B. Evans Wesley L. Goodman Dana P. Hammond Alan W. Henderson C. Michael Holloway Jennifer P. Keyes Jennifer D. McCardell Marshall Rouse Sherri L. Yokum AFGE Representative	
Meeting Frequency	When the Chair deems necessary	
Minutes Requirement	Original to files	
Minutes Responsibility	Secretary - Karen E. Ridlon	
Last Updated	June 15, 2006	

June 27, 2005

LAPD 1150.2 Attachment A

COMMITTEE	National Institute of Aerospace (NIA) Advisory Committee	
Reporting To	NIA Strategic Liaison	
Charter	<p>The NIA Advisory Committee will provide advice and guidance to the Advanced Planning and Partnership Office by fulfilling the following specific responsibilities:</p> <ul style="list-style-type: none"> • Represent the strategic interests of LaRC in NIA planning; • Serve as (or designate a) POC for collaborative activities; • Review NIA Annual Performance Plan (APP) to concur or recommend revisions (Advanced Planning and Partnership Office will work to achieve a consensus approval of the APP); • Review Annual Report to determine if NIA is meeting its goals and objectives; and • Participate in renewal reviews to determine the continuation of funding (conducted in 3rd, 8th, and 13th years) 	
Attendees	Chair: NIA Strategic Liaison	Secretary: Management Analyst, Advanced Planning and Partnership Office
	<p><u>Members:</u> Director , Advanced Planning and Partnership Office Organizational Unit Manager (OUM) or OUM designate from the following organizations:</p> <ul style="list-style-type: none"> • Systems Analysis Directorate • Exploration and Flight Projects Directorate • Science Directorate • Systems Engineering Directorate • Center Operations Directorate • Flight Research Services Directorate • Aeronautics Research Directorate • Office of Strategic Communications and Education • NASA Engineering and Safety Center • Research and Technology Directorate • Office of Chief Counsel • Office of Procurement 	
Meeting Frequency	Yearly, with additional meetings as required.	
Minutes Requirement	Not required.	
Minutes Responsibility	N/A	
Last Updated	February 28, 2007 March 19, 2007	

June 27, 2005

LAPD 1150.2 Attachment A

GROUP	Aviation Safety Working Group	
Reporting To	Executive Safety Council	
Charter	To find and communicate safety issues pertaining to aviation safety at the Center.	
Attendees	Chair: Leslie O. Kagey Vice Chair: vacant	Secretary: Donna M. Amole
	Members: Jose A. Caraballo (Ex-Officio) Kenneth Cameron Dale Clark Ralph G. Dooley Vincent J. Fleck Dr. Leroy P. Gross (Ex-Officio) Andy W. Haynes John R. Hefner Howard J. Lewis (Aviation Manager, ex-officio) Purnell (Rick) Hopson Courtney H. Rollins Scott T. Simms Carey D. Smith Dennis R. Sult Noel J. West Michael S. Wusk	
Meeting Frequency	Monthly	
Minutes Requirement	Original to files, paper copy to the Chair, ESC; electronic copy to all ASWG members and all meeting attendees.	
Minutes Responsibility	ASWG secretary	
Last Updated	May 12, 2006 February 28, 2007	

June 27, 2005

LAPD 1150.2 Attachment A

GROUP	Management Steering Group (MSG)	
Reporting To	Strategic Leadership Council	
Charter	<p>Facilitate coordination and dissemination of, and responses to, Agency Chief Engineer related activities. Promote cooperation, cross-functional communications, and improvements among all Langley organizations that involve engineering activities (see http://sw-eng.larc.nasa.gov for more extensive charter).</p> <p>Specifically:</p> <p>Sponsor engineering improvement activities and ensure alignment with LaRC mission and goals:</p> <ol style="list-style-type: none"> 1. Provide advocacy, pro-active commitment, and visible management support for improvement activities; 2. Monitor and evaluate process improvement progress, provide guidance and direction; 3. Obtain and sustain LaRC support for the engineering improvements; 4. Identify and solicit applicable organizations to adopt results from successful pilots; 5. Address engineering improvement interests of the entire Center. <p>Provide resources and guidance to the Engineering and Project Management Improvement Working Group (EPWG) and Software Engineering Process Group (SEPG):</p> <ol style="list-style-type: none"> 1. Allocate organizational workforce resources to support EPWG and SEPG activities; 2. Advocate funding support for EPWG and SEPG activities; 3. Review EPWG and SEPG recommendations and support the implementation of approved recommendations; 4. Conduct periodic meetings with the EPWG and SEPG to review the progress and discuss concerns; 5. Assist EPWG and SEPG in risk mitigation; 6. Address problems that are beyond the ability of the EPWG and SEPG to affect. 	
Attendees	Chair: Director, Systems Engineering Directorate	Secretary: SEPG Chair
	<p>Members are:</p> <p>Director of the Systems Engineering Directorate Director of the Research & Technology Directorate Director of the Center Operations Directorate Director of the Systems Analysis and Concepts Directorate Director of the Exploration and Flight Projects Directorate Director of the Systems Management Office Director of the Safety and Mission Assurance Office LaRC reps. to Headquarters' SEWG LaRC reps. to Headquarters' SWG</p> <p>Ex-officio members are:</p> <p>Director of Flight Research Services Directorate Director of the Science Directorate Director of the Aeronautics Research Directorate Chief Technologist Director of the Advanced Planning and Partnership Office Chief Information Officer Cost Analysis Officer LMS Management Representative NESC Center Chief Engineer</p>	
Meeting Frequency	As called by the Chair.	
Minutes Requirement	Meetings will have an agenda distributed at least three days prior to the meeting, and all previous meeting minutes and action items will be documented and distributed no later than the agenda.	
Minutes Responsibility	Secretary	
Last Updated	May 11, 2006 February 28, 2007	

June 27, 2005

LAPD 1150.2 Attachment A

GROUP	Software Engineering Process Group (SEPG)	
Reporting To	Management Steering Group (MSG)	
Charter	To plan, facilitate, and monitor the development and implementation of software process improvements across LaRC (see http://sw-eng.larc.nasa.gov for more extensive charter).	
Attendees	Chair: M. Patricia Schuler, SED	Secretary: None
	SEPG members represent the following organizations (appointed by organization head): Center Operations Directorate, Charles E. Niles (Deputy Chair) Flight Research Services Directorate Systems Engineering Directorate Research & Technology Directorate Systems Analysis and Concepts Directorate (vacant) Science Directorate Safety and Mission Assurance Office	
Meeting Frequency	As called by the Chair	
Minutes Requirement	None	
Minutes Responsibility	N/A	
Last Updated	May 12, 2006 February 28, 2007	

Product Units and Core Resources Units Organizations

Product Units	Core Resources Units
Aeronautics Research	Flight Research Services
Exploration and Flight Projects	Research and Technology
Science	Systems Engineering
Systems Analysis and Advanced Concepts	Center Operations
Last Updated: April 7, 2006 February 28, 2007	

Executive Resources, Awards, and Recognition Council Panel Member Assignments

CALENDAR YEAR 2006	CALENDAR YEAR 2007	CALENDAR YEAR 2008
<ul style="list-style-type: none"> Chair – Deputy Director Chief of Staff Office of Human Capital Management Office of Equal Opportunity Programs Advanced Planning and Partnership Office Office of Chief Counsel Safety and Mission Assurance Office Research and Technology Directorate Center Operations Directorate Aeronautics Research Directorate 	<ul style="list-style-type: none"> Chair – Center Director Chief of Staff Office of Human Capital Management Office of Equal Opportunity Programs Advanced Planning and Partnership Office Office of Strategic Communications and Education Systems Management Office Flight Research Services Directorate Systems Engineering Directorate Science Directorate 	<ul style="list-style-type: none"> Chair – Deputy Director Chief of Staff Office of Human Capital Management Office of Equal Opportunity Programs Advanced Planning and Partnership Office Safety and Mission Assurance Office Office of Chief Financial Officer Research and Technology Directorate Center Operations Directorate Exploration and Flight Projects Directorate Systems Analysis and Concepts Directorate
Last Updated: May 11, 2006 March 1, 2007		