



**Langley Research Center
DIRECTIVES MANAGEMENT
TRANSMITTAL SHEET**

LAPD 1150.2

MATERIAL TRANSMITTED

LAPD 1150.2, "Councils, Boards, Panels, Committees, Teams, and Groups"

RECISION

LAPD 1150.2, dated June 27, 2005

SUMMARY

This directive has been revised to:

- Add Science Advisory Board, Automated External Defibrillator (AED) Control Committee, Systemic Issues Review Committee (SIRC), and Lifting Device and Equipment Committee
- Change Strategic Leadership Council to Center Leadership Council.
- Change Center Program Management Council
- Update charters of Center Leadership Council, Executive Resources, Awards, and Recognition Council, Electric Systems Committee, and Center Management Council
- Cancel Diversity Awareness Committee and Customer Service Boards.



**LANGLEY
POLICY
DIRECTIVE**

Directive: LAPD 1150.2

Effective Date: _____

Expiration Date: _____

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

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 223/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, dated June 27, 2005

Lesa B. Roe
Director

Attachments A and B

COUNCIL	Strategic-Center Leadership Council (CSLC)	
Reporting To	Director	
Charter	<p>Highest Center-level Governing Body</p> <ul style="list-style-type: none"> • Enable and monitor operational health of the Center. —Assess and authorize new business opportunities. • Ensure adequate resources are available for commitments. • Decision authority with regard to resource conflicts. • Assess and authorize new business opportunities. • Decide on significant bid and proposal activities.,including resources. •Decision authority with regard to resource conflicts. • Assess new partnerships. •Ensure appropriate balance across Product Units, Core Resources Units, the Chief Technologist's 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. • Determine Center Strategies in support of Agency Strategic Goals. • Review and enable progress in achieving Center Strategic Objectives and Annual Initiatives. • Ensure ongoing development of Center workforce in support of mission. 	
Attendees	Chair: Director	Executive Secretary: Director, Advanced Planning and Partnership Office
	<p><u>Core Members:</u> Director; Deputy Director; Associate Director for Operations; Chief of Staff; All Organizational Unit Managers</p> <p><u>Other Attendees:</u> Chief Strategist, Senior Scientist, New Business Lead, LMS Management Representative, and others as required in support of CLC weekly agenda focus</p>	
Meeting Frequency	Weekly (with specific governing focus each week)	
Minutes Requirement	Minutes of each meeting are posted on the CLC Website.	
Minutes Responsibility	Minutes are maintained by the Executive Secretary	
Last Updated	February 28, 2007	

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," and other governing documents; 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	Vice Chair: Director, Systems Management Office
	<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 Chief Engineer, Systems Engineering Directorate (appointed by the Deputy Director) Senior Project Manager (appointed by the Deputy Director) Directors of Core Resources Units Directors of Product Units Director, Advanced Planning and Partnership Office NESC Chief Engineer (Ex-officio)	
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 19, 2007	

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	Chair: Director, Office of Human Capital Management	Secretary: As appointed by Chair
	<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, 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 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	February 28, 2007	

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 CSLC 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 and other Agency awards. 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 Director, Office of Human Capital Management Director, Office of Equal Opportunity Programs Director, Advanced Planning and Partnership Office 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	March 1, 2007	

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, 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>Ex-officio Members: 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	February 28, 2007	

Committee	Lifting Device and Equipment Committee	
Reporting To	Executive Safety Council	
Charter	Provide Center-wide oversight of lifting operations to ensure that NASA-STD-8719.9 is understood and applied across all Center organizations; provide a forum for disseminating and exchanging information, sharing lessons learned, and resolving concerns and issues pertaining to lifting device and equipment; develop the Center's recommendations on lifting device and equipment issues for input to the NASA Lifting Device and Equipment Committee.	
Attendees	Chairperson: Larry Snyder Vice Chairperson: Jimmy Waters	Secretary: Vacant
	<u>Members:</u> Thomas G. Popernack, Jr. Robert Charles Phillip Stallings (ex-officio) R. D. Burnette (ex-officio) Steve Rossi (ex-officio) Carter Ficklen (ex-officio) Lloyd Smith Barry Lawhorne Charles Zeitman Donald Buhl John Hefner Archie Dimery	
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	Committee Secretary	
Last Updated	November 2, 2006	

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	

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
	<u>Members:</u> 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	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
	<u>Members:</u> Junilla Applin John Chapman 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	February 28, 2007	

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	Secretary: Janet L. Edmondson
	<u>Members:</u> 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	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 Branch, Center Operations Directorate (COD) Charles Cramer- Security 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	February 28, 2007	

BOARD	Science Advisory Board	
Reporting To	Director, Science Directorate	
Charter	<p>The Science Advisory Board will advise the Director, Science Directorate (SD), on general scientific direction, investment of resources, opportunities, external influences, and such other programmatic issues as the Director may identify. Chairmanship will rotate between the Senior Scientist for Earth and the Senior Scientist for Space as workload requires. Advice to the Director shall consist of findings and recommendations arrived at by consensus. Results of each meeting shall be provided in a short summary document. The document will be provided within two weeks to the Director and then to the entire SD staff. To advise the Director, Science Directorate (SD), on general scientific direction, investment of resources, opportunities, external influences, and such other programmatic issues as the Director may identify. Chairmanship will rotate between the Senior Scientist for Earth and the Senior Scientist for Space on an annual basis.</p>	
Attendees	Chair: Jay J. Bergstralh	Secretary: n/a
	<p><u>Members:</u> The Board will consist of up to 10 members, including LaRC Senior Scientists for Earth and Space Science; 2 members from NASA Headquarters; 2 senior science staff from the LaRC Science Directorate; 2 members from other LaRC directorates with which SD must interface.</p> <p>Members: Jay T. Bergstralh Bruce A. Wielicki Paul Hertz (Headquarters Science Mission Directorate) Mark P. Saunders (Headquarters Independent Program Assessment Office)</p> <p>Steve Sandford/LaRC SED/Director Rich Antcliff/LaRC APPO/Director</p> <p>Ex Officio: Dennis M. Bushnell Stephen P. Sandford Ajay Kumar</p> <p>Members will serve 3 2 years and may be renewed up to a total of 6 years. Members from SD are selected and recruited by the SD Senior Scientists and the SD Director. Members from other LaRC directorates are nominated by their directorate management and approved by the SD Director and SD Senior Scientists.</p>	
Meeting Frequency	<p>Meet annually. The chair will set the specific dates and agenda for each meeting. Length of meetings will be one-half to one day, depending on issues and topics.Meet three times per year, at times corresponding to major events in the annual program cycle</p>	
Minutes Requirement	Minutes are required for each meeting	
Minutes Responsibility	Any of the initial board members	
Last Updated	May 12, 2006	

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 of 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	

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PANEL	Innovation Assessment Panel	
Reporting To	Director	
Charter	<p>To ensure that innovation continues to flourish, Langley is committed to a multi-pronged policy of fostering and protecting our scientific and technological advances. This includes:</p> <ul style="list-style-type: none"> • promoting innovation and invention throughout the Center • identifying and capturing innovations and inventions • protecting innovations and inventions • leveraging innovations for the benefit of the public and the economy • rewarding innovators • educating stakeholders and the public about the importance and value of Langley innovations and inventions. 	
Attendees	Chair: Marisol E. Garcia	Secretary: Kathy A. Dezern
	<p><u>Members:</u> Mark D. Moore, Aeronautics Research Directorate Michael A. Chapman, Center Operations Directorate Gregory S. Manuel, Exploration and Flight Projects Directorate Bruce D. Fisher, Research Services Directorate Edward A. Healy, Advanced Planning and Partnership Office Kathy A. Dezern, Advanced Planning and Partnership Office Linda B. Blackburn, Office of Chief Counsel Joycelyn S. Harrison, Research and Technology Directorate Stephen P. Wilkinson, Research and Technology Directorate Richard S. Eckman, Science Directorate Thomas A. Zang, Systems Analysis and Concepts Directorate Winifred S. Feldhaus, Systems Engineering Directorate Bart A. Singer, Systems Management Office</p>	
Meeting Frequency	Monthly or as needed for special purpose reviews	
Minutes Requirement	Minutes, including Action Items shall be recorded by the Secretary	
Minutes Responsibility	Minutes maintained for Panel reference by the Secretary	
Last Updated	May 12, 2006	

COMMITTEE	Systemic Issues Review Committee (SIRC)	
Reporting To	Senior Center Leadership Council (CSLC)	
Charter	<ul style="list-style-type: none"> • Identify and assess potential systemic issues from: <ul style="list-style-type: none"> - CPMC reviews - IG/GAO and other financial related audits - Customer Service Boards - Executive Safety Council - Environmental/Institutional/Facilities HQ's process verification audits - LMS internal/external assessments and other formal and informal input sources • Recommend Center approach to resolving or mitigating impact of issues – reporting at LMS Quarterly Management Review (QMR's) • Monitor Corrective, Preventive, and Improvement (CPI) Action processes for ongoing effectiveness 	
Attendees	Chair: OD – Chief of Staff	Secretary: LMS Management Representative
	Members: Director, Systems Management Office Director, Safety and Mission Assurance Office Director, Center Operations Directorate Center Audit Liaison Officer Director, Systems Engineering Directorate Director, Research and Technology Directorate Senior Scientist Equal Employment Opportunity Officer Director, Office of Human Capital Management	
Meeting Frequency	Quarterly (or more often, if required)	
Minutes Requirement	None – Committee reports quarterly to CSLC (QMR minutes are maintained per LMS-CP-0009, "Langley Management System Quarterly Management Review (QMR)")	
Minutes Responsibility	N/A	
Last Updated	June 15, 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
	<u>Members:</u> 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 Kegelman 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	February 28, 2007	

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: Thomas G. Popernack, Jr. Vice Chairperson: vacant	Secretary: Troy F. Middleton
	<u>Members:</u> William C. Alexander Genevieve D. Dixon Wesley L. Goodman Ricky Hall William Langford James O'Shaughnessy (non-voting) 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	February 28, 2007	

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COMMITTEE	Electrical Systems Committee	
Reporting To	Executive Safety Council	
Charter	<p>a. Conduct reviews and provide guidance on electrical safety and activities such as grounding systems, flight electrical power systems, ground support electrical power systems, and control systems.</p> <p>b. Recommend requirements, standards, and procedures for systems designed to use, store, confine, or distribute significant levels of electrical energy.</p> <p>c. Investigate and recommend corrective action for major electrical systems faults.</p> <p>d. Maintain an overview of developments in electrical safety.</p> <p>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)."</p>	
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	February 28, 2007	
COMMITTEE	Ionizing Radiation Committee	
Reporting To	Executive Safety Council	
Charter	<p>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.</p>	
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 Singletery, 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	February 28, 2007	

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: vacant
	<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	February 28, 2007	

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	February 28, 2007	

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 (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	February 28, 2007	

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: 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	February 28, 2007	

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: <ul style="list-style-type: none"> • 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	

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: Garnett Hutchinson	Secretary: Enette Doswell
	<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 3-year term and may be reappointed. The FWPM is ex-officio member. A Chair, Vice-Chair, Secretary, and Co-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	October 26, 2006	

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	

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: 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 1, 2007	

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
	Members: Charles E. Harris John B. Herrin Ajay Kumar Jerry R. Newsom Donna L. Phillips Lelia B. Vann	
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
	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 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	

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	

COMMITTEE	Automated External Defibrillator (AED) Control Committee	
Reporting To	Director, Office of Human Capital Management and Center Director	
Charter	Assist the AED-MD with all aspects of the AED Program to include proper documentation and use of equipment based on lessons learned or changes in NPD 1810.2, "NASA Occupational Medicine Program" and NPR 1800.1, "NASA Occupational Health Program Procedures."	
Attendees	Chair: Chief Medical Doctor	Secretary: AED Coordinator
	Members: AED Medical Director (AED-MD) AED Coordinator (AED-C) Head, Safety and Facility Assurance Branch, Safety and Mission Assurance Office Occupational Health Officer, Office of Human Capital Management Union/AFGE Representative	
Meeting Frequency	When the Chair deems necessary At least annually, after an event involving use of an AED or upon the request of the AED-MD.	
Minutes Requirement	Upon each called meeting with original to Occupational Medical files	
Minutes Responsibility	AED-MD and Secretary	
Last Updated	May 12, 2006	

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 • 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	

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: Kenneth Cameron Dale Clark Ralph G. Dooley Vincent J. Fleck John R. Hefner Howard J. Lewis (Aviation Manager, Ex-Officio) Scott T. Simms Carey D. Smith 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	February 28, 2007	

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GROUP	Management Steering Group (MSG)	
Reporting To	Strategic Center 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: 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: 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: Director of Research Services Directorate Director of the Science Directorate Director of the Aeronautics Research Directorate 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	February 28, 2007	

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) 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	February 28, 2007	

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Product Units and Core Resources Units Organizations**Product Units****Core Resources Units**

Aeronautics Research	Research Services
Exploration and Flight Projects Directorate	Research and Technology
Science	Systems Engineering
Systems Analysis and Advanced Concepts	Center Operations

Last Updated: February 28, 2007

Executive Resources, Awards, and Recognition Council Panel Member Assignments

CALENDAR 2006	CALENDAR 2007	CALENDAR 2008
<ul style="list-style-type: none"> • Chair – Deputy Director • Chief of Staff • Office of Human Capital Management • Office of Equal Opportunity Programs • Office of Chief Counsel • Advanced Planning and Partnership Office • 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 • 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 • Office of Chief Financial Officer • Research and Technology Directorate • Center Operations Directorate • Systems Analysis and Concepts Directorate
Last Updated: March 1, 2007		