



**LANGLEY  
POLICY  
DIRECTIVE**

**Directive: LAPD 1150.2  
Effective Date: November 25, 2003  
Expiration Date: November 25, 2008**

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**Responsible Office: Office of the Director**

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

**1. POLICY**

- a. Official Langley Research Center (LaRC) Boards, Panels, Committees, Councils, and Teams will be assigned via this directive and other Langley Policy Directives (LAPD's).
- b. Additions or deletions of Boards, Panels, Committees, Councils, and Teams to the Attachment to this document must go through the official review cycle. Revisions to the charter of a Board, Panel, Committee, Council, or Team must also go through the official review cycle.

**2. APPLICABILITY**

This policy directive is applicable to all civil service employees of NASA LaRC.

Note: This policy does not apply to Source Evaluation Boards, Panels, Committees, or Award Fee Boards established under the Federal Acquisition Regulation.

**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

**5. RESPONSIBILITIES**

- a. Employees

Notify authorizing officials when changes to the Attachment are necessary.

- b. Authorizing Officials

Submit written authorization to Mail Stop 377/Directives Manager, or [ldm@larc.nasa.gov](mailto:ldm@larc.nasa.gov), whenever a Board, Panel, Committee, Council, or Team requirement must be changed.

c. Directives Manager

Changes to the Attachment which are not detailed in 1.b. above may be made by the Directives Manager without further routing upon receipt of a signed instruction from either the Director, Deputy Director, the cognizant Associate Director, or the Assistant Director for Planning, or their delegatee, as appropriate. The Directives Manager will send an e-mail semiannually to the Organizational Unit Managers to review the attendees list for accuracy.

NOTE: A change to the Attachment, submitted by e-mail, will be accepted if it originates from one of the approving officials listed in paragraph 5.c. This is required to authenticate electronic changes.

**7. DELEGATION OF AUTHORITY**

None

**8. MEASUREMENTS**

None

**9. CANCELLATION**

LAPD 1150.2, dated June 18, 2003.

Roy D. Bridges, Jr.  
Director

Attachment

COUNCIL	<b>Strategic and Quality Management Council (SQMC)</b>	
Reporting To	Director	
Charter	<ul style="list-style-type: none"> <li>Assess new business opportunities, establish program business and Center improvement goals, and provide a mechanism for monitoring of progress toward these goals</li> <li>Annually review Center performance indicators and the Langley Management System's effectiveness in the context of Strategic and Quality Framework objectives</li> <li>Lead a quarterly review of the Langley Management System</li> <li>Address and resolve resource allocation decisions</li> </ul>	
Attendees	Chair: Director	Meeting Facilitator: Annie Wright
	<u>Voting Members:</u> Director, Deputy Director, Associate Director for R & T Competencies, Associate Director for Program Integration, Associate Director for Business Management, Assistant Director for Planning <u>Advisory Members:</u> Chief Financial Officer (advisor on financial matters); Chief Counsel (advisor on legal matters); Head, Office of External Affairs (advisor on legislative and community affairs); Head, Office of Human Resources (advisor on human resources matters); Management Representative for LMS (advisor on LMS matters) <u>Other Members:</u> Executive Officer Technical (staff); Executive Officer Administrative (staff)	
Meeting Frequency	Twice each month, with additional meetings as required.	
Minutes Requirement	Minutes of each meeting are distributed by the Assistant Director for Planning.	
Minutes Responsibility	Minutes are maintained for SQMC reference by Assistant Director for Planning.	
Last Updated	September 12, 2003	

COUNCIL	<b>Business Management Council</b>	
Reporting To	Director	
Charter	<ul style="list-style-type: none"> <li>Provide a regular weekly meeting for the exchange of relevant information, issues and concerns, and to promote mutual awareness between the various Business Management Offices and the Associate Director for Business Management</li> <li>Provide a permanent mechanism to address Center, Enterprise or Agency level issues affecting one or more of the Business Management Offices; to identify issues of mutual significance and to collaboratively define solutions</li> <li>Provide a mechanism to exchange perspectives with the Center's Competency leadership via the rotating Competency representatives</li> <li>Provide a mechanism to exchange perspectives with the Center's Program leadership via the rotating Program Office representatives</li> <li>Provide a regular mechanism for the Office of the Director to communicate general guidance to the Business Management Offices in an interactive environment</li> </ul>	
Attendees	Chair: Associate Director for Business Management	Secretary: None
	Associate Director for Business Management, ADBM Staff Assistant, Business Management OUM's, appointed Program Office Director (rotating assignment), appointed Competency Director (rotating assignment)	
Meeting Frequency	Weekly	
Minutes Requirement	Not required	
Minutes Responsibility	N/A	
Last Updated	July 29, 1999	

COUNCIL	<b>Competency Council</b>	
Reporting To	Director	
Charter	<ul style="list-style-type: none"> <li>• Provide a regular weekly meeting for the exchange of relevant information, issues and concerns, and to promote mutual awareness between the various Competencies and the Associate Director for R&amp;T Competencies</li> <li>• Provide a permanent mechanism to address Center, Enterprise of Agency level issues affecting one or more of the Competencies; to identify issues of mutual significance and to collaboratively define solutions</li> <li>• Provide a mechanism to exchange perspectives with the Center's Program leadership via the enduring Program Directors</li> <li>• Provide a mechanism to exchange perspectives with the Center's Business Management leadership via the rotating Director/Head of a Business Management Office</li> <li>• Provide a mechanism to exchange perspectives with the Langley Senior Scientist, Assistant Director for Planning, Director, National Institute of Aerospace Management Office, and the Wind Tunnel Facility Group Director (via their permanent membership)</li> <li>• Provide a regular mechanism for the Office of Director to communicate general guidance to the Competency organizations in an interactive environment</li> </ul>	
Attendees	Chair: Associate Director for R&T Competencies	Secretary: None
	Associate Director for R&T Competencies, ADRT Staff Assistant, Competency Directors, Assistant Director for Planning, Senior Scientist, Directors of enduring Program Offices, Director of the National Institute of Aerospace Management Office, Wind Tunnel Facility Group Director, rotating representative from the Business Council	
Meeting Frequency	Weekly	
Minutes Requirement	Not required	
Minutes Responsibility	N/A	
Last Updated	July 31, 2003	

COUNCIL	<b>Program Council</b>	
Reporting To	Director	
Charter	<ul style="list-style-type: none"> <li>• Provide a regular weekly meeting for the exchange of relevant information, issues and concerns, and to promote mutual awareness between the various Program Offices and the Assistant to the Director for Program Integration</li> <li>• Provide a permanent mechanism to address Center, Enterprise of Agency level issues affecting one or more of the Program Offices; to identify issues of mutual significance and to collaboratively define solutions</li> <li>• Provide a mechanism to exchange perspectives with the Center's Competency leadership via the rotating Competency representatives</li> <li>• Provide a mechanism to exchange perspectives with the Center's Business Management leadership via the permanent membership of the Chief Financial Officer and Chief Counsel</li> <li>• Provide a regular mechanism for the Office of Director to communicate general guidance to the Program Offices in an interactive environment</li> </ul>	
Attendees	Chair: ADPI	Secretary: None
	Associate Director for Program Integration, ADPI Staff Assistant, OD Technical Assistant, Program Office Directors, Management Support Office Head, Chief Financial Officer, Chief Counsel, appointed Competency Directors (rotating assignment), appointed OUM of a Business Management Office (rotating), Head, Systems Management Office	
Meeting Frequency	Bi-Weekly	
Minutes Requirement	Not required	
Minutes Responsibility	N/A	
Last Updated	January 30, 2002	

COUNCIL	<b>Center Program Management Council (CPMC)</b>		<i>See NPD 7120.4A</i>
Reporting To	Director		
Charter	<ul style="list-style-type: none"> <li>• Provide a forum for LaRC management to review, assess, advise, and assist in the progress, status, issues, and appropriate compliance with NPG 7120.5 of LaRC programs and projects. <ul style="list-style-type: none"> <li>• Provide independent advice and solutions to problems and issues. Identify solutions that program/project management may not have considered.</li> <li>• Ensure Senior Management is informed about significant events and issues, providing sufficient time to formulate strategy and detect and correct global problems.</li> </ul> </li> <li>• Facilitate LaRC management decisions, actions, and recommendations relative to LaRC programs and projects. <ul style="list-style-type: none"> <li>• Assess the readiness of programs and projects to enter implementation phase.</li> </ul> </li> <li>• Facilitate the identification of systemic Center policies and issues needing corrective, preventive, or improvement actions.</li> <li>• Monitor Center commitments with regard to planned, needed, and actual costs and workforce.</li> </ul>		
Attendees	Chair: Director (Semi-annual) Deputy Director (Monthly)	Executive Secretary: Head, Systems Management Office	
	<u>Members:</u> Director, Chairperson for Semi-annual review Deputy Director, Chairperson for Monthly review Associate Director for Program Integration (ADPI) Associate Director for Business Management Associate Director for Research & Technology Competencies Chief Financial Officer Director, Office of Safety and Mission Assurance Senior Engineers (appointed by the Deputy Director) Director, Office of Procurement Head, Systems Management Office Chief Information Officer		
Meeting Frequency	Monthly		
Minutes Requirement	Minutes shall be recorded by the Executive Secretary		
Minutes Responsibility	Minutes maintained for Council reference by the Executive Secretary		
Last Updated	September 4, 2003		

BOARD	<b>Executive Safety Board</b>		<i>Replaces LAPD 1700.3</i>
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 Vice Chair: Director, OSSEMA	Secretary: Janet L. Edmondson	
	<b>Members:</b> Associate Director for R and T Competencies Associate Director for Business Management Associate Director for Program Integration  Director, Systems Engineering Competency Director, Aerodynamics, Aerothermodynamics, and Acoustics Competency Director, Structures and Materials Competency Director, Airborne Systems Competency Director, Atmospheric Sciences Competency Director, Flight Research Services Competency Head, Office of Human Resources Director, Research Facility Management Office Representative, American Federation of Government Employees, Local 2755		
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	January 28, 2004		

COMMITTEE	<b>Facility Operational Safety Assessment Committee</b>		
Reporting To	Executive Safety Board		
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: Sammie D. Joplin Vice Chair: vacant	Secretary: vacant	
	<b>Members:</b> Harold W. Beazley Lynn D. Curtis Tonya Grigsby Jeffrey S. Hill Peter F. Jacobs Robert V. Kerns Marie F. Lane Boyce E. Lavender Thomas G. Popernack, Jr. Melvin H. Sawyer John B. Warren Willard R. Weaver Burnie S. Williams <a href="#">Charles B. Zeitman</a>		
Meeting Frequency	Monthly, as needed.		
Minutes Requirement	Copies provided to Chair, Executive Safety board, Director, OSMA, and each meeting attendee.		
Minutes Responsibility	Secretary		
Last Updated	<a href="#">September 4, 2003</a> <a href="#">March 1, 2004</a>		

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BOARD	<b>Executive Resources Panel</b>	
Reporting To	Center Director	
Charter	Responsible for selection of Center candidates for Agency sponsored programs such as Fellowships, Leadership Development Program (LDP), Senior Executive Service Candidate Development Program (SESCDP), and NASA Administrator's Fellowship Program (NAFP); and Langley sponsored Brookings Institute Courses and Federal Executive Institute (FEI).	
Attendees	Chair: Deputy Director	Secretary: Employee and Organizational Development Branch, OHR
	<u>Voting Members:</u> Deputy Director Head, Office of Human Resources Director, Aerospace Systems Concepts and Analysis Director, Aerodynamics, Aerothermodynamics, and Acoustics Director, Structures and Materials Director, Airborne Systems Director, Atmospheric Sciences Director, Systems Engineering Director, Research Facilities Management Office <a href="#">Director, Flight Research Services</a> Program Offices Representative Business Management Offices Representative <u>Non-voting Members:</u> OEO Representative Executive Officer (Administrative) Employee and Organizational Development Branch, OHR representative	
Meeting Frequency	Two times per year or as called by the Chair.	
Minutes Requirement	No minutes required. Decisions are recorded.	
Minutes Responsibility	(1) Candidate selection for Agency Fellowship, LDP, SESCO, and NAFP Competition and (2) Langley sponsored program participants recorded by OHR representative.	
Last Updated	<del>July 29, 2003</del> <a href="#">March 12, 2004</a>	

BOARD	<b>Airworthiness and Safety Review Board (ASRB)</b>		<i>Replaces LAPD 1700.3</i>
Reporting To	Executive Safety Board		
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	Secretary: Robert V. Gifford	
	Co-Chairperson: Victor A. Carreno		
	<u>Members:</u> Junilla Applin James R. Comstock Kurt N. Detweiler Robert V. Gifford Charles R. Hyde Leslie O. Kagey, III (Aviation Safety Officer) Donald J. Porter, Jr. (Head, Office of Mission Assurance, OSMA) Mitchell E. Thomas Tony L. Trexler Noel J. West Brenton W. Weathered Joan T. Wright		
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, Executive Safety Board (ESB); electronic copy to all ESB and ASRB members, all meeting attendees, and designated WFF flight operations personnel.		
Minutes Responsibility	ASRB Secretary		
Last Updated	November 27, 2002		

COMMITTEE	<b>Wind Tunnel Model Systems Committee</b>	
Reporting To	Executive Safety Board	
Charter	<ul style="list-style-type: none"> <li>• Provide oversight of LAPG 1710.15, "Wind-Tunnel Model Systems Criteria," which covers procedures and policies associated with models tested in mandatory facilities that reside in different competencies.</li> <li>• Provide a process to integrate new technologies/criteria into LAPG 1710.15.</li> <li>• Provide a process to strengthen the policy guide based on experiences and lessons learned from facility mishaps and close calls.</li> <li>• Communicate required changes resulting from facility mishaps and close calls.</li> <li>• Expedite communication between the Executive Safety Board and LAPG 1710.15 users.</li> <li>• Align LAPG 1710.15 with other LaRC policy guides.</li> </ul>	
Attendees	Chair: Charles A. Davidson, Jr.	Secretary: Troy F. Middleton
	<u>Members:</u> Ray D. Rhew Wesley L. Goodman Thomas G. Popernack, Jr. Robert J. Wallis William C. Alexander Genevieve D. Dixon Gautam H. Shah Scott C. Forth Michael J. Acheson	
Meeting Frequency	At least semi-annually	
Minutes Requirement	Copies to be provided to Chair, Executive Safety Board, Director, OSMA, and each meeting attendee.	
Minutes Responsibility	Secretary	
Last Updated	February 7, 2003	

COMMITTEE	<b>Electrical Systems Committee</b>	<i>Replaces LAPD 1700.3</i>
Reporting To	Executive Safety Board	
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, LAPG 1710.6, "Electrical Safety," and LAPG 1710.10, "Safety Clearance Procedures (Lockout/Tagout)." 	
Attendees	Chair: <del>A. Bruce Clark</del> <a href="#">vacant</a>	Secretary: Alan W. Henderson
	<u>Members:</u> Harold W. Beazley <del>Alan B. Clark</del> Alan W. Henderson John t. Inge H. Keith Knight	
Meeting Frequency	Monthly as needed.	
Minutes Requirement	Copies to be provided to Chair, Executive Safety Board, Director, OSMA, and each meeting attendee.	
Minutes Responsibility	Secretary	
Last Updated	<del>July 31, 2003</del> <a href="#">April 9, 2004</a>	

PANEL	<b>Institutional Review Board</b>		<i>Replaces LAPD 7100.8</i>
Reporting To	Executive Safety Board		
Charter	Protect human research subjects by reviewing all ground-based research involving human subjects.		
Attendees	Chair: Jeffrey S. Hill	Secretary: Patricia G. Cowin	
	<u>Members:</u> Patricia G. Cowin (Vice Chair) Lorenzo R. Clark Karen A. Koch James A. Osborn Charles A. Polen Lawrence J. Prinzel Thomas J. Quenville  Lt. Col. Wayne M. Pritt, MD, LAFB		
Meeting Frequency	Annually and as needed.		
Minutes Requirement	Copies provided to Chair, ESB, Director, OSMA, and each meeting attendee.		
Minutes Responsibility	Secretary		
Last Updated	January 28, 2004		

COMMITTEE	<b>Ionizing Radiation Committee</b>		<i>Replaces LAPD 1700.3</i>
Reporting To	Executive Safety Board		
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," LAPG 1710.5.		
Attendees	Chair: Danny R. Sprinkle	Secretary: Danny R. Sprinkle	
	<u>Members:</u> Karen M. Taminger, Vice Chairperson Ingrid A. Carlberg Michelle Fraser-Page Patricia G. Cowin William Gray, Jr Margaret Holloman Warren C. Kelliher Kim Merritt (RSO) Robert Singleterry, Jr. Ralph M. Stephens Charles E. Townsley		
Meeting Frequency	At least Quarterly		
Minutes Requirement	Copies to be provided to Chair, Executive Safety Board, Director, OSMA, and each meeting attendee.		
Minutes Responsibility	Secretary		
Last Updated	July 23, 2003		

COMMITTEE	<b>Non-ionizing Radiation Committee</b>		<i>Replaces LAPD 1700.3</i>
Reporting To	Executive Safety Board		
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," LAPG 1710.8.		
Attendees	Chair: Joseph W. Lee	Secretary: Beverly Jones Anderson	
	<u>Members:</u> Gary A. Fleming, Vice Chairperson Bruce W. Barnes Anthony L. Cook Patricia G. Cowin Johnathan W. Hair Stephen B. Jones Byron L. Meadows Kim Merritt (RSO) Keith E. Murray Sixto L. Vasquez Julie Williams-Bryd Meng-Chou Wu		
Meeting Frequency	At least quarterly		
Minutes Requirement	Copies to be provided to Chair, Executive Safety Board, Director, OSMA, and each meeting attendee.		
Minutes Responsibility	Secretary		
Last Updated	November 6, 2003		

COMMITTEE	<b>Potentially Hazardous Materials Committee</b>		<i>Replaces LAPD 1700.3</i>
Reporting To	Executive Safety Board		
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, LAPG 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> <a href="#">Carl J. Voglewede</a> , <a href="#">Joseph G. Smith</a> , Vice Chairperson James F. Dezern Joseph M. Faulkner Catharine C. Fay Patricia G. Cowin Purnell Hopson, Jr. <a href="#">Marie F. Lane</a> Roger W. Johnston Warren C. Kelliher Gerald L. Pellet K. Mason Proctor Donald W. Ruth Douglas M. Smith <a href="#">Joseph G. Smith</a> George Walton Suzanne Zaremski Charles B. Zeitman		
Meeting Frequency	At least Semiannually		
Minutes Requirement	Copies to be provided to Chair, Executive Safety Board, Director, OSMA, and each meeting attendee.		
Minutes Responsibility	Secretary		
Last Updated	<del>July 23, 2003</del> <a href="#">March 2, 2004</a>		

COMMITTEE	<b>Pressure Systems Committee</b>	<i>Replaces LAPD 1700.3</i>
Reporting To	Executive Safety Board	
Charter	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Provide pressure systems information for the LaRC Safety Manual "Safety Regulations Covering Pressurized Systems," LAPG 1710.40 and "Langley Research Center Standard for the Evaluation of Socket and Branch Connection Welds," LAPG 1710.41.</li> </ul>	
Attendees	Chair: J. Randy Rooker	Secretary: <del>John F. Wilson</del> <a href="#">Cadd T. Moore, III</a>
	<p><u>Members:</u>  John R. Micol, Vice Chairperson  Michael DiFulvio  Charles H. Greenhalgh, Jr.  Scott A. Hill  Robert V. Kerns, Jr.  Gerald E. Miller  C. T. Moore  Laura A. O'Connor  Carlos Perez-Ramos  Grant M. Watson</p> <p>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.</p>	
Meeting Frequency	At least Semiannually	
Minutes Requirement	Copies to be provided to Chair, Executive Safety Board, Director, OSMA, and each meeting attendee.	
Minutes Responsibility	Secretary	
Last Updated	March <del>15, 2002</del> , <a href="#">2004</a>	

COMMITTEE	<b>Systems Operations Committee</b>		<i>Replaces LAPD 1700.3</i>
Reporting To	Executive Safety Board		
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: Grant M. Watson	
	<u>Members:</u> Carlos Perez-Ramos, Vice Chairperson Beverly Jones Anderson Zachary T. Applin Cheri L. Bailey Peyton B. Gregory Henry H. Haskin Barry N. Hogge Robert V. Kerns William A. Kilgore Troy F. Middleton Laura A. O'Connor David W. Pierpont Thomas G. Popernack, Jr. Thomas E. Saunders <a href="#">Raymond C. Scholz</a> Bo C. Trieu		
Meeting Frequency	At least Semiannually		
Minutes Requirement	Copies to be provided to Chair, Executive Safety Board, Director, OSMA, and each meeting attendee.		
Minutes Responsibility	Secretary		
Last Updated	<del>February 7, 2003</del> <a href="#">March 2, 2004</a>		

BOARD	<b>Facility Safety Advisory Board</b>		<i>Replaces LAPD 1700.2</i>
Reporting To	Executive Safety Board		
Charter	Evaluates safety policy before implementation and reviews items requiring management attention, after coordination with the LaRC Safety Manager		
Attendees	Chair: Wesley L. Goodman	Secretary: Janet L. Edmondson	
	<u>Members:</u> Beverly Jones Anderson Calvin C. Chandler Robert L. Devers Alan W. Henderson Ricky L. Hoff Nicholas A. Kepics John R. Micol Thomas G. Popernack, Jr. Anton Schuszler, II Mark Whitaker		
Meeting Frequency	Quarterly		
Minutes Requirement	Original to files. Electronic copy to all members, attendees, and Director, OSMA.		
Minutes Responsibility	FSAB Secretary		
Last Updated	September 4, 2003		

COMMITTEE	<b>Labor/Management Safety and Health Advisory Committee</b>		
Reporting To	Executive Safety Board		
Charter	Provides a forum for personnel, through their union, and safety and health management to discuss problem areas to ensure their resolution.		
Attendees	Chair: Grant M. Watson	Secretary: Janet L. Edmondson	
	<u>Members:</u> Head, Environmental Management Office Karen A. Koch Marie F. Lane Monica G. Schrum Francine A. Taliaferro		
Meeting Frequency	Quarterly		
Minutes Requirement	Original to files. Electronic copy to all members, attendees, LaRC Associate Director for Business Management, and LaRC Deputy Director		
Minutes Responsibility	Secretary		
Last Updated	January 28, 2004		

COMMITTEE	<b>Engineering Drawing System Committee</b>		<i>Replaces LAPD 1154.1</i>
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	
	<u>Members:</u> <ul style="list-style-type: none"> <li>• System Engineering Competency representatives</li> <li>• Aerodynamics, Aerothermodynamics, and Acoustics Competency representatives</li> </ul>		
Meeting Frequency	Yearly or as needed to correct problems.		
Minutes Requirement	None		
Minutes Responsibility	N/A		
Last Updated	May 15, 2002		

BOARD	<b>Property Survey Board</b>		<i>Replaces LAPD 1154.1</i>
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 (NPG 4200.1E), and sensitive items with a value of \$500 or more.		
Attendees	Chair: James H Ogiba	Secretary: Catherine M. Morris	
	<u>Members:</u> <p>Willard Weaver, Vice Chair  Alan L. Farrow, Property Survey Officer  Janis C. Hunt  Barbara S. Trippe  Sandra S. Ray  Donald J. Reichle  Alesia L. Williams  Kenneth C. Young  Ex-Officio:  Catherine M. Morris – Office of Logistics Management  Larry R. Allen - Security Services  Kenneth G. Wilson - Representative for Office of The Chief Counsel</p>		
Meeting Frequency	At least monthly		
Minutes Requirement	Minutes are required for each meeting		
Minutes Responsibility	NASA Equipment Management System Equipment Manager		
Last Updated	October 10, 2001		

GROUP	<b>Management Steering Group (MSG) for Software Engineering Process Group (SEPG)</b>	
Reporting To	SQMC	
Charter	To support and guide the operation of the Software Engineering Process Group (SEPG) and the execution of the approved Center Plan for LaRC Software Process Improvement (see <a href="http://sw-eng.larc.nasa.gov">http://sw-eng.larc.nasa.gov</a> for more extensive charter and for the Center Plan).	
Attendees	Chair: Associate Director for R&T	Secretary: SEPG Lead, M. Patricia Schuler
	<p>The members of the MSG are the Directors of the Research and Technology (R&amp;T) Competencies plus the LMS Management Representative and representatives from Programs and the Mission Assurance Office. The current members are:</p> <p>Aerodynamics, Aerothermodynamics, and Acoustics Competency – Dr. Ajay Kumar  Aerospace Systems, Concepts, &amp; Analysis Competency – Cynthia C. Lee  Airborne Systems Competency – Dr. P. Douglas Arbuckle  Atmospheric Sciences Competency – Leonard R. McMaster  Systems Engineering Competency – Stephen G. Jurczyk  Structures &amp; Materials Competency – Mark J. Shuart  Research Facilities Management Office – Dr. Wilson T. Lundy  Mission Assurance Office – Donald J. Porter  Programs – Ronald L. Baker  LMS Management Representative– Dr. Douglas B. Price</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	September 12, 2003	

GROUP	<b>Software Engineering Process Group (SEPG)</b>	
Reporting To	Management Steering Group (MSG)	
Charter	To plan, facilitate, and monitor the development and implementation of software process improvements across LaRC (see <a href="http://sw-eng.larc.nasa.gov">http://sw-eng.larc.nasa.gov</a> for more extensive charter).	
Attendees	Chair: M. Patricia Schuler, SEC	Secretary: None
	<p>SEPG members represent the following organizational units or functions (appointed by unit head):</p> <p>Aerodynamics, Aerothermodynamics, and Acoustics Competency – William P. Chambers, Robert E. Grandle, R. Charles Swanson  Aerospace Systems, Concepts, &amp; Analysis Competency – Andrea O. Salas, Joanne L. Walsh  Airborne Systems Competency – Norma Campbell, Michael M. Madden  Atmospheric Sciences Competency – P. Kay Costulis, Bruce R. Barkstrom  Systems Engineering Competency – Heather L. Madison  Structures &amp; Materials Competency – Christina G. Williams  Research Facilities Management Office – Charles E. Niles, Michael C. Lightfoot  Mission Assurance Office – Leslie J. Johnson  Programs – George B. Finelli (ex-officio)</p>	
Meeting Frequency	As called by the Chair	
Minutes Requirement	None	
Minutes Responsibility	N/A	
Last Updated	September 12, 2003	

COMMITTEE	<b>Federal Women's Program Committee (FWPC)</b>	<i>Replaces LAPD 1154.1</i>
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	<b>Diversity Awareness Committee (DAC)</b>	<i>Replaces LAPD 1150.3</i>
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: Harriet Dismond Vice-Chair: Jesse James	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 19, 2002	

	<b>Langley Colloquia Committee</b>	<i>Replaces LAPD 1154.1</i>
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. Arlene Levine	Records Secretary: Loutricia S Johnson
	<u>Members:</u> Dennis Bushnell Ingrid Carlberg Dr. Karen R. Credeur Dana Dunham (retiree) Dr. Fereidoun Farassat Robert L. Fox C. Michael Holloway, Corresponding Secretary Dr. Joel S. Levine Duncan McIver, VASC representative Dr. James N. Moss Thomas M. Moul, Recording Secretary Susan O. Palmer Paresh C. Parikh W. Hewitt Phillips (retiree) James L. Pittman Elizabeth Lee-Rausch Dr. R. Clayton Rogers, Vice Chair Dr. Olaf O. Storaasli Dr. Sheila Ann Thibeault Erik Vedeler Myra L. Walton	
Meeting Frequency	Monthly	
Minutes Requirement	Minutes to be distributed to all members.	
Minutes Responsibility	The Records Secretary retains all minutes.	
Last Updated	February 21, 2003	

COMMITTEE	<b>Library Advisory Board</b>		<i>Replaces LAPD 1154.1</i>
Reporting To	Associate Director for Business Management		
Charter	<p>Functions are to:</p> <ul style="list-style-type: none"> <li>• Recommend Library services, projects, and products that are required to meet LaRC research needs.</li> <li>• Recommend Library Users Group activities and review results.</li> <li>• Advise Library staff on issues related to patron services.</li> <li>• Collaborate with the Library staff in developing strategic vision for the Library program, in particular, information access and collection development strategies, resource requirements, and system plans and projects.</li> <li>• Review Library budget requirements and justifications, and advocate for research community's needs.</li> </ul>		
Attendees	Chair: Dr. Michael P. Nemeth	Secretary: Secretary, Library and Media Services Branch, OCIO	
	<p><u>Committee is composed of representatives from:</u>  Center Senior Scientist (permanent member)  Center Senior Technologist (permanent member)  Appointed members: Eight – one from each of the R&amp;T Competencies, one from the Program Offices, and one from Business Management  Ex-Officio members: Head, Office of the Chief Information Officer, Head, Library and Media Services Branch, OCIO, and Library Team Lead, LMSB, OCIO  Library representatives are Head, Library and Media Services Branch and Library Team Lead.</p>		
Meeting Frequency	Three times per year; the chair may call additional meetings to address time critical issues		
Minutes Requirement	Distribute electronically to all members after meeting.		
Minutes Responsibility	Secretary		
Last Updated	April 16, 2002		

COUNCIL	<b>NASA Langley Exchange Council</b>		<i>Replaces LAPD 9050.6</i>
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	Chair: Head, Office of Human Resources <a href="#">(or OHR, Deputy Director)</a>	Secretary: <del>n/a</del> <a href="#">As appointed by Chair</a>	
	<p><b>Voting Members:</b> (appointed by the Director)</p> <p><del><a href="#">Randy B. Cone, Exchange Operations Manager</a></del>  <a href="#">Teriry Green, Treasurer – Office of Chief Financial Officer</a>  <a href="#">Gordon G. Degear, Food and Beverage Services Advisory Representative</a> <a href="#">Henry Russell, Chief of Staff, Army</a>  <a href="#">Elaine J. Powell, Office of Procurement</a>  <a href="#">Timothy P. Warner, Program Development and Management Office</a>  <a href="#">Gene S. Monroe, Systems Engineering Competency, Electronic Systems Branch</a>  <a href="#">Kathryn C. Suddreth, Langley Management Systems Support Office</a>  <a href="#">Michelle Ferebee, Langley Child Development Center Advisory Representative</a>  <a href="#">Rodney Russell, Structures and Materials Competency, Langley Exchange Activities Advisory Representative</a>  <a href="#">Council President</a>  <a href="#">Tom Pinelli, Langley Exchange Shop Advisory Representative</a></p> <p><b>Ex-officio Members assist as technical advisors and are non-voting:</b></p> <p><del><a href="#">Charles A. Polen, Office of the Chief Counsel</a></del>  <a href="#">Buena E. Crawford, Office of the Chief Financial Officer</a>  <a href="#">Kenneth G. Wilson, Office of the Chief Counsel</a>  <a href="#">Janet E. Sellars, Office of Equal Opportunity Programs</a>  <a href="#">Mike P. Finneran, Office of External Affairs</a>  <a href="#">Elaine J. Powell, Office of Procurement</a>  <a href="#">Sandra S. Ray, Office of Human Resources</a>  <a href="#">Susan C. Shockey, Office of Safety and Mission Assurance</a>  <a href="#">Monica Green Schrum, Office of <del>Safety</del>, Security, <del>and</del> Environment <del>and</del> Mission Assurance <del>and</del> Management</a></p> <p><b>Exchange Operations</b></p> <p><a href="#">Randy B. Cone, Exchange Operations Manager</a>  <a href="#">Rita S. Welty, Exchange Shop Manager</a>  <a href="#">Diane Crockett, Exchange Finance and Accounting Office</a>  <a href="#">Kathy L. Skinner, Child Development Director</a>  <a href="#">Donis Anders West, Food and Beverage Manager</a></p>		
Meeting Frequency	Quarterly <a href="#">(or as frequency as required)</a>		
Minutes Requirement	Maintained for Council reference		
Minutes Responsibility	Rotated among Council attendees		
Last Updated	<del>September 4, 2003</del> <a href="#">March 1, 2004</a>		

COMMITTEE	<b>Langley Chapter, NASA Employees' Benefit Association (NEBA) Committee</b>		<i>Replaces LAPD 1154.1</i>
Reporting To	Director		
Charter	NPC 3871.1		
Attendees	President: James H. Ogiba	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	August 16, 2000		

COMMITTEE	<b>Advanced Study Committee</b>		<i>Replaces LAPD 1154.1</i>
Reporting To	Deputy Director		
Charter	<p>Committee: Recommend policy for advanced study under the "Government Employee Training Act." Advise the Employee and Organizational Development Branch, Office of Human Resources, in the administration of 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 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	
	Members: Randy Rooker Barbara Haga Alexander Tessler		
Meeting Frequency	Meetings held on the call of the Chairperson		
Minutes Requirement	Not stated		
Minutes Responsibility	Secretary - George Allison		
Last Updated	September 4, 2003		

COMMITTEE	<b>Professional Entrance Training Review Committee</b>		<i>Replaces LAPD 1154.1</i>
Reporting To	Head, Office of Human Resources		
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 Employee and Organizational Development Branch	
	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.		
Meeting Frequency	Meetings are scheduled by the Employee and Organizational Development Branch with the concurrence of the Chair, during the last month of the trainee's period of training.		
Minutes Requirement	Not stated		
Minutes Responsibility	Employee and Organizational Development Branch		
Last Updated	December 8, 2000		

COMMITTEE	<b>Honor Awards Review Panel (HARP)</b>		<i>Replaces LAPD 1154.1</i>
Reporting To	Center Director		
Charter	Review and act upon recommendation for awards of employees. Periodically reviews awards policies and makes changes in accordance with sound personnel management practices.		
Attendees	Chair: Center Director	Secretary: Provided by Office of Human Resources	
	Members: Deputy Director Associate Director for Research and Technology Competency Associate Director for Business Management Associate Director for Program Integration Ex Officio: Head, Office of Human Resources, Head, Office of Equal Opportunity, and Executive Officer (Administrative)		
Meeting Frequency	As Needed		
Minutes Requirement	Not stated		
Minutes Responsibility	Not stated		
Last Updated	July 22, 2002		

COMMITTEE	<b>LaRC Honor Awards Panel</b>	
Reporting To	HARP	
Charter	Panel convenes to review and prioritize HARP. The HARP and Center Director will finalize the Center nomination package for Agency review.	
Attendees	Co-Chairs: Senior Scientist and Asst. Director for Planning	Secretary: none
	Members: Members representative of Center population	
Meeting Frequency	Annually	
Minutes Requirement	Not required	
Minutes Responsibility	N/A	
Last Updated	September 12, 2003	

COMMITTEE	<b>Employee Suggestion Committee</b>	
Reporting To	Head, Office of Human Resources	
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: Boyce C. Lavender, Jr.	Secretary: Karen E. Ridlon
	Members: Robert A. Baals Marvin E. Beatty Thomas H. Brinkley Philip Brockman Robert G. Bryant Edward G. Carden Carolyn C. Eby Wesley L. Goodman Alan W. Henderson C. Michael Holloway John S. Powell, Jr. R. Clayton Rogers Raymond C. Scholz Lloyd W. Spangler Sherri L. Yokum IAM Representative AFGE Representative	
Meeting Frequency	When the Chair deems necessary	
Minutes Requirement	Original to files	
Minutes Responsibility	Secretary - Karen E. Ridlon	
Last Updated	May 13, 2002	

COMMITTEE	<b>Langley Correspondence Review Team</b>	
Reporting To	N/A	
Charter	LAPG 1450.1, "Office Correspondence Procedures"	
Attendees	Chair: Brenda H. Graham	Secretary: N/A
	<u>Members:</u> Laura Eure Brenda Graham Carlie Johanson	
Meeting Frequency	As needed	
Minutes Requirement	N/A	
Minutes Responsibility	N/A	
Last Updated	May 29, 2003	

COMMITTEE	<b>National Institute of Aerospace Advisory Committee</b>	
Reporting To	Director, National Institute of Aerospace Management Office (NIAMO)	
Charter	The NIA Advisory Committee will provide advice and guidance to the NIA Management Office by fulfilling the following specific responsibilities: <ul style="list-style-type: none"> <li>• Represent the strategic interests of LaRC in NIA planning;</li> <li>• Serve as (or designate a) POC for collaborative activities;</li> <li>• Review NIA Annual Performance Plan (APP) to concur or recommend revisions (NIAMO will work to achieve a consensus approval of the APP);</li> <li>• Review Annual Report to determine if NIA is meeting its goals and objectives; and</li> <li>• Participate in renewal reviews to determine the continuation of funding (conducted in 3<sup>rd</sup>, 8<sup>th</sup>, and 13<sup>th</sup> years)</li> </ul>	
Attendees	Chair: Director, NIAMO	Secretary: Management Analyst, NIAMO
	<u>Members:</u> Assistant Director for Planning Organizational Unit Manager (OUM) or OUM designate from the following organizations: <ul style="list-style-type: none"> <li>• Aerospace Systems Concepts and Analysis Competency</li> <li>• Aerodynamics, Aerothermodynamics, and Acoustics Competency</li> <li>• Structures and Materials Competency</li> <li>• Airborne Systems Competency</li> <li>• Atmospheric Sciences Competency</li> <li>• Systems Engineering Competency</li> <li>• Earth and Space Sciences Program Office</li> <li>• Space Access and Exploration Program Office</li> <li>• Aerospace Vehicle Systems Technology Program Office</li> <li>• Aviation Safety Program Office</li> <li>• Airspace Systems Program Office</li> <li>• Office of Education</li> <li>• Office of External Affairs</li> <li>• Office of the Chief Counsel</li> <li>• Office of Procurement</li> </ul>	
Meeting Frequency	Yearly, with additional meetings as required.	
Minutes Requirement	Not required.	
Minutes Responsibility	N/A	
Last Updated	September 12, 2003	